

Salt Spring Island Fire Protection District

POLICY MANUAL

Section	Governance
Policy Number	AG-4108-02
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 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, initiate, 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,
 - h) New matters of strategic planning, and
 - i) 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:	