

Salt Spring Island Fire Protection District

POLICY MANUAL

Section	Governance
Policy Number	AG-4112-02
Policy Title	Terms of Reference – New Fire Hall Project Steering Committee

INTRODUCTION

In 2019, the Salt Spring Island Fire Protection District (“*District*”) decided to revisit the need to replace the Ganges Fire Hall. In 2021, the *District’s* Board of Trustees has decided to move forward with replacing the Ganges Fire Hall (“*Project*”). An Owners Representative will be hired to contribute experience, discipline, and resources to ensure a successful outcome.

A New Fire Hall Project Steering Committee (“*Project Steering Committee*”) is formed and is responsible for overseeing the Project and providing overall direction and key decision making for the Project in respect of scope, budget, schedule, procurement, and communications.

The role of the *Project Steering Committee* is to:

1. Ensure to the extent possible, the *Project* will meet the objective and timelines of the *District*;
2. Ensure quality and rigour in the execution of the *Project*;
3. Ensure project outcomes are practical and meet the needs of stakeholders, including Fire Rescue members, the *District’s* electorate and the community of Salt Spring Island;
4. Ensure recommendations regarding the financial implications of decisions related to the *Project* reflect the intent that the *Project* will serve the residents of Salt Spring Island for the long term; and
5. Ensure that the process of completing the *Project* will encourage effective relationships and partnerships with other levels of government and key stakeholders.

MEMBERSHIP

1. The *Project Steering Committee* shall be composed of:
 - a. The Chief Administrative Officer (Chair),
 - b. Fire Chief (Vice Chair)
 - c. Two trustees,
 - d. up to one additional public member.
 - e. Board Chair as an ex-officio member.
(ex officio members are “from the office” denoting or relating to a member of a body who holds the role because of their status or another position that they hold)

All members have voting privileges.

The Project Steering Committee Chair shall serve as the *Project Director*, with clear, overall responsibility and accountability for the project’s success. This responsibility should include coordinating a team with the right skills and experience.

2. Support to be provided to the Project Steering Committee by the *Owners Representative* and *Project Director*, and a *Recorder*.

AUTHORITY

1. The authority of the *Project Steering Committee* shall be mandated by way of a motion of the *District’s* Board of Trustees.

ACCOUNTABILITY

1. The members of the *Project Steering Committee* are accountable for the successful delivery of the *Project* within the schedule and budget assigned and shall report to the Board of Trustees as necessary.

MEETINGS

1. The *Project Steering Committee* will meet at least once a month or at the call of the Chair.
2. A quorum of the *Project Steering Committee* will constitute a minimum of two members (or their alternates), including either the Chair or Co-chair.
3. The Chair, or in his absence the Co-chair presides over meetings. If the Recorder is not present, the committee shall choose a recorder for the meeting.

RESPONSIBILITIES

The *Project Steering Committee* is responsible for:

1. Accepting the *Project Charter* as approved by the Board of Trustees.

2. Provide recommendations to the Board of Trustees regarding changes to the *Project Charter*.
3. Ensuring State-Gate reviews are completed to see the *Project* through the various delivery stages – Feasibility, Business Case/Referendum, Final Investment Decision/Sanction, Procurement, and Asset Acceptance. At the completion of each delivery stage recommend to the Board of Trustees whether the *Project* should proceed.
4. Receive and review the *Project Manager’s* project Status Report.
5. Key decisions considering the *Project Manager’s* recommendations.
6. Approval to issue procurement documents.
7. Approval of contract commitments.
8. External communications and reporting.

The Chair is responsible for ensuring that monthly meetings are scheduled, and that an Agenda and Minutes are issued promptly.

Each member is responsible for ensuring that they attend or send an authorized representative to meetings, and for constructive participation in providing effective oversight and strategic guidance to the Project.

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 June 2021	Approved by:	Board of Trustees
1. Amendment date:	12 December 2022	Approved by:	Board of Trustees
2. Amendment date:		Approved by:	
3. Amendment date:		Approved by:	