

*Salt Spring Island Fire Protection District*

**POLICY MANUAL**

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| Section       | Governance  |
| Policy Number | AG-4109-01  |
| Policy Title  | Terms of Reference – New Fire Hall Advisory Working Group |

**COMPOSITION**

1. The New Fire Hall Advisory Working Group (*Advisory Committee*) shall be appointed by the Board of Trustees.
2. The *Advisory Committee* shall be composed of: the chair of the Communications & Marketing, Facilities & Physical Plant, Finance & Audit and Strategic Planning & Policy Development committees (or their designates); and a minimum of seven members of the public who have relevant knowledge, experience and skills. In addition, membership may include officials from the Capital Regional District and Islands Trust and North Salt Spring Waterworks District. A minimum of two trustees must be appointed if not already doing so by right of committee office.
3. Public members serving as volunteers on the *Advisory Committee* must be eligible voters of the Salt Spring Island Fire Protection District (SSIFPD).
4. The Chair of the Board of Trustees, Chief Administrative Officer, Fire Chief are ex-officio members.
5. The Board of Trustees will appoint an independent facilitator as chair of the *Advisory Committee*.

**ACCOUNTABILITY**

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

## MEETINGS

1. *Advisory Committee* meetings are governed by sections 57 through 69 of SSIFPD Bylaw 119.
2. The *Advisory Committee* meet at least once a month or at the call of the Chair.
3. The *Advisory Committee* shall establish a schedule of its regular meetings and publish the schedule on the Fire District's calendar.
4. Meetings 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 its member 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. As a committee to the Board, the *Advisory Committee* will provide comments and recommendations to the Board. *Advisory Committee* deliberations, in part will include analyses of the information and options from technical experts, committee members, District staff, and other relevant sources.
7. Decision about what to recommend to the Board of Trustees will be made by consensus. In certain circumstances, issues raised during a meeting may require a formal motion and vote. Each committee member, including the Chair but excluding ex-officio members, has exactly one vote on a question. Information reflecting the perspective of a minority vote or a different perspective may also be separately submitted to the Board of Trustees if any member wishes to do so.

## RESPONSIBILITIES

The purpose of the *Advisory Committee* is the development of recommendations for Salt Spring Island Fire Protection District (SSIFPD) regarding the provision of a new Fire Hall and associated fire protection services that meet all legislative, regulatory and industry standards.

The following guiding principals will direct the work of the *Advisory Committee* to ensure a common understanding of the purpose, and a consistent framework for assessing options:

1. The *Advisory Committee* is expected to carry out and complete its work within

an eight-month term; a term that may be extended based on the approval of the Board of Trustees.

2. Recommendations will meet the legislated and other requirements necessary to align with recognized industry standards.
3. Recommendations will be reviewed by the Board of Trustees, who will decide how to proceed.
4. Recommendations will support the continuation of current service levels and will anticipate changes in service demand if appropriate.
5. Recommendations will be financially sustainable.

### **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**

Bylaw No. 119 “Meeting Procedures Bylaw 2012”

Policy AE-2403-01 Code of Conduct

Policy AG-4101-01 Public Members on Board Committees

Committee Member Terms of Reference Document

### **APPROVALS**

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|--------------------|-------------------|--------------|-------------------|
| Approval date:     | 17 September 2018 | Approved by: | Board of Trustees |
| 1. Amendment date: |                   | Approved by: |                   |
| 2. Amendment date: |                   | Approved by: |                   |
| 3. Amendment date: |                   | Approved by: |                   |