

**Gabriola Fire Protection Improvement District
Policy for the Role of the Chair**

Date Approved: August 2022

Policy# 23-04

This policy is written in conjunction with the Local Government Act {RSBC} 2015 Part 17 Division 3, The Improvement District Trustee Handbook , Improvement Districts Manual and the Gabriola Fire Protection Improvement District Bylaw 97.

The role of the Trustee is to contribute to the Board as it carries out its mandate in order to achieve its vision, core purpose and goals .The Board believes that its ability to discharge its obligation is enhanced when leadership and guidance is forthcoming from its membership.

The Board Delegates to the Chair the following powers and duties:

1. Preside over all Board meetings and ensure that the meetings are conducted in accordance with the Local Government Act, the Improvement District Trustee Handbook, Improvement Districts Manual and the Bylaws of the Gabriola Fire Protection Improvement District and where those are silent, Robert's Rules of Order.
2. Prior to each meeting the Chair will consult with other Trustees, the Fire Chief, the Corporate Officer and any other appropriate person to develop a meeting agenda.
3. Perform the following duties during Board meetings:
 - Maintain order and proper conduct and decorum of the meeting so that motions may be formally debated;
 - Ensure that debate is relevant. The Chair, in keeping with their responsibility to ensure that debate must be relevant to the questions, shall, when they are of the opinion that the discussion is not relevant to the question, remind members they must speak to the question;
 - Submit motions or other proposals to the final decision of the meeting by a formal show of hands;
4. Keep informed of significant developments within the District.

5. Keep the Board fully informed in a timely manner of all matters coming to their attention which might affect the Board.
6. Be in regular contact with the Fire Chief to maintain a working knowledge of current issues and events.
7. Bring to the Board all matters requiring a Board decision
8. Act as the chief spokesperson for the Board except in those instances where the Board has delegated this role to another individual or group.
9. Act as an ex-officio member of all committees appointed by the Board.
10. Act as the conduit to the Corporate Officer for all trustees questions/concerns.
11. Address inappropriate behaviour on the part of a Trustee.
12. Ensure that new Trustees are provided with their information package per the Gabriola Fire Protection Improvement District Orientation Policy.
13. Ensure that the Board engages in regular assessments of its effectiveness as a Board.

I Hereby Certify that the foregoing is a true copy of Policy No. 23-04 as adopted by the District and sealed with the district seal on August 02, 2023.



Paul Giffin, Chair

HISTORY:

Approved (Accepted as amended)	August 31, 2022
Amended	August 02, 2023