

*Salt Spring Island Fire Protection District*

**POLICY MANUAL**

Section	Governance
Policy Number	AG-4108-05
Policy Title	Terms of Reference – Strategic Planning & Policy Development Committee

**COMPOSITION**

1. The Strategic Planning & Policy Development Committee (“Committee”) shall be appointed by the Board at its first regular 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 (“District”) or reside within the boundaries of the *District*.
4. The Chair of the Board of Trustees, the Chief Administrative Officer, and the Fire Chief are ex-officio members.
5. The *Committee* shall choose one of its Trustee 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 District Bylaw 119.
2. The *Committee* meets monthly prior to the regular board meeting 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 members present to be Acting 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 as required on:
  - a) the 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 orientation and 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) updates to the strategic plan;
  - i) reports or proposals referred to the Committee by the Board of Trustees;  
and
  - j) amendments to these Terms of Reference.
2. With the approval of the Board of Trustees, the Committee may investigate other matters that are within its mandate and report and make recommendations to the Board on the matters considered.

## **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:	22 October 2019	Approved by:	Board of Trustees
3. Amendment date:	20 January 2020	Approved by:	Board of Trustees
4. Amendment date:	17 May 2021	Approved by:	Board of Trustees