

Minutes of the  
Human Resources & Legal Committee Meeting  
Salt Spring Island Fire Protection District

Meeting held: **February 4, 2016**

Meeting Room #103, Salt Spring Island Public Library

**In attendance:**

Committee Members: Committee Chair Derek Hill, Ron McCulloch, Trustee Norbert Schlenker, Scott Simmons

Regrets: Deborah McGovern, Darleen Steele, Corporate Administrator and Financial Officer Andrew Peat

Recording Secretary: Sarah Shugar

The meeting was called to order at 10:14 a.m.

**1. Approval of Agenda**

A proposed agenda was circulated to members prior to the meeting.

The following additional item was presented for consideration:

**By general consent**, the agenda was accepted as presented.

**2. Minutes**

**2.1 Receive and Approve the Minutes of the meeting held January 7, 2016**

The minutes of the January 7, 2016 meeting were distributed prior to the meeting.

**Motion** to accept the minutes of January 7, 2016 as circulated moved by Committee Member Schlenker.

CARRIED

**2.2 Receive and Approve the In Camera Minutes of the meeting held January 7, 2016**

**Motion** to accept the minutes of January 7, 2016 as circulated moved by Committee Member Schlenker.

CARRIED

**3. Old Business**

**3.1 Update regarding Compiling Comparative Data From Similar Fire Services / Departments – Administration Personnel, Staffing and Equipment**

**Motion** that the Human Resources and Legal Committee agreed this item be removed from the agenda and future agenda's moved by Committee Member Schlenker.

CARRIED

**3.2 Terms of Reference for the Committee**

**Motion** that the Human Resources and Legal Committee agreed to forward the Terms of Reference for the Committee to the Board as presented moved by Committee Member Schlenker.

CARRIED

**3.3 Review of Indemnification Bylaw**

**Motion** that the Human Resources and Legal Committee agreed to table this item to the April 2016 meeting moved by Committee Member Schlenker.

CARRIED

**4. New Business**

**4.1 Draft Policy Concerning Code of Conduct (from SPPD)**

**Motion** that the Human Resources and Legal Committee agreed the Code of Conduct Policy the Employee Dismissal with Just Cause Policy and the Respectful Workplace Policy be added under related documents moved by Committee Member Schlenker.

CARRIED

**Motion** that the Human Resources and Legal Committee agreed the Board adopt the Code of Conduct Policy as amended moved by Committee Chair Hill.

CARRIED

**4.2 Draft Policy concerning Just Cause Dismissal (from SPPD)**

**Motion** the Human Resources and Legal Committee agreed that the Just Cause Dismissal Policy be amended to add the Code of Conduct Policy under related documents moved by Committee Member Schlenker.

CARRIED

**Motion** that the Human Resources and Legal Committee agreed that the

Just Cause Dismissal Policy be amended to add the Respectful Workplace Policy under related documents moved by Committee Member Schlenker.  
CARRIED

**Motion** that the Human Resources and Legal Committee agreed the Board adopt the Just Cause Dismissal Policy, as amended moved by Committee Member Schlenker.  
CARRIED

**5. In Camera Session to Discuss Human Resource Matters**

**Motion** to move to an in-camera session moved by Committee Member Schlenker.

The meeting moved in camera at 10:34 a.m. The meeting reconvened at 11:52 a.m.

**6. Rise and Report - none**

**7. Next Meeting**

The next meeting of the Human Resources & Legal Committee is scheduled on March 3, 2016, at the Salt Spring Island Public Library, Meeting Room #103.

**8. Adjournment**

There being no further business, motion to adjourn moved by Committee Member Schlenker.

CARRIED

The meeting adjourned at 11:52 a.m.

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Derek Hill  
Committee Chair

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Andrew Peat  
Corporate Administrator