

Agenda
Trustee Meeting of the
Salt Spring Island Fire Protection District

Meeting will be held as follows:

Date: May 28, 2018

Time: 7:00 P.M.

Place: Training Room, Ganges Fire Hall

NOTE VENUE

1. Approval of Agenda
2. Old Business
 - 2.1 Discuss recommendation regarding proposed policy “Alcohol and Drug use and Impairment” (OHS)
 - 2.2 Discuss recommendation regarding proposed policy “Excluded Staff-Resignation, Retirement and Termination” (HR)
 - 2.3 Discuss recommendation regarding proposed policy “Excluded Staff - Annual Performance Review” (HR)
 - 2.4
3. New Business
 - 3.1 Receive and discuss recommendation regarding changes Staff Expenses Policy regarding meal allowances ((F&A)
 - 3.2 Receive and discuss recommendation regarding proposed policy “Staff request for Access to Information” (SPPD)
 - 3.3 Receive and discuss Staff Report regarding proposed policy “Financial Surplus from Operations and Reserve Funds” (refer to F&A)
 - 3.4 Discuss recommendation to hold a strategic planning workshop (SPPD)
 - 3.5 Public Member and Trustee appointments to Standing Committees
 - 3.6 Trustee availability and dates for summer Board meetings
 - 3.7
4. Adjournment

Salt Spring Island Fire Protection District

POLICY MANUAL

Section	
Policy Number	
Policy Title	Alcohol, Drug Use and Impairment Policy

POLICY OBJECTIVE

Salt Spring Island Fire Protection District is committed to protecting *employees* and the public from the potential adverse effects of the inappropriate use of alcohol and drugs. The *District* and its *employees* have a responsibility to ensure that the workplace remains free from inappropriate use of alcohol and drugs

Salt Spring Island Fire Protection District recognizes that *addiction* is a treatable disease and will promote employee self-awareness and voluntary referral for treatment to get well. The District will support the rehabilitation and return to work of employees who are experiencing difficulties with *substance use disorder*.

Salt Spring Island Fire Protection District further recognizes that prevention and early intervention improves the probability of lasting recovery.

Employee and public safety concerns are paramount in *risk sensitive positions* that require the public trust.

DEFINITIONS

“*Accident*” means an event resulting in significant injury to a person(s) or significant property damage;

“*Addiction (Substance Use Disorder)*” means a maladaptive pattern of substance use leading to clinically significant impairment or distress;

“*Addiction Specialist*” means a physician certified in the specialty of addiction medicine;

“*Alcohol*” means the intoxicating agent in beverage alcohol (including but not limited to beer, wine, and distilled spirits);

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

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

“*District Premises*” means any and all property, facilities, land, parking lots, structures and vehicles owned, leased, used or under the control of the District, and /or any incident or training site to which an employee is assigned;

“*Employee*” for purposes of this policy means casual, part-time and regular employees including paid-on-call members and volunteers acting on behalf of the District;

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

“*Fit for Duty*” means that an *employee* is able to perform the full duties of the job with competence and in a safe manner as compared to established performance standards;

“*Illicit Drug*” means any drug or *substance* that is not legally obtainable and whose use, sale, possession is restricted or prohibited by law;

“*Impaired*” means that an *employee* is unable to perform job duties in a safe and competent manner due to a functional limitation;

“*Medication/ prescribed drug* ” means a drug obtained legally either over-the-counter or through doctor’s prescription;

“*Near Miss*” means a failure in work performance or other occurrence that nearly results in an accident;

“*Possession*” means the care, custody, control or ability to immediately access a substance;

“*Reasonable Suspicion*” means an understanding sufficient to lead a supervisor or Fire Chief to suspect that drugs or alcohol might be influencing an individual’s work performance;

“*Risk Sensitive Position*” means any job or position where an employee has direct interaction with members of the public, a role in an emergency response (whether as a field incident technician, firefighter or first responder), a role which operates potentially hazardous equipment or is required to operate a motor vehicle in the ordinary performance of their work;

“*Substance*” means alcohol or any substance listed in the schedules contained in the *Controlled Drugs and Substances Act* or any impairing agent or any medication used by an individual in a manner that is inconsistent with the instructions of the prescribing physician; and

“*Substance Test*” means an analysis of the biological presence of a *substance* by means of urine, breath, blood and/or saliva sampling;

SCOPE OF POLICY

The policy applies to all *employees* including paid-on-call members and volunteers acting on behalf of the *District*.

