

Salt Spring Island Fire Protection District

POLICY MANUAL

Section	
Policy Number	
Policy Title	Terms of Reference – Facilities & Physical Plant Committee

COMPOSITION

1. The Facilities & Physical Plant Committee shall be appointed by the board at its first meeting after the Annual General Meeting.
2. The Committee shall be composed of a minimum of two Trustees and up to five members of the public who have relevant knowledge, experience and skills.
3. Public members serving as volunteers on the committee must be eligible voters of the Salt Spring Island Fire Protection District (SSIFPD).
4. The Chair of the Board of SSIFPD, the Chief Administrative Officer and the Fire Chief are ex-officio members.
5. The Committee shall choose one of its Trustee members as its Chair.

ACCOUNTABILITY

1. The Chair of the Committee shall report to the Board following each meeting.

MEETINGS

1. Committee meetings are governed by sections 57-69 of SSIFPD Bylaw 119.
2. The Committee meets monthly or at the call of the Chair.
3. The Committee shall establish a schedule of its regular meetings for the coming year and publish the schedule on the Fire District's calendar.
4. Meetings and their minutes are open to the public except as provided in Part 4 Division 3 of the Community Charter.
5. The Chair presides over meetings. If the Chair is not present five minutes after the scheduled start of a meeting, the committee shall choose one of the Trustees present as chair for that meeting and

continue with its agenda. If the Recorder is not present, the committee shall choose a recorder for the meeting.

6. Each Committee member, including the Chair but excluding ex-officio members, has exactly one vote on a question.

RESPONSIBILITIES

1. The Committee is responsible for:
 - a) Overseeing water supply issues, including liaison with water districts on flow capacity and installation and maintenance of hydrants,
 - b) Developing a plan for dry hydrant installation where appropriate,
 - c) Developing and maintaining a schedule for equipment replacement and structure maintenance to inform the capital plan,
 - d) Developing, in concert with the Marketing & Communications Committee, a comprehensive plan for public engagement on the need for replacement of Hall #1, and
 - e) Oversight of all capital expenditures.
2. The Committee shall report and recommend to the Board annually:
 - a) the seismic condition of District buildings and progress on improving same, and
 - b) a capital plan, developed jointly with the Finance & Audit Committee.
3. The Committee shall report and recommend to the Board as required:
 - a) the resources required to maintain Tanker Shuttle accreditation and FUS grading, and their costs,
 - b) its analysis and evaluation of proposed plant and equipment purchases,
 - c) draft bylaws and referendum questions to finance purchases of plant and equipment, and
 - d) amendments to these Terms of Reference.

BOARD DISCRETION

The provisions set out in this policy are subject to revision from time to time at the discretion of the Board of Trustees.

CROSS REFERENCES

APPROVALS

Approval date:	7 December 2015	Approved by:	
1. Amendment date:		Approved by:	
2. Amendment date:		Approved by:	
3. Amendment date:		Approved by:	

Salt Spring Island Fire Protection District

POLICY MANUAL

Section	
Policy Number	
Policy Title	Terms of Reference – Finance & Audit Committee

COMPOSITION

1. The Finance & Audit Committee shall be appointed by the board at its first meeting after the Annual General Meeting.
2. The Committee shall be composed of a minimum of two Trustees and up to five members of the public who have relevant knowledge, experience and skills.
3. Public members serving as volunteers on the committee must be eligible voters of the Salt Spring Island Fire Protection District (SSIFPD).
4. The Chair of the Board of SSIFPD, the Chief Administrative Officer and the Fire Chief are ex-officio members.
5. The Committee shall choose one of its Trustee members as its Chair.

ACCOUNTABILITY

1. The Chair of the Committee shall report to the Board following each meeting.

MEETINGS

1. Committee meetings are governed by sections 57-69 of SSIFPD Bylaw 119.
2. The Committee meets monthly or at the call of the Chair.
3. The Committee shall establish a schedule of its regular meetings for the coming year and publish the schedule on the Fire District's calendar.
4. Meetings and their minutes are open to the public except as provided in Part 4 Division 3 of the Community Charter.
5. The Chair presides over meetings. If the Chair is not present five minutes after the scheduled start of a meeting, the committee shall choose one of the Trustees present as chair for that meeting and

- continue with its agenda. If the Recorder is not present, the committee shall choose a recorder for the meeting.
6. Each Committee member, including the Chair but excluding ex-officio members, has exactly one vote on a question.

