

## **Terms of Reference Mount Washington Fire Service Steering Group**

### **Introduction/Background**

The Comox Valley Regional District (CVRD) had assembled a steering group of stakeholders to examine opportunities and to advise staff regarding establishing a fire protection service on Mount Washington. The Terms of Reference (approved April 27, 2015) for the Mount Washington Fire Service Steering Group included that the term for the steering group will be completed at the conclusion of an elector assent process, and that the term may be extended by the Chief Administrative Officer (CAO) if necessary.

On September 17, 2016 the CVRD received elector assent to establish a fire protection service for the Mount Washington resort community. Key members of the steering group have expressed interest in continuing in their advisory role through the implementation of operations of the Mount Washington fire protection service.

The CVRD and the steering group acknowledge that without the generous donation of land by the Mount Washington Alpine Resort in 2002, the development of this fire service may not have been possible.

### **Objective**

The objective of the steering group is to assist the CVRD at an advisory level, in the implementation of the new Mount Washington fire protection service and to provide a forum to discuss staff's policy recommendations to the CVRD board of directors.

### **Policy Analysis**

The Mount Washington Integrated Resort Community Plan (IRCP) was adopted by the CVRD on April 29, 2014. The IRCP is the planning document that will guide future growth of the Mount Washington area. The IRCP includes objectives regarding the development of a fire protection service.

At its regular meeting of September 20, 2016 the board adopted bylaw No. 433 being the "Mount Washington Resort Community Fire Protection Service Establishment Bylaw No. 433, 2016". This bylaw establishes the fire protection service and defines the maximum annual requisition as \$1.15 per \$1,000 of assessed value.

At its regular meeting of September 20, 2016 the board adopted bylaw No. 434 being the "Mount Washington Resort Community Fire Protection Service Loan Authorization Bylaw No. 434, 2016". This bylaw authorizes the board to borrow up to \$415,000 to construct and equip the Mount Washington resort community fire protection service.

### **Steering group Representation**

The steering group shall include representatives of the Mount Washington ownership group, private and strata owners and other stakeholders in the Mount Washington community. To facilitate an efficient gathering of input, perspective and specific local knowledge for the development of policy

recommendations, it is recognized that the membership should be limited to 10 individuals or fewer. The current membership will be limited to the individuals listed below.

The steering group meetings will be chaired by the General Manager of Community Services

### **Steering group membership list**

<b>Name</b>	<b>Address</b>
Ken Armour	Beaufort Heights
Lana Blair	Strata 799
Peter Gibson	Mt Washington Alpine Resort
Rick Gibson	Bear Lodge
Tom Haglund	Strata 799
Richard Meiner	Strata 799
Tom Presnail	Deer Lodge
Wendy Woodley	Strata 799
Dick Zandee	Strata 799
George Trousdell	Mt Washington Alpine Resort

### **Tenure**

The term for the steering group will be completed at the earlier of:

- The completion of construction of the Mount Washington fire service storage building, or
- June 1, 2018.

This term may be extended by the CAO if necessary.

### **Code of Conduct**

All participants of the steering group will endeavor to:

- Support an open and inclusive process
- Treat others with courtesy and respect
- Listen attentively with an aim to understand
- Speak in terms of interests versus positions
- Be open to outcomes, not attached to outcomes
- Focus on service provision, and
- Share and discuss ideas from a professional perspective.

The steering group may be asked to review and comment on matters that are recognized as confidential. The steering group members will respect these confidential materials and not disclose the information beyond the steering group membership.

### **Frequency of Meetings**

Meetings will be expected to occur both on an ongoing basis (minimum of four meetings) and as required to respond to urgent matters. A schedule of meetings will be developed by the CVRD and circulated to the steering group members.

**Process Management**

The CVRD will manage and schedule all meetings and provide administrative support such as note taking. The CVRD will manage media relations and communications to the greater Mount Washington community through newsletters and website maintenance.

The steering group will select from its membership, one individual to act as a project/community liaison to assist CVRD staff in the development and distribution of fire service updates to the greater Mount Washington community.

**Expectations and Outcomes**

While the process of implementing the fire service ultimately rests with the CVRD, the steering group will assist in this process through provision of input, perspective, specific local knowledge and recommendations to CVRD staff. Members of the steering group are expected to participate in meetings and to assist with generating ideas and working towards consensus. Members of the steering group volunteer their time and are not entitled to compensation for attending meetings. All relevant CVRD staff reports will have a heading of “Citizen / Public Relations” under which will be a summary of steering group views on the matter, whether these views represent consensus or otherwise.

**Accountability**

The CVRD position assigned the responsibility for the steering group will ensure that the agenda and all materials are provided to the members at least three days prior to the meeting. Items of new business are to be included and provided as part of the agenda and will generally not be received for the first time at the meeting. Time sensitive matter may be considered at the consensus of the steering group and should be distributed prior to the meeting.

**Terms of Reference History**

Approved: April 27, 2015
Amended and approved: August 9, 2017