STATEMENT OF POLICY

The *District* has an obligation to provide safe, reliable and efficient service to the public. As well the *District* endeavors to provide a safe and healthy work environment and promote the general health and wellbeing of its *employees*.

In order to achieve these goals, and to have a safe workplace, the *District* will not tolerate *impairment* by any means while on duty including but not limited to consumption of *drugs* or *alcohol* causing impairment while on duty and or possession of controlled or illegal substances while on duty.

Under this policy the following are specifically prohibited:

1. The use of a *substance* at the work place or during working hours;
2. Being under the influence of a *substance* during working hours;
3. Reporting to work under the influence of a *substance*;
4. *Operating vehicles, apparatus or equipment under the influence of a substance*, and
5. The *possession* or sale of a controlled or illegal *substance* or substance paraphernalia on *District premises*.

An *employee* may be required to take a *substance test* if after an investigation into the circumstances of an *accident* or *near miss* the *Fire Chief* comes to a *reasonable suspicion* that an *employee's* mental state may be a contributing factor to the *accident* or *near miss*.

An investigation may be undertaken to determine that the actions or omissions of the *employee* contributed to the detrimental outcome of the *accident* or *near miss*.

Responsibility of Employees

It is the responsibility of every *employee* to arrive at work *fit for duty* and to conduct themselves in a safe and lawful manner while on duty. It is the responsibility of every *employee* not to use drugs or alcohol or be impaired by fatigue, *illicit drugs*, *medications* or *alcohol* while at work.

It is the responsibility of *Fire Chief* and every *employee* to promote and maintain an alcohol and drug-free workplace in the interests of workplace health and safety as well as public safety. It is the responsibility of all *employees* to ensure that the workplace is free from the adverse effects of the use of alcohol or drugs, or the misuse of *medication*.

Employees who believe they have a developing alcohol and/or drug problem are expected to assume responsibility and seek assistance from their personal physician, *Employee Assistance Plan*, and/or appropriate community resources before their job performance is affected. Employee obligations are further set out in Operational Guidelines and WorkSafeBC regulations.

Employees who become aware of conduct by another *employee* which is contrary to this policy and that poses an immediate threat to the safety or health of any *employee*, the public, or damage to equipment must inform their supervisor or *Fire Chief*.

Risk Sensitive Positions

Most *employees* are deemed by the nature of their duties to be in *risk sensitive positions*.

At their sole discretion an *employee's* supervisor or the *Fire Chief* may determine the degree of urgency for interventions and *risk sensitive positions* will affect decisions in determining fitness to work and /or to return to work. Prior to returning to work from an absence related to *addiction* issues, an *employee's* fitness to work will be determined by an *addiction specialist*.

Medication (prescribed or self-administered)

Employees who are taking *medications* of any kind, whether prescribed or self-administered, are responsible for taking steps to ascertain whether the *medications* are capable of causing any *impairment* to their ability to carry out their job duties safely and efficiently. *Employees* taking *medications* that may affect their work performance must report this information to their supervisor and/or *Fire Chief*. The supervisor or *Fire Chief*, will determine whether to approve accommodation (modification of duties or hours of work) or a leave of absence.

Social Events and Hosting

At *District* sanctioned social functions, on *District premises* or elsewhere, the *District* as employer is required by law to exercise reasonable care to ensure the safety of *employees* and guests. *Alcohol* is permitted at social functions, provided Operational Guideline standards are met and that consumption is controlled.

Driving Limitations/Restrictions

Employees are not to operate apparatus or vehicles while *impaired*.

Employees who are required to drive *District* apparatus or vehicles or are required to maintain a valid driver's license to fulfill their job duties must report any license suspension, driving prohibition or restriction that will interfere with their ability to do their job.

On Call

Employees who are placed on call are responsible for remaining *fit for duty*. When unexpected emergencies arise, employees who are not on call may be requested to respond. If an *employee* is unfit for work due to the influence of alcohol and/or drugs it is the *employee's* responsibility to refuse the work and not to respond.

POLICY IMPLEMENTATION GUIDELINES

The District will provide education on early detection, intervention and rehabilitation initiatives.

