

*Salt Spring Island Fire Protection District*

**POLICY MANUAL**

Section	Governance
Policy Number	AG-4105-02
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 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.

## **CROSS REFERENCES**

## **APPROVALS**

Approval date:	17 August 2015	Approved by:	
1. Amendment date:	25 June 2018	Approved by:	
2. Amendment date:		Approved by:	
3. Amendment date:		Approved by:	