

Salt Spring Island Fire Protection District

POLICY MANUAL

Section	Governance
Policy Number	AG-4106-02
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 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:	Board of Trustees
1. Amendment date:	25 June 2018	Approved by:	Board of Trustees
2. Amendment date:		Approved by:	
3. Amendment date:		Approved by:	