The *District* will deal with *employees* with *substance use disorders* as a condition which negatively affects safety, attendance, performance and behavior. It is not the *District's* responsibility to diagnose but rather to intervene in a timely way to reduce risk of unsafe acts and to offer referral to counseling, assessment, assistance and on-going support for recovery.

In addition to assistance from their personal physician, *Employee Assistance Plan* and community resources, the *District* will ensure that *employees* are given adequate time off for assessment, treatment and rehabilitation and that they may access any benefits to which they are entitled including paid Sick Leave and/or unpaid Leave of Absence.

Violations of this policy and related operational guidelines may result in disciplinary action up to and including termination of employment.

BOARD OF TRUSTEES' 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:		Approved by:	
1. Amendment date:		Approved by:	
2. Amendment date:		Approved by:	
3. Amendment date:		Approved by:	

Salt Spring Island Fire Protection District

POLICY MANUAL

Section	
Policy Number	
Policy Title	Excluded Staff - Resignation, Retirement and Termination

RESIGNATION

An employee who intends to resign from employment with the *District* shall provide written notice of thirty days or more, to their supervisor. Employees who are *managers* will provide at least three (3) months' notice.

For purposes of this policy the Administrator and senior career staff are considered *managers*.

RETIREMENT

Excluded employees may retire from the *District* at age 55 or older by giving written notice to their supervisor as follows:

- 1) At least three (3) months' notice for a *manager*; and
- 2) At least one (1) months' notice for all other employees.

The required notice period may be reduced in special circumstances, with the written approval of the Board of Trustees.

Upon retirement, an employee shall receive: payout for all vacation days earned and not yet taken; and a retirement allowance, if applicable.

DECEASED EMPLOYEE

A deceased employee's beneficiary (as stated in employment documentation) or estate shall receive payment in full the excluded employee's accrued and unused vacation pay and retirement allowance if applicable.

TERMINATION OF EMPLOYMENT FOR CAUSE

The *District* may terminate the employment of an employee at any time for cause, without any notice, pay in lieu of notice or severance compensation. An employee who is terminated pursuant to this provision has a right of appeal to the Board.

If the *District* determines, or is advised, that a probationary employee's performance is unsatisfactory or unsuitable for employment the *District* may terminate employment at any time during the probationary period or the extended probationary period. An employee so terminated shall not be entitled to any notice of termination, pay in lieu of notice or severance compensation.

TERMINATION OF EMPLOYMENT WITHOUT CAUSE

The *District* may terminate the employment of an employee at any time, without cause, by providing the employee with reasonable working notice of such termination (the "*Notice Period*").

The *Notice Period* shall be subject to applicable common law, statutory and regulatory requirements.

The *District*, at its sole discretion, may elect to provide an employee with severance compensation in lieu of all or part of the *Notice Period*. Such severance compensation shall be in the form of periodic payments unless the *District*, at its sole discretion, considers a lump sum payment to be more appropriate. If an employee is employed under a contract of employment for a definite term, the maximum severance compensation that an employee may be given is the value of salary and benefits the employee would otherwise have been entitled to for the balance of their employment contract.

Notice Periods and severance compensation will not be greater than that permitted by the *Employment Termination Standards* regulation of the *Public Sector Employers Act*.

BOARD DISCRETION

If an employee's employment contract contains terms and conditions at variance with this policy, the language of the employment contract will prevail.

The provision set out in this policy are subject to revision from time to time at the discretion of the Board of Trustees.

RELATED DOCUMENTS

Public Sectors Employers Act, Employment Termination Standards, BC Reg. 379/97

APPROVALS

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

Salt Spring Island Fire Protection District

POLICY MANUAL

Section	
Policy Number	
Policy Title	Excluded Staff – Annual Performance Review Senior Management Team

POLICY STATEMENT

The Administrator and Fire Chief are collectively the Senior Management Team of the District. Regular performance reviews ensure that they are provided with accurate and appropriate feedback on their job performance, with the goal for the District of achieving strategic objectives and improving operational performance.

The performance evaluation reviews of the Senior Management Team are valuable documents which may serve the following purposes:

- To formally discuss the relationships between the Board and management;
- To ensure that there is clarity with regard to the position expectations of the Administrator and Fire Chief;
- To provide an assessment of the performance of the role, responsibilities and authority as set out by legislation, District policy and the job descriptions;
- To set objectives and criteria for future evaluation; and
- To serve as the basis for salary adjustments.

