

Minutes of the Sixty Third (63rd) Annual General Meeting of the Salt Spring Island Fire Protection District

Date: April 24, 2023

Location: Salt Spring Island Lions Club, Hart Bradley Hall
103 Bonnet Avenue, Salt Spring Island

Members Present: Rollie Cook, Chair
Wynona Cook, Trustee
Mary Lynn Hetherington, Trustee
Rob Oliver, Trustee
John Wakefield, Trustee
Robin Williams, Trustee

Staff Members Present Rodney Dieleman, Corporate Administrator and Financial Officer
Dale Lundy, Deputy Fire Chief
Sarah Shugar, Recorder

Others Present: Gulf Islands Driftwood Reporter
10 members of the public (5 Electors, 5 non-Electors)

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

Chair Cook called the meeting to order at 7:00 p.m.

1. WELCOME FROM CHAIR OF BOARD OF TRUSTEES

Chair Cook welcomed everyone in attendance and acknowledged the meeting is being held in the unceded and traditional territories of the Coast Salish Peoples. Introductions were carried out.

2. APPROVAL OF AGENDA

A proposed agenda was circulated prior to the meeting.

MOVED by Elector David Demner, **SECONDED** by Trustee Oliver,
That the agenda be approved.

CARRIED

3. APPOINT RECORDING SECRETARY AND PARLIAMENTARIAN

MOVED by Trustee Hetherington, SECONDED by Trustee Williams,
that the Board of Trustees appoint Rodney Dieleman as Parliamentarian.
CARRIED

MOVED by Elector Nancy Pursell, SECONDED by Elector David Demner,
That the Board of Trustees appoint Sarah Shugar as recording secretary.
CARRIED

4. REVIEW AND ACCEPT MINUTES OF THE SIXTY-SECOND (62nd) ANNUAL GENERAL MEETING – SEPTEMBER 19, 2022

The draft minutes of the Sixty-Second Annual General Meeting held September 19, 2022 were distributed prior to the meeting.

MOVED by Trustee Hetherington, SECONDED by Trustee W. Cook,
That the minutes of the Sixty-Second Annual General meeting held September 19, 2022 be approved.
CARRIED

5. 2022 AUDITED FINANCIAL REPORT

CAO Dieleman reported Certified Professional Accountant Fred Lizotte sends his regrets. CAO Dieleman presented the Annual Financial Statements for the fiscal year ending December 31, 2022. CAO Dieleman advised best practice would be to appoint a new auditor every 5 years.

MOVED by Trustee Wakefield, SECONDED by Trustee Hetherington,
That the Annual Financial Statements for the fiscal year ending December 31, 2022 be approved as presented.
CARRIED

MOVED by Trustee Wakefield, SECONDED by Trustee Williams,
That the Board of Trustees appoint McLean, Lizotte, Wheadon and Company to be the Auditor for the fiscal year ending December 31, 2023.
CARRIED

6. 2022 FIRE CHIEF'S REPORT

Chief Holmes sent his regrets due to a pre-scheduled surgery. Deputy Chief (DC) Lundy presented the Fire Chief's 2022 Annual Report on behalf of Chief Holmes.

A Trustee asked for an update regarding the opportunity to petition the Fire Underwriters Survey (FUS) for a reduction in standards. DC Lundy reported there is a requirement to be within 5 kilometers of a recognized water source and 8 kilometers of a recognized fire hall

for insurance eligibility. The District could petition FUS to extend the boundary to include some of the properties on the island that are beyond the accreditation map boundary.

A Trustee asked whether the District has applied to FUS to extend replacement of an apparatus requirements. DC Lundy advised there is an option to approach FUS to extend the service life of an apparatus although the apparatus replacements over the next few years will be support vehicles that are less than \$90,000.

A Trustee asked for information regarding new staff hired. DC Lundy advised the hiring of new staff was to accommodate the 24/7 new staffing-model that was a result of IAFF contract negotiations.

Chair Cook acknowledged Salt Spring Fire Rescue for the quick response to a recent alarm call at the Rainbow Road Indoor Pool that was due to an electrical fire. Firefighters were on site within a few minutes of the call. Chair Cook thanked the SSFR team for timely responses and it was noted the 24/7 staffing model has improved response times. A Trustee advised there was also a quick response to the fires at the Salt Spring Drycleaners and a Park Drive residence.

By general consent, the 2022 Fire Chief Report was received.

7. SALT SPRING ISLAND FIRE FIGHTER'S ASSOCIATION REPORT

SSIFFA Treasurer David Demner presented the 2022 Salt Spring Island Fire Fighter's Association Report.

A Trustee asked about the BC Lung Foundation Climb the Wall fundraiser event. Several SSI firefighters participated in the event.

Chair Cook related an incident regarding a member of the public that survived a major heart attack incident that was attended to by SSIFR.

