

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

Meeting held: **20 April 2015**

Hart Bradley Hall, Salt Spring Island Lions Club

**In attendance:** Trustees: Mitch Forest, Michael Garside, Derek Hill, Linda Lee, Norbert Schlenker, Michael Schubart, Michele Severn

Staff Members: Chief Tom Bremner, SSIFFA Lieutenant Eric Taylor, Corporate Administration Officer (CAO) Andrew Peat

38 residents

**Called to Order:** 9:03pm

The meeting was called to order by CAO Peat who asked trustees for nominations for the position of chair. Trustee Forest nominated Trustee Lee, seconded by Trustee Schlenker. Trustee Lee agreed to allow her name to stand. Trustee Garside nominated Trustee Schlenker who declined to stand for nomination. There being no further nominations Trustee Lee was declared elected to the position of Chair of the Salt Spring Island Fire Protection District by acclamation. The gavel was turned over to Chair Lee.

Chair Lee said that she considered it an honour to serve as chair and asked fellow trustees for suggestions on how the board might more effectively work together. Trustees made several suggestions including re-arranging the front tables, a need for transparency and objectivity in deliberations, and a public commitment to work together cooperatively in the best interests of the community.

### **Amendment to Agenda**

Trustee Schlenker asked that under New Business he be allowed to introduce several motions that were of a "housekeeping/procedural" nature. After discussion it was agreed by general consent that the agenda be amended to allow for New Business.

### **Signing Officers on District Accounts**

CAO Peat advised that it is necessary to change the signing officers for the District's bank accounts at BMO Bank of Montreal (chequing account) and Manulife Bank (savings account). CAO Peat further advised that Chief Bremner is presently a signing officer but that the Finance Committee at their 25 March 2015 meeting recommended that CAO Peat be considered instead as he is also the financial administration officer of the District. In the discussion CAO Peat advised that bills are usually paid on alternate Tuesdays and trustees were canvassed as to availability. **Motion** moved by Trustee Hill seconded by Trustee Schlenker that the signing officers on the District accounts will be Michael Garside, Derek Hill, Andrew Peat and Norbert Schlenker with two signatures required on cheques. Carried.

### **Fire Underwriters Survey**

CAO Peat advised that the fire underwriters survey report has been received from consultant Opta Information Intelligence and asked that it be formally received by the board. **Motion** moved by Trustee Schubart seconded by Trustee Severn that the 2015 "Salt Spring Island Fire Insurance Grade Update Report 2015" from Opta Information Intelligence be received. Carried. The report will be made publically available on our website.

### **New Business**

**Motion** moved by Trustee Schlenker seconded by Trustee Forest that each trustee will be provided as soon as possible with an "email box" at the saltspringfire.com domain. Carried. CAO Peat advised that materials are disseminated to trustees using their "private mail addresses". Trustee Schubart expressed concern arising from past experience that trustees do not do business by email that the board acts collectively – multiple responses from individual trustees can easily lead to complicated email threads and confusion.

**Motion** moved by Trustee Schlenker seconded by Trustee Hill that each trustee be furnished with name tags and business cards for use while conducting fire district business, and a name plate for use at meetings of the board. Carried. Trustee Schlenker advised that members of the public attending meetings may not necessarily know who is sitting up front and as a courtesy to them trustees and staff should be identified.

**Motion** moved by Trustee Schlenker seconded by Trustee Hill that Part 4, Divison 3 (Open Meetings) of the Community Charter shall apply to all future meetings of the board and its advisory bodies and committees. Carried. Trustee Schlenker advised that while the Local Government Act does not require that improvement district committee meetings be opened to the public, it would be desirable to do so the interest of transparency and accountability.

**Motion** moved by Trustee Schlenker seconded by Trustee Forest that the District seek legal advice on the matter whether individuals qualified to vote in District elections may be issued more than one ballot. Carried. CAO Peat advised that as he understood the matter, no eligible elector may vote more than once with the exception that they may vote as an authorized agent and personally if they own land on a personal basis. A person would be an authorized agent if they were a legal representative of an owner of land in the improvement district who has died, become insolvent or insane; or the authorized representative of a board or corporation that owns land within the improvement district. It was suggested that our solicitor also clarify whether owners at "Brinkworthy Estates" are considered to be landowners and thus possibly eligible to vote.

**Motion** moved by Trustee Hill seconded by Trustee Schlenker that Chief Bremner be tasked to find ways to reduce costs. In the discussion the viewpoint was expressed that Chief Bremner manages operations with an approved budget and that while having to meet the District's contractual obligations and operational requirements there is the expectation that finances will always be managed in the most cost effective and economical manner. **Motion** moved by Trustee Schubart seconded by Trustee Severn to

table consideration of the motion that Chief Bremner be tasked to find ways to reduce costs. Carried.


**Motion** moved by Trustee Hill seconded by Trustee Forest that Chief Bremner be tasked to report in writing to the Board on progress to date on implementing the recommendations of the FireWise Consulting Ltd. report. Carried. In the discussion concern was expressed that the Board needs to understand what should be considered a "priority" so that clear direction can be given to staff and progress reports received on a timely basis.

**Adjournment**

There being no further business, motion to adjourn moved by Trustee Schubart. Carried. The meeting adjourned at 9:55pm

The next scheduled meeting of the trustees is 11 May 2015.

  
\_\_\_\_\_  
Linda Lee  
Chair Board of Trustees

  
\_\_\_\_\_  
Andrew Peat  
Corporate Administrator