Annual performance reviews are part of an ongoing performance management process by which the Board and senior management work together to plan, monitor and review the work objectives and their overall contribution to the District. This is part of a continuous process of setting objectives, assessing progress and providing on-going feedback.

Annual performance reviews should include the development of measurable criteria that:

- Align with the District’s strategic direction and culture;
- Are practical and easy to understand and use;
- Provides an accurate picture of expectation and performance;

- Includes a collaborative process for setting goals and reviewing performance based on two-way communication between the Board and senior management team;
- Monitors and measures results (what) and behaviors (how);
- Provides training and development opportunities for improving performance;
- Ensures that administrative work plans support the strategic direction of the District;
- Identifies and recognizes accomplishments; and
- Supports administrative decision making.

SCOPE

This policy applies to the Administrator and Fire Chief as the only direct employees who are hired by and report to the Board of Trustees.

POLICY

1. The Board of Trustees will conduct a formal written performance review of the Administrator and Fire Chief each calendar year. It will be completed no later than the following January 31st.
2. The performance review process will include the Chair and Board's assessment of the performance of senior managers in meeting goals and priorities previously established and approved by the Board.
3. The meeting shall be held in-camera and comments regarding performance shall be strictly confidential.
4. A comprehensive appraisal form based on the core competencies of the job descriptions and annual corporate goals and priorities will be developed by the Human Resources and Legal Committee and recommended to the Board. The appraisal form will be reviewed and accepted by the Board prior to meeting with members of the management team.
5. The Administrator and Fire Chief shall be given sufficient time to prepare for and respond to the performance appraisal. The management team shall have an opportunity to list goals, objectives and training requirements for their personal performance in the upcoming year for discussion during the review process.
6. The completed performance appraisal document shall be signed by the Chair of the Board and employee and placed in their confidential personnel file.
7. The Chair and other representatives from the Board may meet periodically through the year with staff to discuss performance, to review progress achieved on previously established goals and priorities.

RESPONSIBILITIES

1. Review and acceptance of the performance reviews by the Board of Trustees shall be coordinated by the Chair.
2. Scheduling the date and time of the review shall be the responsibility of the Chair in consultation with the Board of Trustees and members of the senior management team.

BOARD DISCRETION

The provision set out in this policy are subject to revision from time to time at the discretion of the Board of Trustees.

RELATED DOCUMENTS

APPROVALS

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

Salt Spring Island Fire Protection District

POLICY MANUAL

Section	Finance
Policy Number	AF-3301-02
Policy Title	STAFF EXPENSES

STATEMENT OF POLICY

Staff may incur expenses within approved budget limits while representing the District, engaging in District business, and when attending meetings, conferences, seminars and training. Staff are expected to exercise due care and retain substantiating documentation for all such expenses, and shall be reimbursed in a timely manner.

RESPONSIBILITY AND TRAINING

Staff are responsible for adherence to and implementation of this policy. Training staff about the policy is the responsibility of the Fire Chief.

BUDGET

It is the responsibility of the Fire Chief to plan for and include provision for attendance at conferences, seminars, and training opportunities when sending an annual budget request to the Finance Committee for review. Advance authorization must be sought from the Fire Chief for all events and travel expenses.

FREQUENCY OF CONFERENCE ATTENDANCE

Generally staff may attend no more than one conference in a calendar year. Exceptions must be approved by the Board of Trustees.

REGISTRATION AND COURSE FEES

Event fees, including taxes, shall be paid by the District.

TRANSPORTATION

Travellers should choose their own means of transportation with costs that are reasonable in relation to the distance travelled. Where staff use their own vehicle to travel, reimbursement will be at the Canada Revenue Agency standard mileage rate plus tolls, parking and ferry charges. When more than one employee travels to an event by vehicle, the ride should be shared whenever practical. When using air transportation, costs will be allowed for economy seating. Upgrades, such as excess baggage fees or better seating, are at the individual's discretion and will not be paid by the District.

ACCOMMODATION

Accommodation should be booked within a reasonable distance of the business function, conference, or course, at the best rate obtainable. The District will reimburse for single room hotel accommodations as receipted. Where staff elect to arrange for private accommodation, e.g. with friends or relatives, the District will reimburse \$50 per night without receipts required.

