

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

Meeting held: **March 3, 2016**

Meeting Room #103, Salt Spring Island Public Library

**In attendance:**

Committee Members: Committee Chair Derek Hill, Lucy Austin, Ron McCulloch, Deborah McGovern, Trustee Norbert Schlenker, Scott Simmons, Darleen Steele

Staff Members: Corporate Administrator and Financial Officer Andrew Peat

Recording Secretary: Sarah Shugar

Others Present: Trustee Mitch Forest

These minutes follow the order of the agenda although the sequence may have varied.

The meeting was called to order at 10:07 a.m.

**1. Approval of Agenda**

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

The following items were presented for consideration:

- 4.2 Seek Clarification from the Union regarding staffing implications of declaration of service level
- 4.3 All Candidates Meeting
- 4.4 Volunteer Appreciation Dinner

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

**2. Minutes**

**2.1 Receive and Approve the Minutes of the meeting held February 4, 2016**

The minutes of the February 4, 2016 meeting were distributed prior to the meeting.

**Motion** to accept the minutes of February 4, 2016 as circulated moved by Committee Member Schlenker.

**CARRIED**

**2.2 Receive and Approve the In Camera Minutes of the meeting held February 4, 2016 – moved to in camera**

### **3. Old Business**

#### **3.1 Review of Indemnification Bylaw (CAO Peat) – tabled till April**

### **4. New Business**

#### **4.1 Canvas public members re willingness to continue to serve**

CAO Peat advised that committee terms expire at the AGM and Chair Hill called for interest in reappointment. D. McGovern advised she is not willing to stand for reappointment. L. Austin, D. Steele and S. Simmons advised each would stand for reappointment. R. McCulloch advised he is undecided at this time.

**Motion** that the Human Resources & Legal Committee recommend the Board canvas for volunteer membership in standing committees for the following business year moved by Committee Member McCulloch.

CARRIED

#### **4.2 Seek Clarification from the Union regarding staffing implications of declaration of fire service level**

Committee Chair Hill presented an update regarding staffing implications of declaration of fire service level.

**Motion** that the Human Resources & Legal Committee recommend the Board seek clarification in writing from the Union regarding staffing and hours requirements for each fire service level moved by Committee Member Schlenker.

CARRIED

#### **4.3 All Candidates Meeting**

CAO Peat presented an update regarding the All Candidates Meeting.

**By general consent**, the Human Resources & Legal Committee agreed to direct CAO Peat to discuss the All Candidates Meeting with Chair Lee, tentatively schedule the All Candidates Meeting and reserve the venue.

#### **4.4 Volunteer Appreciation Dinner**

Committee Chair Hill reported the Volunteer Appreciation Dinner is scheduled on April 2, 2016 at Meaden Hall. There will be a cash bar with no complimentary wine and taxis will be provided. The cost per plate is \$35. Trustee Forest volunteered to decorate.

**Motion** that the Human Resources & Legal Committee recommend the Board invite volunteers who have served as public members on standing committees to the Volunteer Appreciation Dinner moved by Committee Member Steele.  
CARRIED

**5. In Camera Session**

**Motion** to move to an in-camera session moved by Committee Chair Hill.

The meeting moved in camera at 10:51 a.m. The meeting reconvened at 12:36 p.m.

**6. Rise and Report - none**

**7. Next Meeting**

The next meeting of the Human Resources & Legal Committee is scheduled on April 7, 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 12:37 p.m.

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Derek Hill  
Committee Chair

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Andrew Peat  
Corporate Administrator