Minutes of the Trustee Meeting of the Salt Spring Island Fire Protection District

Meeting held: **17 November 2014**

In attendance: Trustees: Michael Schubart (Chair), Ron Chamney, Michael Garside, Richard Hannah, Bruce Patterson, Michelle Severn.
Staff Members: Chief Tom Bremner, Corporate Administration Officer (CAO) Andrew Peat
Regrets: Trustee Dan Lee
17 residents

Called to Order: 19:31

Approval of Agenda
Motion moved by Trustee Chamney seconded by Trustee Severn that the agenda be amended to include under 'Correspondence' Canada Revenue Agency and J. Lucich and under 'Request for Proposal' committee report discussion of a submission from M. Forest. Carried by unanimous consent.

Acceptance of Minutes
Minutes of the 20 October 2014 monthly Trustee's meeting were distributed prior to the meeting. **Motion** to accept the minutes as distributed moved by Trustee Hannah seconded by Trustee Severn. Carried.

Committee Reports
Finance Committee
Report of the Finance Committee meeting held 28 October 2014 was distributed prior to the meeting. (Copy attached to the original minutes). **Motion** to accept the report moved by Trustee Chamney seconded by Trustee Garside. Carried. Committee Chair Trustee Chamney summarized the report.

The committee discussed the desirability of funding the Renewal Reserve Fund (Bylaw No. 39 passed on 12 December 1983) as part of a broader strategy to deal with timely renewal and replacement of major physical assets. Corporate Administrator Peat prepared a report to trustees regarding necessary appropriations to reserves required. (Copy attached to the original minutes). CAO Peat cautioned that calculated figures would vary widely based on the underlying assumptions. To fully fund capital asset replacements from reserve funds it is estimated that the required annual appropriation would be $255/287,000. If the goal instead were to only fund 25% of the cost of major vehicle replacement, the appropriation would be some $23,910.

It is the recommendation of the Finance Committee that the District transfer after deducting 10% of the 2015 operating budget ($252,900) the balance of Net Financial Assets to the Renewal Reserve Fund. There was discussion. **Motion** moved by Trustee Chamney seconded by Trustee Patterson that the recommendation be tabled until the

January 2015 Board meeting to allow consideration in light of fiscal year 2015 operating results. Carried.

The committee discussed disclosure of employment contracts and employee compensation and the regulatory requirements to disclose same upon request. It is the recommendation of the Finance Committee that the District make available to the public as part of the annual report the additional information required by the Financial Reporting Act. Trustee Schubart advised the meeting that he has received correspondence from union representatives withholding their consent to disclosure of employee earnings on privacy grounds. (Copy attached to the original minutes). **Motion** moved by Trustee Chamney seconded by Trustee Patterson that the recommendation to disclose the additional information required by the Financial Reporting Act be tabled pending receipt of further clarification of the District's regulatory obligations and/or legal advice. Carried.

Request for Proposal Committee
Trustee Garside provided a report up-dating progress to date on the 'Fire Services Review' being conducted by the Walker Resource Group. (Copy attached to the original minutes). Public engagement is a key element of the review process and three public meetings have been held, and several face-to-face/telephone interviews conducted. Our consultant has advised that because of the higher than anticipated level of public interest the contracted delivery date (31 December 2014) might have to be revisited. Trustees Garside and Lee are in weekly contact with Richard Walker our consultant to keep apprised of developments.

A letter from Mitch Forest asking that the Fire Services Review consultant's report be made available in its entirety and that there be no separate confidential report submitted to trustees "in-camera". (Copy attached to the original minutes). In discussion Corporate Administrator Peat commented that given the nature of the scope of work detailed in the contract the necessity for a confidential report was not anticipated.

The Board extended thanks to those members of the public who have engaged with Richard Walker.

Correspondence
Canada Revenue Agency
The District has been advised that effective date of 01 January 2012 it is registered as a qualified donee. As a qualified donee the District would be eligible to receive gifts from registered charities and could issue official receipts for tax purposes for gifts received. Corporate Administrator Peat advised that donations from the public for the benefit of the fire service would normally be received through the Salt Spring Island Fire/Rescue Foundation.

J. Lucich
Correspondence has been received and a reply is being drafted.

The Fire Chief's Report
Chief Bremner's report for October 2014 was distributed prior to the meeting. (Copy attached to the original minutes). Repair and maintenance issues at Ganges Fire Hall were mentioned (roof leakage and sinking of the front apparatus apron). Installation of the new ventilation systems is expected to commence in November. Purchase of the replacement utility vehicle from Langford Fire Service is being processed and should be in service shortly once it has been retro-fitted. **Motion** to accept the Fire Chief's report moved by Trustee Patterson seconded by Trustee Chamney. Carried.

Salt Spring Island Fire Fighters Association Report
No report.

Old Business
District Boundaries
Chief Bremner advised in his report that progress in slow and meetings continue.

Emergency Water Delivery - fire hydrant responsibility.
Chief Bremner again advised in his report that work continues with meetings planned with North Salt Spring Waterworks District.

Bylaw No. 125 "Fire Regulations"
Trustee Chamney advised that input from the public had been received with a report to trustees planned for the January 2015 Board meeting.

Brinkworthy Trail Proposal
Trustee Chamney updated trustees on recent developments. Lorraine Brewster, Salt Spring Island PARC manager, has accepted a position off island and there has not been the site review which is the necessary first step for their involvement. Plans are in limbo at present.

Communications Policy
Trustee Chamney and Corporate Administrator Peat to meet within the next two weeks to review policies and practices.

New Business
Boundary Extension Request- Polaris Land Surveying
A letter from Polaris Land Survey dated 6 November 2014 requesting an extension of District boundaries to include Strata Plan EPS1433 was distributed to trustee prior to the meeting. (Copy attached to the original minutes). The matter referred to staff for investigation and their recommendation. Polaris to be advised that an application to extend the boundaries needs Cabinet approval and some time can pass before the Order in Council (and Supplementary Letters Patent) are received by the District.

Delegations
None.

Adjournment
There being no further business, motion to adjourn moved by Ron Chamney. Carried. The meeting adjourned at 20:18.

Next scheduled meeting of the trustees is 15 December 2104.

Michael Schubart
Chair Board of Trustees

Andrew Peat
Corporate Administrator