MEALS AND INCIDENTAL EXPENSES (PER DIEMS)

The cost of staff meals and other incidental expenses incurred en route and at the site of an event will be paid by the District. Where a meal is provided without charge or covered by an event fee, no claim for the meal can be made. ~~Payment will be to a maximum of the prevailing Group III rate set by the Treasury Board of the Province of British Columbia, against actual receipts submitted with a cheque requisition or credit card statement.~~ Payment will be to a maximum of the prevailing Group II rate set by the Treasury Board of the Province of British Columbia for Breakfast, Lunch, and/or Dinner, against actual receipts submitted with a cheque requisition or credit card statement. Staff entitled for reimbursement for an entire day (3 meals on one calendar day) may submit one claim for value of all actual receipts and will be reimbursed to a maximum amount of \$76.00 per day. Where payment by District credit card exceeds the maximum per diem, the employee shall reimburse the District promptly or have the excess deducted from wages.

SPOUSE/PARTNER EXPENSES

Expenses for an employee's spouse or family members will not be paid by the District, except in cases of relocation to begin employment with SSIFPD.

PAYMENT BY CHEQUE REQUISITION

Staff may request reimbursement for travel expenses by Cheque Requisition after attending an event and attaching receipts as required.

PAYMENT BY DISTRICT CREDIT CARD

Staff who have been issued a credit card on the District's account may use the card for any expense authorized by this policy. Staff are responsible for record keeping, including keeping individual receipts for attachment to credit card statements. Each receipt must be coded by the employee to an appropriate account before approval.

REVIEW AND APPROVAL OF EXPENSES

Generally staff expenses shall be reviewed and authorized by signature of the Fire Chief. In the Fire Chief's absence, expenses shall be reviewed and authorized by the Deputy Chief. Expenses of the Management Team, including the Fire Chief, the Deputy Chief, and the CAO, shall be reviewed and approved by the chair of the Finance Committee.

EMPLOYER'S 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

Operational Guideline 1.03.08 - Travel Expense Rate (Per diem)

Treasury Board reference rates as of 26 October 2015

(from http://www2.gov.bc.ca/local/myhr/documents/travel/travel_allowances_app1.pdf)

Full Day	Half Day	Breakfast only	Lunch only	Dinner only	B&L	L&D	B&D	Incidentals only
\$51.50	\$25.75	\$22.75	\$22.75	\$30.50	\$33.25	\$41.00	\$41.00	\$12.25

Approval date:	2015-09-21	Approved by:	Board of Trustees
1. Amendment date:	2015-20-26	Approved by:	Board of Trustees
2. Amendment date:		Approved by:	
3. Amendment date:		Approved by:	

Salt Spring Island Fire Protection District

POLICY MANUAL

Section	
Policy Number	
Policy Title	<u>Staff Requests for</u> Access to Information <u>Governed by FIPPA</u>

DEFINITIONS

“Administrator” as established in the *District’s “Officer Positions Establishment Bylaw No. 185.”*

“Agents” may include but are not limited to Contractors, sub-contractors, vendors, suppliers, or any other third-party individual directly or indirectly associated with the *District* in a business relationship.

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

“Clients” means all persons or businesses receiving services from the *District* or their authorized or legal representatives.

“Collaboration Organization” means any agency with which the *District* is engaged in the delivery of a common or integrated program or activity.

“Confidentiality” is the responsibility and obligation of *staff* or *agents* of the *District* to ensure that the *Personal Information* or *Other Confidential Information* is kept secure and is collected, accessed, used, disclosed, stored and disposed of only for purposes necessary and authorized by the *District* or a *Collaboration Organization* to conduct its business.

“District” means the Salt Spring Island Fire Protection District.

“FIPPA” means the *Freedom of Information and Protection of Privacy Act [RSBC] Chapter 165.*

“FIPPA Coordinator” the person appointed by the *Board of Trustees* as the *Freedom of Information and Protection of Privacy Act* Officer for the *District*.

“Other Confidential Information” is the information provided to, collected or created by the *District* or a *Collaboration Organization*, which may or may not contain information on an identifiable individual, in the course of its business operations. Other Confidential Information includes:

- Information provided by an external vendor which, if disclosed would harm the business interests of the external vendor
- Information prepared as part of a pending or ongoing litigation, law enforcement, Internal Audit, Workers Compensation, Ombudsperson or Human Rights investigation
- In-camera deliberations of the *District*
- Unpublished statistical or intellectual property information related to organization initiatives may be disclosed pursuant to Part 2 of *FIPPA* unless one of the exceptions in Part 2 applies
- Information supplied in confidence to a mediator or arbitrator to resolve or investigate a labour relations dispute.

