

CALL FOR COMMITTEE MEMBERS!

The Union Bay Board of Trustees is asking for Volunteers to serve on the following Standing Committees

- Public Works
- Fire Rescue Services
- Administration and Street Lighting

These committees were not convened after the 2016 AGM and the Board is anxious to reinstate them. The committees serve an important role in this community by advising the Board of Trustees.

A Trustee or Trustees will be sitting with the each committee.

The Chair will announce the names of the committee members after allowing a suitable time for volunteers to come forward.

See the Attached policy document regarding committees and the terms of reference specifically regarding the Standing Committees.

Please, contact the UBID Administrator at 250-335-2511 or admin@union-bay.ca to submit your name and include which committee you wish to serve on.

Martin Gee, CPA
Interim Administrator

Union Bay Improvement District

POLICY

Policy Adopted September 17, 2008

Motion: #2008-09-11

Policy #08-A0001

Revised: February 18, 2009, Revised August 18, 2010

STANDING AND SPECIAL COMMITTEES

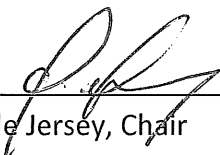
STATEMENT OF INTENT:

The purpose of the establishing standing committees for water, fire rescue services, street lighting and administration is to provide monitoring, support and consultation of day-to day operations and ensure legislated requirements are met. Special Committees may be established to provide consultation, support and monitoring of a special project or task.

Policy and Procedures

1. Standing Committees will be established for the following:
 - Public Works
 - Fire Rescue Services
 - Administration and Street lighting – street lighting will be included with administration.
2. Each standing committee will follow the terms of reference established for its purpose.
3. The terms of reference will detail particulars of responsibility, composition of committee and set times to meet. Terms of reference will be reviewed and revised on a regular basis. The terms of reference are attached to this policy as follows:
 - Appendix A – Public Works
 - Appendix B – Fire Rescue
 - Appendix C – Administration and Street lighting

Policy Approved by the Board of Trustees at their regular board meeting on September 17, 2008.
Terms of Reference revised August 18, 2010.



Alan de Jersey, Chair



Brenda Fisher, Administrator

Reference:

RONR

Local Government Act – Part 23

Ministry of Community Development – Improvement District Manual – Section B Page 27, 28

Appendix A
Public Works Standing Committee

Terms of Reference

1. The Public Works Standing Committee (PWSC) will meet on regular basis as determined by the committee but not less than six times a year. A quorum will consist of three people. Standing Committee meetings may be open to invited guests at the discretion of the chair of the committee.
2. The PWSC will receive information from the staff that reports the procedures that are in place to meeting the requirements and regulations of the Drinking Water Protection Act [SBC 2003] and the Drinking Water Protection Act Regulations (B.C. Reg. 200/2003) and WorkSafeBC as amended from time to time.
3. Public Works staff will consult with the PWSC regarding areas of concern or when special purchases are required for approval of the Board of Trustees.
4. Membership on the standing committee will be determined on an annual basis immediately following the Annual General Meeting. The standing committee chair will be determined by the chair of the Board of Trustees and shall be a trustee.
5. Reports from the PWSC will be reviewed by the Administrator prior to reporting to the Board of Trustees to ensure policies and procedures have been followed in the required manner.

Appendix B

Fire Rescue Services Standing Committee

Terms of Reference

1. The Fire Rescue Services Standing Committee (FRSSC) will meet on regular basis as determined by the committee but not less than six times a year. A quorum will consist of three people. Standing Committee meetings may be open to invited guests at the discretion of the chair of the committee.
2. The FRSSC will receive information from the staff that reports the procedures that are in place to meeting the requirements and regulations of the WorkSafeBC, NFPA standards and requirements under the Fire Services Act [RSBC 1996] Chapter 144, Fire Services Act Regulations (B.C. Reg. 123/94), and the BC Fire Codes 2006, as amended from time to time.
3. Fire Department personnel will consult with the FRSSC regarding areas of concern or when special purchases are required for approval of the Board of Trustees.
4. Membership on the standing committee will be determined on an annual basis immediately following the Annual General Meeting. The standing committee chair will be determined by the chair of the Board of Trustees and shall be a trustee.
5. Reports from the FRSSC will be reviewed by the Administrator prior to reporting to the Board of Trustees to ensure policies and procedures have been followed in the required manner.

Appendix C

Administration and Street Lighting Standing Committee

Terms of Reference

1. The Administration and Street Lighting Standing Committee (ASSC) will meet a minimum of two times a year. A quorum will consist of three people. Standing Committee meetings may be open to invited guests at the discretion of the chair of the committee.
2. The ASSC will receive information from the staff that requires review and recommendation to the Board of Trustees.
3. Administration will consult with the ASSC regarding areas of concern or when special purchases are required for approval of the Board of Trustees.
4. Membership on the standing committee will be determined on an annual basis after the Annual General Meeting. The standing committee chair will be determined by the chair of the Board of Trustees and shall be a trustee.
5. Reports from the ASSC will be reviewed by the Administrator prior to reporting to the Board of Trustees to ensure policies and procedures have been followed in the required manner.