

Salt Spring Island Fire Protection District

POLICY MANUAL

Section	
Policy Number	
Policy Title	Requests for Decision

PURPOSE

To establish a process and standard format for presenting Requests for Decision and Reports being presented at meetings of the Board of Trustees and advisory Committees. The intent of this policy is to:

- a. Provide the Board and Committee members with documentation in a standard format to assist the decision-making process;
- b. Provide the Board or Committee members with information that highlights relevant policies and resource allocations;
- c. Provide necessary background information, and if appropriate other options considered; and
- d. Requires that senior staff review and comment on the implications of recommendations that involve a significant change to allocation of resources, approved strategic planning priorities, or policy.

DEFINITIONS

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

“*Board*” means the Board of Trustees of the Salt Spring Island Fire Protection District;

“*Committee*” means a standing or select committee of the Board;

“*District*” means the Salt Spring Island Fire Protection District;

“*Fire Chief*” means the officer position as established in the *District’s* “Fire Departments Establishment and Operations Bylaw”, Bylaw No. 59; and

“*Trustee*” means a person elected or appointed to the Board.

STATEMENT OF POLICY

To facilitate decision-making by the *Board* and formulating a *Committee’s* recommendations to the *Board*:

1. All matters of business submitted to a meeting of the *Board* and *Committees* requiring them to consider making a decision or recommendation as the context requires, should be submitted, or summarized if a report is prepared, on a Request for Decision (RFD) form;
2. All RFDs being submitted to a meeting of the *Board* or *Committee* shall be reviewed for comment and signed by the *Administrator* and *Fire Chief*;
3. A RFDs will be prepared for all substantive matters being considered at a meeting and included with the meeting materials circulated to *Trustees* or members of a *Committee*;
4. Except as authorized by majority vote of those present, substantive matters on the agenda not accompanied by an RFD and late matters added to the approved agenda of a meeting may be introduced and discussed as a basis for further development of an RFD to be presented at a future meeting; and
5. Except as authorized by a majority vote of those present, all matters of business submitted to a *Board* or *Committee* meeting for consideration involving a significant change in human and fiscal resources or policy or strategic priorities shall be submitted, or summarized if a report is prepared, on a Request for Decision form that has been reviewed and signed by the *Administrator* and the *Fire Chief*.

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 of the Salt Spring Island Fire Protection District.

RELATED DOCUMENTS

- 1. Appendix 1: Request for Decision (Annotated)

APPROVALS

Approval date:		Approved by:	
1. Amendment date:		Approved by:	
2. Amendment date:		Approved by:	
3. Amendment date:		Approved by:	

DRAFT

Salt Spring Island Fire Protection District

**REQUEST FOR DECISION¹
(Annotated)**

DATE: *Month, day, year*

TARGET DECISION DATE: *Meeting date when a decision is expected*

MEETING TYPE: *State whether the decision will be at an AGM, SGM, Regular Meeting and if open or closed*

TO: Salt Spring Island Fire Protection District Board

SUBJECT: TITLE TO BE THE SAME AS LISTED IN AGENDA (BOLD CAPITALS)

RECOMMENDATION: *Clear decision request, written as a potential motion, with specific direction, indicating action by whom, when and how (e.g. 'That the SSIFPD Board give first reading to Bylaw #####'....OR 'That the SSIFPD Board adopt Policy ## - Title' OR 'That the SSIFPD Board request the *** Committee (or the CAO, etc.) to ...')*

CHIEF ADMINISTRATIVE OFFICER (OR DESIGNATE) COMMENTS: *Support/non-support for recommendation, alternative/further recommendation and general comments to give context or assist understanding.*

BACKGROUND *(This section to be completed by or its accuracy approved by the CAO)*

PURPOSE: *A brief summary of the key elements that caused this Request for Decision to come before the Board (e.g. This is a regularly-recurring decision, there is a statutory requirement for a decision, a previous motion directed staff or a committee to prepare recommendations, a policy indicates the Board is to make a decision about this topic, an event occurred that has led to this recommendation, etc.)*

Note: if any of the following headings are N/A, they should be moved to the end of the document (see below).

