

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

Meeting held: **13 October 2015**

Upper Hall, Ganges United Church

In attendance: Trustees: Chair Linda Lee, Mitch Forest, Derek Hill, Norbert Schlenker
Staff Members: Chief Tom Bremner, Deputy Chief Arjuna George, Corporate
Administration Officer (CAO) Andrew Peat

Public: 8

Called to Order: 2:00pm

Approval of Agenda

A proposed agenda was circulated to trustees prior to the meeting. **Motion** to accept the agenda as circulated moved by Trustee Schlenker seconded by Trustee Hill. Carried.

Correspondence

Correspondence received was distributed to trustees prior to the meeting. (Copies attached to the original minutes.) Letters of resignation were received from trustees Michael Garside and Michele Severn both dated 23 September 2015.

New Business

By-election to fill vacancy on Board of Trustees

Chair Lee commented that while there is no legal requirement to call a by-election to fill vacancies the board's ability to operate has now been severely impeded. All four remaining trustees must be present for there to be a quorum of members so that business may be conducted. In the discussion, Trustee Forest commented on the added committee workload assumed by the remaining trustees and the desirability of additional voices/opinions in deliberations at meetings.

CAO Peat advised that the Local Government Act is silent with respect to improvement district elections so how they are to be conducted are largely at the discretion of the board of trustees. For the election last spring there was a ten day window during which nominations could be received followed by a five week campaign period. CAO Peat further commented that official notice has to be given in the Driftwood and a returning officer appointed by a motion of the board. After discussion trustees agreed that to avoid a potential perception of conflict of interest, Mr. Tom Moore would be appointed returning officer instead of CAO Peat.

Motion that Mr. Tom Moore be appointed returning officer for a by-election to be called to fill three vacancies on the Board of Trustees moved by Trustee Schlenker seconded by Trustee Forest. Carried unanimously. Trustees expressed their desire that the election be held as soon as possible and that there be longer voting hours for the advance poll and on the election day.

After discussing their availability trustees agreed that for the period 26 October 2015 through 21 December 2015 regular meetings would be scheduled weekly to facilitate conducting regular business. Meetings would be cancelled via a notice on saltspringfire.com if a quorum will not be present.

Meeting Schedule

Motion that the trustees schedule regular meetings of the board to be held every Monday at 7:00pm beginning on 26 October 2015 until 21 December 2015 moved by Trustee Schlenker seconded by Trustee Hill. Carried.

In-Camera Session

Motion to move to an in-camera session to consider Human Resources issues moved by Trustee Schlenker seconded by Trustee Hill. Carried.

The meeting moved to an in-camera session at 2:25pm and reconvened at 2:30pm.

Motion that Trustee Forest be appointed an employer representative on the Occupational Health & Safety Committee moved by Chair Lee seconded by Trustee Schlenker. Carried.

Motion to move to a further in-camera session to consider Human Resources issues moved by Trustee Schlenker seconded by Trustee Forest. Carried.

The meeting moved to an in-camera session at 2:31pm and reconvened at 7:17pm.

Adjournment

There being no further business to discuss the meeting was adjourned at 7:17pm.

The next scheduled regular meeting of the trustees is 26 October 2015.

Linda Lee
Chair Board of Trustees

Andrew Peat
Corporate Administrator