

COMMITTEES' TERMS OF REFERENCE

In accordance with bylaws and policies of the Hornby Island Residents' & Ratepayers' Association and the terms of the management contracts between the Hornby Island Residents' & Ratepayers' Association and the Comox Valley Regional District, the association's Management committees direct

- i) the operations of specific services and/or
- ii) the efforts to fulfill specific mandates as determined by the general assembly.

Primary Management Committee Responsibilities:

1. Election ~~of officers:~~ a chairperson, ~~secretary and, where indicated, a treasurer.~~
2. Following the models, procedures and guidelines established by the HIRRA Executive Committee, the committee is responsible for making hiring recommendations to the Executive, assuring that clear directions are given through written job descriptions, conducting personnel performance appraisals, and, where necessary, making recommendation to the Executive for termination of employment and/or contracts.
3. Scheduling ~~and publicizing monthly~~ regular meetings as follows:
 - a) 10 meetings per year for Recycling, Fire Services and Community Hall committees.
 - b) 6 meetings per year for Recreation, Parks and Trails committees.
 - c) Minimum of 42 meetings per year for ~~Privy Council~~ Comfort Stations, Invasive Plant Removal,
 - d) As needed for Cemetery Stewards, Fall Fair, Emergency Preparedness, Boat Ramp, Housing, and any other non-tax funded committees.

The general purpose of meetings is ongoing review of operations and progress, including financial performance to budget. Committee meetings are open to the public; presentations will be received at the beginning of any scheduled committee meeting. Meetings shall be conducted in accordance with HIRRA's Guide to the Etiquette of Meetings. Committee meetings need not follow a formal meeting protocol. As per our procedural authority, Call To Order, "... at most committee meetings, the only rules that need be applied are common sense and respect for the chair." (page 26)

4. Reporting to the HIRRA Executive by:
 - i) submitting copies of the draft minutes of committee meetings within ten days of the meeting.
 - ii) attendance by chair or designate at scheduled Executive meetings when requested.
5. Reporting to the HIRRA general assembly at least quarterly as follows:
 - i. Four times a year (including AGM and Budgets) for Recycling, Fire Services, Community Hall, Parks, and Recreation.
 - ii. Twice a year (AGM and Budgets) for Comfort Stations and Invasive Weed Control
 - iii. Once a year (AGM) for Cemetery Stewards, Fall Fair, Emergency Preparedness, Boat Ramp, Housing, and any other non-tax funded committees

- 5.6. Formulation of policies to direct the operation of the service and presentation of new policies to the Executive for information and/or approval by the membership.
- 6.7. Participation in planning processes for future directions of the service based on the perceived needs of the Hornby Island Community.

Public consultation

In order to ensure opportunity for community consultation, committees shall:

1. ~~Assure the posting of regular meeting times on the HIRRA website~~Notify HIRRA Administrator of upcoming meeting place and times -so community members may attend as observers or, by prior arrangement, to make presentations.
2. Host meetings in an appropriate public venue.
3. Report regularly to the HIRRA executive and to the HIRRA membership.
4. Make minutes publicly accessible, ~~available in the HIRRA binder at the library~~via contacting HIRRA Administrator.
5. On issues of significant community impact, committees shall also ensure the community is informed through articles, flyers, posters, neighborhood meetings and/or other available media, well in advance of the meeting at which the issue will be discussed and/or decided.

Adopted: 1996

Revised: 2006, 2018

Fire Services Committee Terms of Reference

The Fire Services Committee responsibilities include:

1. Election of a Chairperson.
2. Meeting monthly (at least 10 meetings per year) to review the Fire Chief's report on Department activities, training and call-outs.
3. Financial accountability:
 - A. Monthly review of expenditures.
 - B. Discussion and input on large, non-budgeted expenditures.
 - C. Participate in the preparation of the annual budget and 5-year budget plan for presentation to HIRRA.
 - D. Review financial performance to budget.
4. Assist the Fire Department with special community projects that may arise from time to time and act as a liaison with the community.
5. Elect one person to participate in the HIFD Safety Committee as required by Work Safe BC
6. Reporting to the HIRRA Executive by:
 - a. submitting copies of minutes of all committee meetings.
 - b. attendance by chair or designate at scheduled Executive meetings, as requested.
7. Reporting to the HIRRA general assembly at least quarterly.

The Fire Department HIRRA Committee responsibilities do NOT include:

- The appointment of the Chief and department officers.

- The Fire Chief's performance evaluation. (Note: the performance appraisal is done annually by the volunteer fire fighters at the time of the election of the Fire Chief).
- Hiring of Fire Department staff, or termination of employment.

Public consultation:

In order to ensure opportunity for community consultation, the committee shall:

1. ~~Advertise-Post~~ regular meeting times [in the Fire Department display case on the Co-op porch](#) so community members may attend as observers or, by prior arrangement, to make presentations.
2. Report regularly to the HIRRA executive and to the HIRRA membership.
3. Make minutes publicly accessible ~~, e.g., available at the library~~ [by posting on the Fire Department web-site](#).
4. On issues of significant community impact, the Fire Department, with the HIRRA committee, shall ensure the community is informed through articles, flyers, posters, neighborhood meetings and/or other available media, well in advance of the meeting at which the issue will be discussed and/or decided.

These terms of reference are intended to be in accordance with the terms of the management contracts between the Hornby Island Residents' & Ratepayers' Association and the Comox Valley Regional District AND/OR in accordance with the general administrative policies of the Hornby Island Residents' & Ratepayers' Association. In the event of a conflict between the wording of the Policy on this page and the wording of the paper copy kept in the central HIRRA file, the wording of the paper copy shall prevail.

Adopted: 2006

[Revised: 2018](#)