RESPONSIBILITIES

- 1) The Committee shall monitor and report to every regular meeting of the Board:
 - a) the financial condition of the District via unaudited financial statements, and
 - b) minutes of its meetings.
- 2) The Committee shall report and recommend to the Board annually:
 - a) the appointment of an external auditor,
 - b) acceptance of the annual audited financial statements,
 - c) the annual operating budget and financial projections, as jointly developed with other committees and staff,
 - d) a capital plan, developed jointly with the Facilities & Physical Plant Committee,
 - e) analysis of financing proposals for capital projects, and
 - f) a draft bylaw to levy taxes to raise the required revenue for the year.
- 3) The Committee shall report and recommend to the Board as required:
 - a) financial policies, and
 - b) amendments to these Terms of Reference

BOARD DISCRETION

The provisions set out in this policy are subject to revision from time to time at the discretion of the Board of Trustees.

CROSS REFERENCES

APPROVALS

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Salt Spring Island Fire Protection District

POLICY MANUAL

Section	
Policy Number	
Policy Title	Terms of Reference – Human Resources & Legal Committee

COMPOSITION

1. The Human Resources & Legal Committee shall be appointed by the board at its first meeting after the Annual General Meeting.
2. The Committee shall be composed of a minimum of two Trustees and up to five members of the public who have relevant knowledge, experience and skills.
3. Public members serving as volunteers on the committee must be eligible voters of the Salt Spring Island Fire Protection District (SSIFPD).
4. The Chair of the Board of SSIFPD, the Chief Administrative Officer and the Fire Chief are ex-officio members.
5. The Committee shall choose one of its Trustee members as its Chair.

ACCOUNTABILITY

1. The Chair of the Committee shall report to the Board following each meeting.

MEETINGS

1. Committee meetings are governed by sections 57-69 of SSIFPD Bylaw 119.
2. The Committee meets monthly or at the call of the Chair.
3. The Committee shall establish a schedule of its regular meetings for the coming year and publish the schedule on the Fire District's calendar.
4. Meetings and their minutes are open to the public except as provided in Part 4 Division 3 of the Community Charter.
5. The Chair presides over meetings. If the Chair is not present five minutes after the scheduled start of a meeting, the committee shall choose one of the Trustees present as chair for that meeting and

continue with its agenda. If the Recorder is not present, the committee shall choose a recorder for the meeting.

6. Each Committee member, including the Chair but excluding ex-officio members, has exactly one vote on a question.

RESPONSIBILITIES

1. The Committee is the Board's primary point of contact between the Board and its contract employees including management and support staff. The Committee is responsible for:
 - a) Reviewing and maintaining current and future employment contracts,
 - b) Overseeing performance evaluation of exempt and contracted positions,
 - c) Reviewing and developing policies on general employment issues,
 - d) Archiving information about collective agreements in other jurisdictions,
 - e) Overseeing elections and referenda.
 - f) Recruiting and interviewing members of the public for committee work,
 - g) Ensuring that Trustees and members of the public who serve on any committee are aware of the District's confidentiality and conflict of interest policies, and
 - h) Monitoring that legally mandated reporting is being carried out on schedule by staff.
2. The Committee shall report and recommend to the Board as required on:
 - a) the appointment of legal counsel and legal advice received,
 - b) the appointment of a negotiator when a collective agreement is under review,
 - c) the appointment of a retuning officer for an election or referendum,
 - d) the appointment of members of the public to the board's committees,
 - e) hiring for District exempt and contract positions,
 - f) policies regarding recruitment, training and retention of firefighters,
 - g) compensation and benefit packages for all exempt and paid-on-call (POC) employees,
 - h) amendments to these terms of reference.

BOARD DISCRETION

The provisions set out in this policy are subject to revision from time to time at the discretion of the Board of Trustees.

