

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

Meeting held: **April 4, 2016**

Training Room, Ganges Fire Hall

In attendance:

Trustees: Chair Linda Lee, Howard Baker, Michael Craig, Mitch Forest, Derek Hill, Norbert Schlenker

Staff Member: Corporate Administrator and Financial Officer Andrew Peat

Recording Secretary: Sarah Shugar

Others: 1 member of the public

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

Called to Order: 7:05 p.m.

1. Approval of Agenda

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

The following additional items were presented for consideration:

2.2 Facilities and Physical Plant Committee Minutes of April 4, 2016

2.3 Facilities and Physical Plant In Camera Committee Minutes of April 4, 2016

3.6 Potential Meeting regarding the 10-Year Plan

Motion to accept the agenda as amended moved by Trustee Craig, seconded by Trustee Forest.

CARRIED

2. Committee Reports

2.1 Receive the draft minutes of the Marketing & Communications Committee meeting held March 17, 2016 (3 recommendations)

The minutes of the March 17, 2016 Marketing & Communications Committee meeting were distributed prior to the meeting.

By general consent, the draft minutes of the March 17, 2016 Marketing & Communications Committee meeting were received for information.

2.2 Receive the draft minutes of the Facilities and Physical Plant Committee meeting held April 4, 2016

By general consent, the draft minutes of the April 4, 2016 Facilities and Physical Plant Committee meeting were received for information.

2.3 Receive the draft minutes of the Facilities and Physical Plant Committee In Camera meeting held April 4, 2016

By general consent, the minutes of the April 4, 2016 Facilities and Physical Plant Committee in camera meeting were received for information.

3. New Business

3.1 Receive and consider the recommendation of the Marketing & Communications Committee that the Board adopt the proposed Communications Policy

Committee Chair Craig introduced the proposed Communications Policy and highlighted that the intention of the policy is to designate spokespersons for the District. There was discussion and the following items were noted:

- replace “staff are authorized advertise” with “staff are authorized to advertise”;
- replace “encourage” with “encouraged”;
- add “approval must be obtained in advance”.

Motion that the Board amend the draft Communications Policy by adding “Administrator” as established in District Bylaw No. 85 to the “Definitions” section and deleting “and the use of them” moved by Trustee Schlenker, seconded by Trustee Baker.

CARRIED

Motion that the Board adopt the draft Communications Policy as amended moved by Trustee Craig, seconded by Trustee Hill.

CARRIED

3.2 Receive and consider the recommendation of the Marketing & Communications Committee that the Board adopt the proposed Document Management Policy

Committee Chair Craig introduced the draft Document Management Policy and highlighted the intention of the policy is to implement best practices for records management.

Motion that the Board amend the draft Document Management Policy to add “whether in material or electronic form” to the end of the sentence in the second paragraph of the policy moved by Trustee Schlenker, seconded by Trustee Baker.

CARRIED

Motion that the Board adopt the draft Document Management Policy as amended moved by Trustee Craig, seconded by Trustee Hill.
CARRIED

By general consent, the Board agreed to include a “Definitions” page in the policy binder.

3.3 Receive and consider the recommendation of the Marketing & Communications Committee that the Board adopt the proposed Social Media Policy

Committee Chair Craig introduced the proposed Social Media policy. There was discussion and it was noted to replace “Employees should recognize that inappropriate comments that reflect poorly on the employee is one’s personal space, may result in the employee being subject to disciplinary action.” with “Inappropriate comments made on social media that reflect poorly on the District or its employees may result in disciplinary action.”

Motion that the Board adopt the draft Social Media Policy as amended moved by Trustee Craig, seconded by Trustee Hill.
CARRIED

3.4 Receive Notice of Resignation from Trustee Hildebrand (14 March 2016) Correspondence (22 March 2016) Bickford - Peat regarding letter of resignation

The correspondence was received.

3.5 Consider the necessity to reduce membership on Board committee

Chair Lee reported Trustee Baker was appointed to the Strategic Planning and Policy Development Committee.

Motion that the Board appoint Trustee Forest to the Strategic Planning and Policy Development Committee moved by Chair Lee, seconded by Trustee Craig.
CARRIED

Motion that the Board appoint Trustee Craig as the alternate co-chair of the Occupational Health and Safety Committee moved by Trustee Schlenker, seconded by Trustee Forest.
CARRIED

3.6 Potential Meeting regarding the 10-Year Plan

Trustee Baker reported the Strategic Planning and Policy Development Committee requested a meeting regarding the 10-Year Plan.

By general consent, the Board agreed Trustee Baker would schedule a meeting on May 6, 2016 regarding the 10-Year Plan.

4. In-camera Session to Discuss Union Grievances and Human Resources Matters

Motion to move to an in camera session to discuss Union Grievances and a Human Resources matter moved by Trustee Craig, seconded by Trustee Hill.

CARRIED

The meeting moved in-camera at 8:07 p.m. The meeting reconvened at 10:12 p.m.

5. Adjournment

There being no further business **motion** to adjourn moved by Trustee Craig, seconded by Trustee Baker and carried.

The meeting adjourned at 10:12 p.m.

The next scheduled regular meeting of the trustees is April 18, 2016.

Linda Lee
Chair Board of Trustees

Andrew Peat
Corporate Administrator