



# TERMS OF REFERENCE

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**Commission Name:** **SOOKE FIRE SERVICES COMMISSION**

**Established:** Council Resolution November 23, 2015

## **1.0 Purpose of Commission:**

- 1.1 The Sooke Fire Services Commission ("Commission") is responsible for the review of all matters referred to the Commission by Council relating to the District of Sooke Fire Rescue Department ("Fire Department").
- 1.2 The *Community Charter* and the District of Sooke bylaws, policies and procedures govern the Commission.

## **2.0 Roles and Responsibilities of Commission:**

- 2.1 The Commission has been established by Council under section 143 of the *Community Charter* to:
  - a. Undertake a review and analysis of the Fire Department level of services related to the Fire Commissioner's *Structure Firefighters Competency and Training Playbook* and long term apparatus replacement;
  - b. Report to Council on means to improve the overall effectiveness of services in a fiscally responsible manner;
  - c. Provide advice and recommendations to Council with respect to the financing, equipping, and operating of the Fire Department;
  - d. Undertake specific work in relation to the Fire Department at the direction of Council.
- 2.2 The Commission operates in accordance with the authority of the Fire Chief under the *Community Charter*, *Fire Services Act* and District of Sooke Bylaw No. 292, *Fire Rescue Services Bylaw, 2007*.

## **3.0 Membership:**

- 3.1 The Commission will consist of a maximum of THREE (3) public members having knowledge and experience pertaining to the operations of a fire department.
- 3.2 A quorum consists of two (2) members.
- 3.3 The following may serve the Commission in a resource, non-voting capacity:

- Chief Administrative Officer
- Fire Chief
- Corporate Officer
- Other Staff as required.

3.4 The Chair of the Commission will be nominated by the Commission members.

#### **4.0 Term:**

4.1 Notwithstanding Policy No. 1.4, *Committee Structure and Function Policy*, members are appointed for a two (2) year term, with a review of the Commission by Council annually.

4.2 At Council discretion, an honorarium may be paid to the public members of the Commission.

**5.0 Staff Support:** Fire Department  
Corporate Services

#### **6.0 Meetings:**

The Commission may meet as required but will structure its activities to meet approximately four times per year with the ability to schedule additional meetings to deal with Fire Department or time sensitive issues.