Salt Spring Island Fire Protection District

Administrator One Employee of the Board Policy

POLICY ADMINISTRATION

Policy Number	AG-4301-02
Policy Category	Governance
Approved By	Board of Trustees
Approval Date	November 16, 2026
Supersedes	AG-4301-01

PURPOSE

To establish that the District endorses the Administrator One Employee of the Board model of corporate structure. The Corporate Administrative Officer (CAO) is the Board's only employee and serves as the link between policy makers and staff. This model promotes clear accountability and separation of governance and operational responsibilities. The Board will participate in the hiring and performance reviews of the Fire Chief.

SCOPE

This policy applies to the Board of Trustees, the Administrator, the Fire Chief, and all District employees.

DEFINITIONS

"Administrator" means the Corporate Administrative Officer established by bylaw.

"Board of Trustees" means the elected governing body of the District.

APPROVED

"District" is the Salt Spring Island Fire Protection District.

"Employee" means casual, part-time and regular employees including paid-on- call members and volunteers acting on behalf of the District.

"Trustee" means a person elected as provided in the Letters Patent to be a member of the District's Board of Trustees.

POLICY STATEMENT

The Administrator is the Board's chief policy advisor and works collaboratively with the Fire Chief who is responsible for fire rescue operations. The Board establishes policy and strategic direction; the Administrator is responsible for administration and implementation of Board direction; and the Fire Chief is responsible for operational leadership and emergency service delivery.

Responsibilities of the Administrator

The Administrator supports direction, manages finances, leads, builds relationships with the Board, and reports to the Board. The Administrator shall oversee corporate administration, human resources, risk management, policy implementation, regulatory compliance, and organizational performance measurement.

Relationship Between Trustees & Administrator

All Board directives, correspondence, and requests for information on behalf of the District shall be channeled through the Administrator. Individual Trustees shall not direct, supervise, evaluate, or otherwise interfere with staff except through the Administrator. Information provided to one Trustee that may influence Board deliberations shall be shared with all Trustees through the Administrator.

Succession & Continuity

The Administrator shall maintain an administrative succession and delegation plan to ensure continuity of operations during absences, emergencies, or vacancies.

RECORDS MANAGEMENT

Records created or received under this policy shall be managed in accordance the District Document Management Policy and Freedom of Information and Protection of Privacy Act (FOIPPA) requirements.

COMPLIANCE AND ENFORCEMENT

All participants shall comply with this policy. Failure to comply with governance reporting protocols or staff communication requirements may be addressed through Board governance processes or administrative action, as appropriate.

REFERENCES AND RELATED DOCUMENTS

SSIFPD Officer Positions Establishment Bylaw No. 85

SSIFPD Document Management Policy

Freedom of Information and Protection of Privacy Act (FOIPPA)

SSIFPD Governance Policies

REVIEW AND REVISION

This policy will be reviewed periodically and may be amended by the Board of Trustees.

REVISION HISTORY

Version	Date	Approved By
AG-4301-01	February 25, 2019	Board of Trustees