A Trustee asked a question regarding school programming. SSIFFA Treasurer David Demner reported CPR training was available for all high school students last year and the public education team attends community events. Deputy Chief reported six of our members acted as instructors, and three of our recruits were cadet participants in this year's Gulf Island Fire Cadet Camp on Pender Island. Paid-on-call firefighter Ella Baker attended the cadet camp in 2019 and returned as an instructor this year. Career member firefighter Cody Hunsberger attended the camp in 2005.

MOVED by Trustee Williams, SECONDED by Trustee Oliver,
To accept the 2022 Salt Spring Island Fire Fighter's Association Report.
CARRIED

8. CHAIR OF THE BOARD OF TRUSTEES REPORT

Chair Cook presented the 2022 Chair Annual Report. CAO Dieleman acknowledged Stanley Shapiro for his contributions to the Communications and Marketing Committee.

There was a question regarding timing of a groundbreaking ceremony at the Brinkworthy new fire hall property. CAO Dieleman advised the new fire hall project floor plans are being finalized and are expected in May. The estimated time for the permit process is August, September and October. Pre-construction activities could begin as early as July and construction could begin in October.

DC Lundy thanked the Board of Trustees for all of their support in 2022 and the Trustees acknowledged Chair Cook for his leadership.

By general consent, the 2022 Chair Annual Report was received.

9. CALL FOR A MOTION TO FIX THE REMUNERATION OF THE TRUSTEES FOR THE ENSUING YEAR

CAO Dieleman presented a staff memorandum regarding Trustee remuneration. The Letters Patent state that trustee remuneration is set at the Annual General Meeting. At the September 19, 2022 Annual General Meeting, electors voted to set remuneration at \$200 per month for Trustees and \$250 per month for the Chair for the ensuing year. A Trustee asked CAO to comment on the budget implications of the suggested amount of trustee remuneration. CAO Dieleman advised there are funds in the budget due to the lack of a bookkeeper. He reported the District has been working without a bookkeeper for a portion of 2022/23 and CAO Dieleman has been filling in for the position.

MOVED by Elector David Demner, SECONDED by Elector Jean Williams,

That remuneration be increased to \$300 per month for Trustees and \$350 per month for the Chair for the ensuing year.

CARRIED

David Courtney and Rob Oliver **OPPOSED**

10. ELECTION RESULTS

CAO Dieleman read the proclamation from Election Officer Anthony Kennedy that stated Mary Lynn Hetherington, Rollie Cook and David Courtney were elected by acclamation and will each commence a three-year term beginning at the close of this meeting. CAO Dieleman welcomed newly elected Trustee David Courtney.

11. QUESTIONS FROM THE FLOOR

The Chair called for questions and comments from attendees.

Elector Julia Lucich spoke to the matter of the frequency and purpose of in camera meetings including the following: There are numerous instances of the Board going in

camera for an hour or more using a boilerplate statement as to the reason why they are going in camera. Ratepayers should be informed why the Board is going in camera and there should be a rise and report to the open meeting to inform the ratepayers of the discussion. Legal, labour and land are the three reasons to go in camera and the current boilerplate statement is not informative. There were several instances within the last year where the Board has gone in camera for an hour or more with no rise and report. For purposes of context, in 2010, virtually all of the business was done in camera despite the bylaw regarding public meetings and it led to Province involvement to adhere to a public meeting process. In 2015 when there was a wholesale change of the Board of Trustees, there was a commitment to build confidence and conduct business in open meetings as much as possible. Increased transparency would encourage public members to join committees. Ms. Lucich added the CAO is the parliamentarian who decides whether business items need to be considered in closed meetings and whether business can be made public in a rise and report at the end of the meeting.

Trustee Williams advised he expressed concerns regarding in camera meetings at a recent meeting. Chair Cook reported there were several ongoing business items that were necessary to consider in closed meetings in 2022 including hiring a new CAO, negotiations with the CRD regarding Hall 1, and request for proposals (RFP's) for the architect and construction manager for the new fire hall project. The negotiations and discussions regarding these business items were held in closed meetings and decisions were reported to the public in rise and reports at the end of the closed meetings. The Board of Trustees participated in trustee training and orientation sessions regarding the BC Local Government Act and best practices. Transparency is an important value of the Board of Trustees. The Community Charter is cited on the agenda and is specific to each item in closed meetings.

CAO Dieleman thanked Ms. Lucich for the comments and advised staff will minimize the number of in camera meetings.

12. **OLD BUSINESS - none**
13. **NEW BUSINESS - none**
14. **ADJOURNMENT**

There being no further business, there was a motion to adjourn **MOVED by Elector David Demmer, SECONDED by Trustee Oliver** and carried. The meeting adjourned at 8:06 p.m.



Roland Cook
Chair, Board of Trustees



Rodney Dieleman
Corporate Administrator