“Personal Information” means any information about an identifiable individual, but it does not include business contact information. Business contact information is information such as a person’s title, business telephone number, business address, email or facsimile number.

“Privacy Breaches” means the loss, theft, intentional or inadvertent unauthorized collection, use, disclosure, storage or disposal of personal information in the custody or control of the *District* or *Collaboration Organization*. Such activity is “unauthorized” if it occurs in contravention of Part 3 of the *Freedom of Information and Protection of Privacy Act* or this policy.

“Record” as defined in the *Freedom of Information and Protection of Privacy Act* includes books, documents, maps, drawings, photographs, letters, vouchers, papers and other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records.

“Staff” for purposes of this policy means members of the *Board of Trustees*, public members appointed to standing and select committees of the *Board of Trustees*,

employees (including Career, Administration and paid-on-call members), and volunteers engaged by the *District*.

POLICY OBJECTIVE

The Salt Spring Island Fire Protection District is a “public body” and therefore is required to comply with the *Freedom of Information and Protection of Privacy Act*.

In the legislation, Part 3 – Protection of Privacy , Division 1 details purposes for which *Personal Information* may be collected and Division 2 details use and disclosure of personal information by public bodies.

Section 30 of *FIPPA* requires a public body to make reasonable security arrangements to protect *Personal Information* in their custody or under their control. Section 33 prohibits the disclosure of *Personal Information* except as permitted by the legislation.

All *Agents* and other third parties, accessing or sharing *Personal Information* in the custody or control of the *District* must execute an agreement in which that party agrees to abide by the terms of a Privacy and Confidentiality agreement. Staff must take all reasonable steps to ensure *Agents* or third parties are not provided with access to records containing *Personal* or *Confidential Information*, except as permitted by this Policy and *FIPPA*.

Staff shall not make direct requests to other staff members for information or access privileges. All requests must be addressed to the Fire Chief, *Administrator* or *FIPPA Coordinator* as appropriate.

[This access to information policy does not apply to Part 2 FIPPA requests.](#)

Process for Requesting Access to Records that Contains or May Contain Personal and/or Confidential Information

Section 33.2 (c) of the *Freedom of Information and Protection of Privacy Act* only permits the disclosure of personal information within a public body to officers or employees of the public body for whom the information is necessary for the performance of their duties.

Staff who wishes to access records that may include *Personal* or *Confidential Information* to which they do not have “privileges” will make written application to the

FIPPA Coordinator on the form provided for this purpose identifying the information or records requested and explaining the rationale and purpose for the request. Prior “approval” of a request from a public member of a Board committee should be given by the Committee Chair. If ~~an~~ a member of staff employee requests access to *Personal* or *Confidential Information*, other than to their own Employment Files, the request must be “approved” by the Fire Chief if it concerns an operational matter.

If the information is provided, the document(s) will be stamped “Confidential”, which means that the document(s) may be discussed only with other staff approved by the *FIPPA Coordinator* on the access request application. Confidential documents may be redacted if in the opinion of the *FIPPA Coordinator* there is no “need-to-know” and a *privacy breach* of the un-redacted information would harm a third party (a business or individual) or cause damage to the public reputation of the *District*.

If *Personal* or *Confidential Information* is provided to a trustee, all other trustees will be advised of the information provided. *Personal* or *Confidential Information* provided to members of a committee of the Board will also be copied to trustees.

If a request to access information in an Employment File(s) is approved, the *FIPPA Coordinator* may inform the employee(s) that their confidential records may be accessed along with the rationale for so doing. The employee may make a complaint to the Office of the Information and Privacy Commissioner if they question the legality of the disclosure.

If in the opinion of the *FIPPA Coordinator* the purpose for requesting the information is thought to be less than satisfactory the request may be declined with a written summary provided for the decision. Access to information requests may be deferred if there may be a contractual or legal obligation to obtain approval from a *Collaboration Organization* such as law enforcement or BC Emergency Health Services.

If a request for access to information from a trustee is declined by the *FIPPA Coordinator*, the matter may be referred to the *Board of Trustees* for a decision.

Process for Requesting Other Information

Employees-Staff requesting any record, other than records that may contain personal or confidential information should make their request directly to their supervisor who in turn will forward the request to the Fire Chief or Administrator as appropriate.