RELEVANT LEGISLATION/BYLAWS/POLICY: *State relevance to existing legislation, SSIFPD bylaws, policies, procedures, previous resolutions or other relevant standards/policies/procedures that apply. (State where the Board gets the legal authority to*

¹ The RFD template should be used to make recommendations about all substantive decisions to be made by the SSIFPD Board. A decision could be recommended by the CAO, the Fire Chief, an Advisory Committee, or an individual Trustee, but not by external parties. In all cases, the CAO (or their designate, such as the Fire Chief) is responsible for ensuring that the Background and Implications sections have been accurately completed.

adopt the recommendation. Does it have the legal authority to act in the manner being recommended? Is the recommendation consistent with provincial legislation or regulations, SSIFPD bylaws, policies, procedures or previous resolutions? State if any SSIFPD bylaws, policies or procedures would need to be amended to accommodate the recommendation)

PROCEDURAL REQUIREMENTS: *State whether the applicable legislation or SSIFPD bylaws/policies/procedures/previous resolutions require any specific procedures. Is elector assent required? Statutory notice? Public consultation? Are there Collective Agreement requirements? List any requirements and whether the procedures have been followed, or still need to be completed.*

INTERNAL CIRCULATION: *Besides the person or body submitting the RFD, state who else (individual trustees, committees, Fire Chief, other staff) within the District have been involved in preparing it.*

EXTERNAL AGENCY/PUBLIC CONSULTATION: *Indicate if there are any external bodies that must be consulted and list any comments received (e.g. other agencies, the Province, union). Indicate if there has been any formal or informal public consultation and if so, what comments have been received. If necessary, as separate report could be appended to the RFD).*

RELATIONSHIP TO CORE OPERATIONS OR STRATEGIC PRIORITIES: *State whether the recommendation is related to core operations or strategic priorities (or neither).*

DESIRED OUTCOME: *State the expected outcome of the recommended action (not how the decision is to be implemented)*

REPORTS/DOCUMENTS: *List any additional reports or documents that are attached to the RFD, and/or the availability of other relevant documents. Any relevant materials that are presented at the Board meeting (e.g. a PowerPoint presentation) should be listed for the record.*

IMPLICATIONS OF RECOMMENDATION *(This section to be completed by or its accuracy approved by the CAO)*

Note: if any of the following headings are N/A, they should be moved to the end of the document (see below).

ORGANIZATIONAL: *State the projected implications for existing work programs, staff workloads and any other relevant aspects of the organization. (e.g. approximately how many person/hours would be required and by whom? For complex decisions, a schedule of work stages could be included. Would other previously-approved work need to be delayed if this recommendation is approved? Do existing staff have the capacity/knowledge/training to carry out the recommendation? Would a contractor be required to carry out the recommended course of action? Would new or different equipment or materials be required? Would additional training be needed?)*

FINANCIAL: *State the financial implications of the recommendation, such as the estimated cost of carrying out the recommendation, whether anticipated expenses are approved in the current budget, whether a budget amendment or funding transfer is required, and any long-term implications (e.g. would the recommendation result in long-term expenses (e.g. maintenance/operational/life cycle costs) beyond the current budget?)*

PERSONNEL IMPLICATIONS: *State any implications for SSIFPD staff resources (note that implications for specific staff positions would most likely be discussed in a closed meeting)*

IMPLEMENTATION/COMMUNICATION: *Summarize the primary steps that would be taken to implement the decision and to communicate about the decision, if it is made as recommended. State who would be responsible for implementation.*

OTHER: *Identify any other implications of the recommendation that have been identified by the author of the RFD, other staff or relevant committees.*

CONSIDERATIONS NOT APPLICABLE TO THIS REPORT

Note: List any considerations that were N/A, so the reader is aware they were considered, but were not applicable.

RESPONSE OPTIONS

RECOMMENDED RESPONSE: (COPY THE RECOMMENDATION FROM THE FIRST PAGE)

ALTERNATIVE RESPONSES:

- 1. Alternative response 1**
- 2. Alternative response 2**

(Briefly describe other feasible decisions that the Board could make regarding the subject. These could include not taking action at this time, asking staff or a committee for further information, or amending the recommendation before approving it. If NOT taking the recommended course of action has significant risks (e.g. legal, financial, safety) these should be clearly identified.)

PREPARED BY: _____ **DATE:** _____
(Name of individual (staff, trustee, committee member) who wrote the RFD)

SUBMITTED BY _____ **DATE:** _____
(Name of staff person, advisory committee or trustee who is requesting the decision – this form should not be used by external parties)

REVIEWED BY _____ **DATE:** _____

Chief Administrative Officer (or designate)

OTHER REVIEW _____ **DATE:** _____

(List other internal individuals or bodies that were asked to review and comment on the recommendation)