

**Terms of Reference  
Union Bay Improvement District (UBID)  
Fire Standing Committee**

The Fire Committee is an advisory Committee to the UBID Board.

**1. PURPOSE**

The Committee shall provide the UBID Board with reports regarding the fire, rescue service needs, issues, capital requirements including draft budgets, capital plans; financial reports and recommend appropriate policy.

**2. GUIDELINES**

**The Committee:**

- Acts as a resource to the Board regarding management of the volunteer Fire Rescue Service;
- Provides information and recommendations regarding the financial requirements of the department; and
- Shall be aware of provincial and federal regulations, standards and practices regarding provision of fire rescue services.

**3. OBJECTIVES**

**The Committee shall:**

- Consult with staff in order to prepare recommendations to the board;
- Develop financial reporting processes;
- Review capital plans and provide recommendations to the Board; and
- Recommend financial policy as requested by the Board.

**4. ORGANIZATION**

**4.1 Composition:**

- One Trustee appointed by the Board to act as Chair.
- A maximum of four community members appointed by the Board one of whom shall be Secretary.
- The Chair of the Board shall be an ex officio member of the Committee.

#### **4.2 Role of Chair:**

- Prepare an agenda for the meeting;
- Facilitate meetings;
- Ensure timely distribution of meeting notes minutes to Committee members, trustees and the administrator

#### **4.3 Role of Administrator**

- Provide information and assistance to the Committee as requested by the Chair of the Committee.
- Attendance at Committee meetings at the request of the Chair.

#### **4.4 Roles and Responsibilities of Committee Members**

- Provide information and expertise, which will assist in meeting the objectives of the Committee.
- Review meeting minutes to ensure that they accurately reflect the decisions of the Committee.

#### **4.4 Term**

- The Board shall appoint committee members for a one-year renewable term.

### **5. MEETINGS AND REPORTING**

#### **5.1 Frequency of Meetings**

- The Chair shall convene Committee meetings at least once a month and more frequently as required.
- *Committee meetings shall be open to the public.*

#### **5.2 Annual Report**

The Chair shall prepare an annual report by March 31 to summarize Committee activities, and to report the financial/planning status of UBID. The Chair will shall provide this report to landowners at the Annual General Meeting.

### **6. DECISION MAKING**

- Decision-making within the Committee shall be based, when possible on consensus but this does not preclude voting when necessary.

## **7. COMMUNICATIONS**

- The Chair shall report to the Board UBID Board Meetings.

## **8. QUORUM**

- A quorum is defined as a minimum of three members, with at least one being the Chair.