

Salt Spring Island Fire Protection District

POLICY MANUAL

Section	Governance
Policy Number	AG-4114-01
Policy Title	Board and Committee Member Attendance and Participation Policy

POLICY OBJECTIVE

To ensure that a place of residence is not an obstacle in attracting and hiring the best qualified candidates who have been pre-screened and are currently not residing on Salt Spring Island. This policy outlines assistance available to offset relocation costs for candidates who are not residing on Salt Spring Island and are accepting employment with the District.

PURPOSE

To establish expectation regarding member attendance at Board and Committee meetings and their participation and sets out how the Salt Spring Island Fire Protection District’s Board of Trustees will address Board or Committee members who do not meet these expectations.

STATEMENT OF POLICY

Members of the Board of Trustees

Salt Spring Island Fire Protection District trustees are expected to attend the Annual General Meeting, Special Meetings of Electors, and all regular and special meetings of the Board, approximately eighteen (18) each year. Regular monthly meetings of the Board can last up to three hours with an additional one to two hours necessary to prepare. Special meetings of the Board are called at the discretion of the Chair to deal with a matter of urgent business and can last up to one hour with an additional one hour for preparation.

In addition to meetings of the Board of Trustees, it is expected that trustees will make all reasonable efforts to attend in person planned workshops and training **sessions. Such events are held once or twice each year and usually last a half or full day.**

Every Trustee is expected to sit on at least one standing or select committee and be prepared to assist with the mandate of that committee.

Members of Standing and Select Committees

While some committees schedule regular meetings, most on an as needed basis at the call of their respective chair or the Corporate Administrator. Committee members are expected to attend all regular and special meetings of their respective committees. Committee meetings can last up to two hours with an additional one to two hours preparation for each meeting.

In addition to meetings, committee members will make reasonable efforts to attend occasional workshops and training sessions that relate to the mandate of their respective committees. Such events usually last a half or full day.

RESPONSIBILITY

Trustee and Committee Member Meeting Attendance

If a trustee or committee member cannot attend in person or by electronic means a meeting, they will notify the respective Chair and Corporate Administrator at least twenty-four (24) hours in advance of the meeting to indicate their anticipated absence.

If a trustee has missed three consecutive scheduled Board meetings or a committee member missed two consecutive scheduled committee meeting, the respective chair will contract that person and informally discuss their attendance and attempt to find a reasonable solution to balance the District's expectations and their personal situation. If a trustee or committee member is unable to commit adequate time to their position, they should be asked to consider resigning.

Trustee and Committee Member Participation

Trustees and committee members are expected to adequately prepare for all meetings.

Trustees and committee members are expected to be prepared to discuss and vote on all matter at a meeting.

Trustees and committee members are expected to conduct some public outreach to increase awareness of the Salt Spring Island Fire Protection District.

If, in the opinion of the respective chair a trustee or committee member is not meeting expectations regarding participation, the chair will contact that person and informally discuss the matter and attend to find a reasonable solution to balance the District's

expectations with their personal situation. If no solution is found, the trustee or committee member should be asked to consider resigning.

Trustee and Committee Member Resignation

If a *Trustee* or *Committee Member* is asked and is willing to resign, the written notice of resignation will be given to the Corporate Administrator.

Enforcement

If after informal discussions, a committee member's attendance and or participation continues to fall short of reasonable expectations and they are unwilling to resign, the committee chair will discuss the matter with the chair of the Board of Trustees. At the discretion of the Board chair, formal notice will be given proposing a motion to rescind the committee member's appointment will be considered at a meeting of the Board. To ensure procedural and administrative fairness, the committee member will have an opportunity to respond before the vote on the question is called.

If after informal discussions, a trustee's attendance and or participation continues to fall short of reasonable expectation and they are unwilling to resign, at the discretion of the Board chair, formal notice will be giving proposing a motion to ask the trustee in question to resign their position. To ensure procedural and administrative fairness, the trustee will have an opportunity to respond before the vote on the question is called. The Board of Trustees may also impose sanctions such as censure.

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*.

APPROVALS

Approval date:	21 March 2022	Approved by:	Board of Trustees
1. Amendment date:		Approved by:	
2. Amendment date:		Approved by:	
3. Amendment date:		Approved by:	