

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

Meeting held: **July 5, 2017**
Lower Hall, Ganges United Church

In attendance:

Trustees: Per Svendsen (Chair), Howard Baker, Rollie Cook, Mary Lynn Hetherington
Staff Member: Corporate Administrator and Financial Officer Andrew Peat
Recording Secretary: Sarah Shugar
Others Present: Driftwood Reporter
Regrets: Trustee Chris Budd, Chief Arjuna George, Trustee Howard Holzapfel

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

1. Call to Order

CAO Peat called the meeting to order at 5:35 p.m.

2. Election of Board Chair

CAO Peat called for nominations for chairperson. Trustee Baker nominated Trustee Svendsen and Trustee Cook seconded the nomination. CAO Peat called a second and third time for nominations. As there were no further nominations, Trustee Svendsen was declared Chair by acclamation.

3. Approval of Agenda

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

The following additional item was presented for consideration:

5.3 Business to be conducted at the next Special Meeting

By general consent, the Board of Trustees accept the agenda as amended.

4. Correspondence

4.1 Letter of Resignation Trustee Forest

CAO Peat introduced the correspondence.

Motion that the Board of Trustees request Chair Svendsen and CAO Peat to draft a letter to thank Mitch Forest for the years of service as Trustee and Chair moved by Trustee Cook, seconded by Trustee Baker.
CARRIED

By general consent, the Board of Trustees request CAO Peat to look into past practice for acknowledging former Chairpersons.

5. Old Business

5.1 Discuss recommendation regarding proposed Election Procedures Policy

The draft Election Procedures policy was presented.

Motion that the Board of Trustees adopt the draft Election Procedures policy as presented moved by Trustee Cook, seconded by Trustee Hetherington.

CARRIED

5.2 Update regarding Board review of Bullying & Harassment policy and procedures

The draft Bullying & Harassment policy was presented.

There was question regarding whether there have been any bullying and harassment incidents that have been reported and if so, how the incident was resolved. CAO Peat reported there was one incident in 2016 and it was investigated by Worksafe BC and found that there was no bullying or harassment.

There was question regarding if the Trustees are included in the Bullying and Harassment policy. CAO Peat reported the Trustees are included as volunteers and would report to the Chair, the Fire Chief or the CAO.

There was question regarding whether there are training opportunities for supervisors and managers.

Motion that the Board of Trustees affirm Policy AE-2401-01 Respectful Workplace policy approved on January 18, 2016 as presented moved by Trustee Cook, seconded by Trustee Hetherington.

CARRIED

Motion that the Respectful Workplace Employee Package be amended in Section 4 to record Chair Svendsen as the Chair of the Board of Trustees moved by Trustee Hetherington, seconded by Trustee Cook.

CARRIED

Motion that the Board of Trustees adopt the draft Respectful Workplace Employee Package as amended moved by Trustee Hetherington, seconded by Trustee Baker.

CARRIED

5.3 Business to be conducted at the next Special Meeting

CAO Peat asked that at their next meeting, trustees review and consider RFP (Request for Proposal) "Master Fire Plan".

CAO Peat reported the Board of Trustees will need to appoint a Director and Alternate Director to the Board of the Greater Victoria Labour Relations Association (GVLRA).

Motion that the Board of Trustees request CAO Peat to prepare ballots for rank voting to determine the Director and Alternate Director for the GVLRA board and that apart from the ranking the tally for each nominee is to be kept confidential, moved by Trustee Cook, seconded by Trustee Hetherington.
CARRIED

6. Adjournment

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

The meeting adjourned at 6:17 p.m.

The next regular meeting of the trustees is scheduled for July 17, 2017.

Per Svendsen
Chair, Board of Trustees

Andrew Peat
Corporate Administrator