

*Salt Spring Island Fire Protection District*

**POLICY MANUAL**

Section	Governance
Policy Number	AG-4301-01
Policy Title	Administrator – One Employee of Board

**PURPOSE**

To codify practices and establish by Policy that the Salt Spring Island Fire Protection District endorses the “Administrator – One Employee of Board” model of Corporate structure. This model identifies the *Administrator* as the *Board of Trustees*’ only employee; all other *District* employees directly or indirectly report to the *Administrator* rather than to the *Board of Trustees*. The *Administrator* is the link between policy makers (*Board of Trustees*) and staff.

**DEFINITIONS**

“*Administrator*” as established in the *District’s* “Officer Positions Establishment Bylaw No. 85”;

“*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; and

“*Trustee*” means a person elected as provided in the Letters Patent to be a member of the *District’s Board of Trustees*.

**STATEMENT OF POLICY**

The *Administrator* is the *Board of Trustees*’ chief policy advisor. The *Administrator* is responsible for providing the Board with background information to make policy decisions. The *Administrator* works collaboratively with the Fire Chief who is responsible for fire rescue operations.

The *Administrator* as policy advisor is accountable to the *Board of Trustees* in the following roles:

**a) Assistance in Direction Setting**

The *Administrator* will provide the Board with background information on actions and decisions of previous Boards; the role of planning in the budget process; the impact of workplans on administration; project commitments by past or current Boards; public consultation and engagement on community priorities.

**b) Fiscal Management**

The *Administrator* will ensure that the *District's* finances are managed; provide ongoing advice to the Board and senior management staff.

**c) Leadership**

The *Administrator* will foster and exemplify leadership and strong work ethic in the workplace; encourage mentoring of management skills; be open to new techniques and ideas to improve the efficiency of service delivery; direct key senior management staff; guide the vision and performance of the *District*.

**d) Relationship Building with the *Board of Trustees***

The *Administrator* will ensure that the Board has full access to information and advise to support their governance functions; ensures that enactment of bylaws, Board Policy and Board directives are properly carried out by staff.

**e) Reports to *Board of Trustees***

The *Administrator* will provide quality reports that include background information, research data, and budget implications that ensure the matter(s) before the *Board of Trustees* are addressed completely and fairly and supported with an appropriate staff recommendation from the Fire Chief for operational matters and the *Administrator* for all others.

The *Administrator* is the link between the *Board of Trustees* and *District* employees. All Board directives, correspondence and requests for information on behalf of the *District* will be channeled through the *Administrator* who will forward them to the appropriate staff and ensure follow-up actions.

All submissions to the *Board of Trustees*, including staff reports, delegation requests, and correspondence will be channeled through the *Administrator*. Significant information provided to a *trustee*, which is likely to be used by the Board in its deliberations, will also be submitted to the *Administrator* who will ensure that all *trustees* are provided the information.

## **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**

## **APPROVALS**

Approval date:	2019-02-25	Approved by:	Board of Trustees
1. Amendment date:		Approved by:	
2. Amendment date:		Approved by:	
3. Amendment date:		Approved by:	