CROSS REFERENCES

APPROVALS

Approval date:	17 August 2015	Approved by:	
1. Amendment date:	26 October 2015	Approved by:	
2. Amendment date:		Approved by:	
3. Amendment date:		Approved by:	

Salt Spring Island Fire Protection District

POLICY MANUAL

Section	
Policy Number	
Policy Title	Terms of Reference – Marketing & Communications Committee

COMPOSITION

1. The Marketing and Communications Committee shall be appointed by the board at its first meeting after the Annual General Meeting.
2. The Committee shall be composed of a minimum of two Trustees and up to five members of the public who have relevant knowledge, experience and skills.
3. Public members serving as volunteers on the committee must be eligible voters of the Salt Spring Island Fire Protection District (SSIFPD).
4. The Chair of the Board of SSIFPD, the Chief Administrative Officer and the Fire Chief are ex-officio members.
5. The Committee shall choose one of its Trustee members as its Chair.

ACCOUNTABILITY

1. The Chair of the Committee shall report to the Board following each meeting.

MEETINGS

1. Committee meetings are governed by sections 57-69 of SSIFPD Bylaw 119.
2. The Committee meets quarterly or at the call of the Chair.
3. The Committee shall establish a schedule of its regular meetings for the coming year and publish the schedule on the Fire District's calendar.
4. Meetings and their minutes are open to the public except as provided in Part 4 Division 3 of the Community Charter.
5. The Chair presides over meetings. If the Chair is not present five minutes after the scheduled start of a meeting, the committee shall choose one of the Trustees present as chair for that meeting and

- continue with its agenda. If the Recorder is not present, the committee shall choose a recorder for the meeting.
6. Each Committee member, including the Chair but excluding ex-officio members, has exactly one vote on a question.

RESPONSIBILITIES

- 1) The Committee is responsible for:
 - a) developing and reviewing policies regarding internal and external communications of the District, including policies on privacy, document retention, and freedom information requests,
 - b) developing, in concert with the Facilities and Physical Plant Committee, a comprehensive plan for public engagement on the need for replacement of Hall #1
 - c) develop a plan to ensure that the public is informed of District business via its website, its social media accounts, print advertising, and press releases, and
 - d) overseeing the development and use of a comprehensive document management system.

- 2) The Committee shall report and recommend to the Board as required on:
 - a) communications policy,
 - b) projects to improve communications effectiveness, and amendments to these Terms of Reference.

BOARD DISCRETION

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CROSS REFERENCES

APPROVALS

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Salt Spring Island Fire Protection District

POLICY MANUAL

Section	
Policy Number	
Policy Title	Terms of Reference – Strategic Planning & Policy Development Committee

COMPOSITION

1. The Strategic Planning & Policy Development Committee shall be appointed by the board at its first meeting after the Annual General Meeting.
2. The Committee shall be composed of a minimum of two Trustees and up to five members of the public who have relevant knowledge, experience and skills.
3. Public members serving as volunteers on the committee must be eligible voters of the Salt Spring Island Fire Protection District (SSIFPD).
4. The Chair of the Board of SSIFPD, the Chief Administrative Officer and the Fire Chief are ex-officio members.
5. The Committee shall choose one of its Trustee members as its Chair.

ACCOUNTABILITY

1. The Chair of the Committee shall report to the Board following each meeting.

MEETINGS

1. Committee meetings are governed by sections 57-69 of SSIFPD Bylaw 119.
2. The Committee meets quarterly or at the call of the Chair.
3. The Committee shall establish a schedule of its regular meetings for the coming year and publish the schedule on the Fire District's calendar.
4. Meetings and their minutes are open to the public except as provided in Part 4 Division 3 of the Community Charter.
5. The Chair presides over meetings. If the Chair is not present five

minutes after the scheduled start of a meeting, the committee shall choose one of the Trustees present as chair for that meeting and continue with its agenda. If the Recorder is not present, the committee shall choose a recorder for the meeting.

6. Each Committee member, including the Chair but excluding ex-officio members, has exactly one vote on a question.

RESPONSIBILITIES

1. The Committee shall as appropriate monitor, develop, report or recommend to the Board:
 - a) effect of provincial legislation and regulations on the District,
 - b) policies regarding District boundaries and out of District response,
 - c) policies regarding the services provided by the District,
 - d) policies regarding governance, including committee structure,
 - e) an annual board governance workshop,
 - f) by-law enforcement and co-ordination with other relevant authorities,
 - g) District by-laws not within the Terms of Reference of other committees of the Board, and
 - h) amendments to these Terms of Reference.

BOARD DISCRETION

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CROSS REFERENCES

APPROVALS

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