

*Salt Spring Island Fire Protection District*

**POLICY MANUAL**

Section	Governance
Policy Number	AG-4101.01
Policy Title	Public Members on Board Committees

**DEFINITIONS**

“*Board of Trustees*” means the Board of Trustees of the Salt Spring Island Fire Protection District;

“*District*” means the Salt Spring Island Fire Protection District;

“*Elector*” means a person eligible to vote at an election who has met the requirements as specified in the Letters Patent of the Salt Spring Island Fire Protection District;

“*Employee*” means a person who is excluded staff, career and/or paid-on-call members of the Salt Spring Island Fire Protection District;

“*Select Committee*” means a committee established by motion of the Board of Trustees of the Salt Spring Island Fire Protection District for a limited purpose or task; and

“*Standing Committee*” means the Finance & Audit, Facilities & Physical Plant, Human Resources & Legal, Marketing & Communications and Strategic Planning & Policy Development committees of the Salt Spring Island Fire Protection District.

**STATEMENT OF POLICY**

*Standing* and *select* committees assist the *Board of Trustees* by considering, inquiring into and making recommendations about matters that relate to their terms of reference. Trustees invite public participation to bring a wider range of opinions, knowledge and skills to enhance the effectiveness of each committee.

*Standing* and *select committees* are purely advisory in nature. The *Board of Trustees* is ultimately responsible for making all decisions being considered by a committee, and cannot delegate any of its authority to a committee.

Though not a requirement, it is desirable that public members be the majority of *standing committees*.

### **QUALIFICATIONS FOR APPOINTMENT TO COMMITTEES**

A person is qualified to be appointed to a *standing committee* of the *Board of Trustees* if at the relevant time they meet the requirements to be an *elector*. District *employees* are not eligible for appointment to a *standing committee*.

To be appointed to a *select committee* the applicant does not have to be an *elector*. *Employees* may be appointed voting members of a *select committee*.

### **NOMINATION OF CANDIDATES**

Public members volunteering to serve on *standing* or *select committees* of the *District* are appointed by a motion passed by the *Board of Trustees*. Membership on a committee is at the pleasure of the *Board of Trustees* and continues until the close of the next Annual General Meeting of the *District*.

At a time no later than four (4) weeks before an Annual General Meeting, the *Board of Trustees* will invite applications from qualified members of the public to submit an application to serve on *standing committees* of the *Board of Trustees*. Concurrently, the Chairs of each committee will canvas current members and forward the names of public members who will allow their names to be considered for a further term of office.

Applications to serve and to continue serving, will be reviewed by the Human Resources & Legal Committee which in turn will recommend appointments for consideration by the full *Board of Trustees*.

It is expected that the *Board of Trustees* will appoint members to *standing committees* at the first regular meeting following an Annual General Meeting.

The *Board of Trustees* need not invite applications from the public to serve on *select committees* of the *Board of Trustees*. It is desirable that if the committee's purpose affects stakeholder groups and the general community, an effort will be made to have public members appointed to the committee that reflects the diversity of opinion in our community.

Appointments to fill vacancies on *standing* and *select committees* that occur during the course of a year need not be formally considered by the Human Resources & Legal Committee.

The Human Resources & Legal Committee and/or the *Board of Trustees* will consider a number of factors including educational and professional background, previous board or committee experience, and special skills when selecting volunteer public members to serve on *standing* and *select committees*.

Though not a requirement, it is desirable that public member would agree to serve for at least two terms.

**EXPENSE REIMBURSEMENT**

Volunteer public members may incur expenses for off island travel while engaging in District business, and when attending meetings, conferences, seminars and training. Volunteer public members are expected to exercise due care and retain substantiating documentation for all such expenses and shall be reimbursed in a timely manner. Expenses will be reimbursed in accordance with Policy AF-3301-02 *Staff Expenses*.

**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*.

**RELATED DOCUMENTS**

*Letters Patent* those issued on March 27, 2006 for the Salt Spring Island Fire Protection District as amended on September 16, 2011  
*Staff Expenses* (Policy AF-3301-02)

**APPROVALS**

Approval date:	2016-09-19	Approved by:	Board of Trustees
1. Amendment date:		Approved by:	
2. Amendment date:		Approved by:	
3. Amendment date:		Approved by:	