



Hosmer Fire Hall Advisory Group Terms of Reference

April 2025

Background

The current Hosmer Fire Hall is no longer able to meet the space requirements for the equipment and trucks required to continue to provide fire service to the Hosmer Fire Protection Service Area and requires significant renovations to ensure the health and safety of firefighters and structural integrity of the space. The RDEK Board has approved funding of \$4 million through the Electoral Area A portion of the Elk Valley Mine Tax Sharing funds and Community Works Funds. In 2022, the Board also directed the CAO to enter into confidential discussions with a landowner for the potential location of a new fire hall that was located within a central area of the Fire Protection Service Area.

In September 2023, Electoral Area A Director McDonald asked the Board to approve up to \$20,000 in funding from the Area A portion of the Mine Tax Sharing Funds to complete an assessment on the current building.

Assessment reports, including potential options were completed and presented to the community on November 13, 2024. Following presentation of the findings, and given the complexity of the process, Director McDonald has requested a volunteer Hosmer Fire Hall Advisory Group ("Advisory Group") be established to:

- Ensure the community is involved in the process,
- Provide advice and feedback to staff and Director McDonald, and
- Act as a liaison with the public throughout the site selection process.

A more comprehensive overview of the background and timeline is available at engage.rdek.bc.ca/hosmerfirehall.

Membership

The Advisory Group will be comprised of up to seven (7) voting members from across the Hosmer Fire Protection Service Area representing a range of community interests. The Advisory Group will strive to maintain the following membership criteria:

- (a) At least one (1) Hosmer Fire Department Firefighter;
- (b) At least one (1) representative of the Hosmer Community Hall Society Board;
- (c) Representation from a diverse cross-section of the community ensuring representation from various age groups, family structures, income levels and backgrounds; and,
- (d) Geographical representation from around the Hosmer Fire Protection Service Area.

In addition, one member will be appointed as an Alternate. The Alternate will participate in all the discussions; however, will be a non-voting member unless they are filling in for an absent voting member.

Director McDonald and one member of the Hosmer Fire Department leadership team will participate in Advisory Group meetings as non-voting members. To facilitate the Advisory Group, the RDEK will provide up to two Staff Liaisons, as directed by the Chief Administrative Officer, to act as administrative and technical support.

As the Advisory Group members are volunteers, reimbursement of expenses related to membership duties is not available.

Function

The Advisory Group will provide advice and feedback to RDEK staff and Director McDonald and act as a liaison with the public throughout the planning process.

The Advisory Group will be for this process only and will be disbanded once the RDEK Board has identified a clear path forward. The duration of the process is expected to be several months, though an exact timeline is unknown.

Appointments

A recommendation to appoint members to the Advisory Group will be made by Director McDonald. Members will be appointed by the RDEK Board of Directors.

Voting and Quorum

Each voting member has one vote. Recommendations of the Group shall be made by a majority of voting members in attendance at a meeting. A quorum consists of the members present at the meeting.

Roles and Responsibilities

Each member of the Hosmer Fire Hall Advisory Group is an independent representative of the Group and should aim to represent the concerns of the entire community. Members should:

- Work cooperatively for the purpose of developing a common approach that is reasonable and practical while aiming to achieve consensus.
- Provide an objective view in the public's interest and fairly represent this view in public processes.
- Act in an advisory capacity only. The Advisory Group will not have decision making authority.
- Attend and participate in Advisory Group meetings as required.
- Participate in related events and activities, including those designed to receive public feedback regarding the Hosmer Fire Hall.
- Contribute their expertise actively, but respectfully, during meetings.
- Act as a liaison between RDEK staff and the community.
- Fully review all provided information, such as professional reports, backgrounders, etc.
- Declare any situation that is, or has the potential to be, a conflict of interest.

Procedures

- The Chair and Secretary of the Advisory Group shall be appointed by the members at the first meeting.
- The Chair will be the primary contact with RDEK staff and Director McDonald.
- The Chair will conduct Advisory Group meetings.
- The Secretary shall keep a record of meetings and perform such other secretarial duties as may from time to time be required by the Advisory Group.
- Meeting agendas will be prepared by RDEK staff and distributed to the Advisory Group not less than two (2) days prior to a meeting. RDEK staff will schedule meetings, distribute materials and support the facilitation of discussions.

- The Chair may represent the Advisory Group publicly when requested by the RDEK.
- All meetings of the Advisory Group must be open to the public, unless otherwise authorized by the Board.
- All other members of the public attending the meeting who are not members of the Advisory Group are not permitted to participate in the discussions.

Code of Conduct

- Participate in good faith.
- Treat others with respect and courtesy.
- Listen attentively and respect the suggestions and opinions of others.
- Allow fellow members to have an equal opportunity to be heard.
- Speak clearly and concisely.
- Come to the meeting prepared to participate and engage in constructive dialogue.
- Objectively share information on community issues.
- Work cooperatively to achieve consensus on issues.
- Respect the decisions of the Advisory Group.

Term of Office

Term of office is until the disbandment of the Advisory Group. In a case where a member must end their term prior to the end of the process, the Alternate member will assume the appointment.

Any member who acts outside the Code of Conduct or who is deemed to be in conflict of interest may be removed from the Advisory Group through approval by the RDEK Board of Directors.

Representative Authority

The Advisory Group does not have the authority to make commitments on behalf of the RDEK or any other organization. The Advisory Group is not a deciding body, but rather provides feedback, input and recommendations to Director McDonald and staff. The Advisory Group members do not have the authority to speak publicly (e.g., to the media) on behalf of the Advisory Group unless so directed by the RDEK.