**Community-Based Advisory Group**

**Purpose**

The Community-Based Advisory Group (CBAG) for Pincher Creek Emergency Services Commission (PCESC) exists to establish meaningful collaboration between the department and the community we serve. The group provides input, advice, and community perspectives to help guide best practices, strengthen transparency, and enhance trust between emergency services personnel and residents.

**Objectives**

* Provide feedback on current and proposed emergency services policies, programs, and initiatives.
* Promote two-way communication between PCESC and community stakeholders.
* Identify emerging community needs and priorities related to fire protection, ambulance services, rescue response, and emergency preparedness.
* Support public education and outreach efforts to improve community safety.
* Strengthen community confidence in the decisions and strategies of PCESC.

**Membership**

* **Composition**: The group will include 4-5 members representing a diverse cross-section of the Pincher Creek region, including residents, local business owners, nonprofit representatives, and community leaders.
* **Eligibility**: Members must reside or work in the service area and have an interest in community safety and emergency preparedness.
* **Term**: Members will serve two-year terms, renewable once. Staggered terms will ensure continuity.
* **Recruitment**: Applications will be accepted through an open call, and participants will be selected to reflect community diversity.
* Members of the department and immediate family members are not eligible.

**Roles and Responsibilities**

* **Advisory Role**: The CBAG will provide non-binding recommendations to PCESC leadership.
* **Members**: Attend regular meetings, review provided materials and engage in respectful

dialogue. Share community concerns and feedback in a constructive manner.

* **PCESC Representatives**: Provide updates, data, and context to inform discussions. Ensure recommendations are considered in departmental decision-making and share outcomes of the group’s contributions.

**Meetings**

* The group will meet quarterly, with additional meetings scheduled as needed.
* Agendas will be developed in collaboration between the PCESC Deputy Chief (or delegate).
* Meetings will include opportunities for open discussion, presentation of departmental updates, and review of key issues.

**Governance**

* Decisions and recommendations will be based on consensus wherever possible or through majority agreement when required.
* A written record of meetings and recommendations will be maintained and made publicly available to ensure transparency.
* Recommendations will be brought back to the PCESC administration for consideration.

**Accountability and Reporting**

* PCESC will prepare an annual summary outlining how CBAG feedback has influenced planning, operations, and community engagement.
* CBAG will provide recommendations to Town Council and the PCESC Board for consideration in policy and resource decisions.

**Review**

This group will be reviewed annually by PCESC leadership and the CBAG to ensure it remains relevant and responsive to the needs of the community and the organization.