Other Staff requesting information, other than records that may contain personal or confidential information should make their request to:

- a) the Fire Chief when dealing with operation matters; and
- b) the *Administrator* when dealing with administration or financial matters.

Most *District* records will be routinely provided.

Should, in the opinion of either the Fire Chief or *Administrator*, the request for access to information requires more than an hour preparatory work, the request may not be actioned and, instead, referred to the *Board of Trustees* for direction. Information provided may not be in a form acceptable for public scrutiny.

If a request is made in writing by ~~an employee~~ a member of staff who is not acting in their professional capacity, but as a citizen, then it would be consider a valid access request under *FIPPA* and this policy would not apply.

Accuracy of Personal Information and Handling Requests for Correction of Personal Information

The *District* must make every reasonable effort to ensure that *Personal Information* that is collected is accurate and complete.

A *client* or staff member who believes that there is an error in their *Personal Information* may request correction of this information. Such a request must be considered by the *District*. If no correction or addition is made, the record must be annotated with the correction that was requested but not made.

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

Freedom of Information and Protection of Privacy Act [RSBC 1996] Chapter 165
Freedom of Information and Protection of Privacy Regulation B.C. Reg. 155/2012

APPROVALS

Draft Access to Information Policy ~~201800329 REVISION~~ 20180424 RECOMMENDED BY SPPD

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

DRAFT

To: Trustees;
Chief Arjuna George;
From: CAO Andrew Peat
Date: 8 May 2018
Subject: Financial Surplus from Operations and Reserve Funds
Draft Policy Statement

Attached for your review and consideration is a proposed policy statement which provides a framework for establishing and utilizing reserves and managing Surpluses from Operations. Pretty standard and mostly to formalize current practise.

Please note language about the minimum balance for "General Reserve Surplus Fund" is 1.5 months operating expenses - \$328,000 based on 2018 Budget.

Salt Spring Island Fire Protection District

POLICY MANUAL

Section	
Policy Number	
Policy Title	Financial Surplus from Operations and Reserve Funds

PURPOSE

To establish the framework for the use of reserves and managing annual year-end Surpluses from Operations

DEFINITIONS

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

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

“*General Revenue Surplus*” is the accumulated excess of revenue over expenditures from the operations of the District, excluding transfers to *Specific Reserve Funds*, *Special Tax Requisition Reserve Fund*, and *Invested in Tangible Capital Assets*;

“*Invested in Tangible Capital Assets*” is used to record and account for the District’s tangible capital assets and associated long-term debt;

“*Special Tax Requisition Reserve Fund*” is used to account for monies budgeted for specific non-recurring projects or initiatives expenses which are unspent at the conclusion of the fiscal year where it is anticipated that the project or initiative will be done in a subsequent year. Cost of projects would be recorded as an expense on the financial statements and not as part of *Invested in Tangible Capital Assets*;

“*Specific Reserve Fund*” is a fund established for a specific purpose;

“*Surplus*” means unappropriated funds in a specific Reserve Fund.

STATEMENT OF POLICY

All *Specific Reserve Funds* must be established by a bylaw passed by the *Board of Trustees*, maintained in a separate bank account and used for a specific purpose.

The *General Reserve Surplus* is created through an excess of revenue over expenditures from the operations of the *District*. In addition, the annual budget may include a line item “Contribution to Surplus” to deliberately increase the amount in the *General Reserve Surplus*.

The *General Reserve Surplus* may be used to fund significant and/or unanticipated general expenditures, for major emergent operating issues and for one-time and intermittent project that would create a potential deficit situation at year-end.

Contributions to or withdrawals from the *General Revenue Reserve Fund* are approved by the Board of Trustees through the annual budget process.

The recommended minimum amount of money to be contained within the *General Reserve Surplus* ledger account balance is one and one-half (1 ½) months of operating expenses excluding amortization, interest on long-term debt and transfers to or from Reserve accounts.

Contributions to *Special Tax Requisition Reserve Fund* are done by a motion of the *Board of Trustees*. Withdrawals from *Special Tax Requisition Reserve Fund* are done either by a motion of the *Board of Trustees* or through the annual budget process. Individual projects should be for a material amount, generally \$5,000 or greater. Fund balances should be recorded on the annual financial statements.

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

APPROVALS

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

DRAFT