

## ***Salt Spring Island Fire Protection District***

### **POLICY MANUAL**

Section	Governance
Policy Number	AG-4108-06
Policy Title	Terms of Reference – Strategic Planning and Policy Development Committee

#### **MEMBERSHIP**

1. The Strategic Planning and 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. A maximum of three Trustees including the Board Chair as an ex-officio member;
  - b. Up to two members of the public who have relevant knowledge, experience and skills;
  - c. The Chair of the Board of Trustees, the Chief Administrative Officer, and the Fire Chief are ex-officio members.
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 Committee shall choose one of its Trustee members as its Chair.

#### **MEETINGS**

1. Committee meetings are governed by section S.73 – 85 of District Bylaw No. 146 cited as Meeting Procedures Bylaw 2021.
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 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 has exactly one vote on a question.

**ACCOUNTABILITY**

- 1. The Committee shall report its activities, findings, and recommendations to the Board after each meeting.
- 2. The Committee shall prepare an annual report summarizing its activities, including the number of meetings held, key decisions made, and outcomes achieved.

**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. Bylaw enforcement and coordination with other relevant authorities;
  - g. District bylaws 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.

**RELATED DOCUMENTS**

Meeting Procedures Bylaw No. 146

**APPROVALS**

Approval date:	2015-12-07	Approved by:	Board of Trustees
1. Amendment date:	2018-06-25	Approved by:	Board of Trustees
2. Amendment date:	2019-10-22	Approved by:	Board of Trustees
3. Amendment date:	2020-01-20	Approved by:	Board of Trustees
4. Amendment date:	2021-05-17	Approved by:	Board of Trustees
5. Amendment date:	2024-09-16	Approved by:	Board of Trustees