

Minutes of the Sixty Fourth (64th) Annual General Meeting of the Salt Spring Island Fire Protection District

Date: April 29, 2024

Location: Training Room, Ganges Fire Hall
105 Lower Ganges Road, Salt Spring Island and
Electronic Meeting (Microsoft Teams)

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
Jamie Holmes, Fire Chief
Dale Lundy, Deputy Fire Chief
Hans Hazenboom, Owner's Representative
Sarah Shugar, Recorder

Others Present: Gulf Islands Driftwood Reporter (Teams)
13 members of the public (5 Electors and 5 non-Electors in person and 3 on Teams)

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

Chair Cook called the meeting to order at 6:30 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. Chair Cook advised the AGM is a meeting of the ratepayers.

2. APPROVAL OF AGENDA

A proposed agenda was circulated prior to the meeting.

MOVED by Trustee Wakefield, SECONDED by Elector Tony Kennedy,
That the agenda be approved.

CARRIED

APPROVED

3. APPOINT RECORDING SECRETARY AND PARLIAMENTARIAN

MOVED by Chair Cook, SECONDED by Trustee Wakefield,
that the Board of Trustees appoint Rodney Dieleman as Parliamentarian and Sarah Shugar as recording secretary.

CARRIED

4. REVIEW AND ACCEPT MINUTES OF THE SIXTY-THIRD (63rd) ANNUAL GENERAL MEETING – APRIL 24, 2023

The draft minutes of the Sixty-Third Annual General Meeting held April 24, 2023 were distributed prior to the meeting.

MOVED by Trustee W. Cook, SECONDED by Trustee Hetherington,
That the minutes of the Sixty-Third Annual General meeting held April 24, 2023 be approved.

CARRIED

5. 2023 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, 2023.

Elector Julia Lucich asked why the Auditor is not present to answer questions and recommended that the same auditor should not be used for more than 5 years. CAO Dieleman read an email from Auditor Fred Lizotte stating he sends his regrets and cannot attend the meeting due to the Canada Revenue Agency personal income tax deadline of April 30, 2024.

MOVED by Trustee Hetherington, SECONDED by Trustee Oliver,
That the Annual Financial Statements for the fiscal year ending December 31, 2023 be approved as presented.

CARRIED

MOVED by Trustee Wakefield, SECONDED by Trustee Williams,
That the Board of Trustees direct staff to begin a tender process to appoint an Auditor for the fiscal year ending December 31, 2024.

CARRIED

Trustee Oliver Opposed

6. 2023 FIRE CHIEF'S REPORT

Chief Holmes presented the 2023 Annual Fire Chief's Report. Chief Holmes expressed appreciation for all of the members of Salt Spring Island Fire Rescue.

MOVED by Elector David Holt, SECONDED by Elector Tony Kennedy,

APPROVED

That the 2023 Fire Chief Report be received.

CARRIED

7. SALT SPRING ISLAND FIRE FIGHTER'S ASSOCIATION REPORT

SSIFFA President David Demner presented the 2023 Annual Salt Spring Island Fire Fighter's Association Report.

Elector Julia Lucich asked what is the wage for Paid On Call (POC) firefighters. SSIFFA President David Demner reported the POC firefighter wage is \$20.50 per hour although can be higher based on rank.

Elector Julia Lucich spoke to the service POC firefighters provide to the community and the value to Salt Spring Island Fire Rescue, expressed support for the POC's to receive a raise and suggested the cost of a mail in ballot process could be better allocated to POC wages. Elector Julia Lucich asked CAO Dieleman if it is appropriate to make a motion and CAO Dieleman advised it would be appropriate to request the Finance and Audit Committee to consider a raise to POC wages.

Elector Mark Lucich asked how long the POC rate has been \$20.50 per hour. CAO Dieleman reported POC wages were raised in January 2024. Chief Holmes reported there was a 4 to 4.5% increase per hour for each rank.

A Trustee advised POC firefighters in the Cowican Valley joined CUPE and asked what rates they are paid.

Elector Bruce Cameron advised average pay for on call firefighters in BC and according to indeed.com is \$24.12 and in Sooke the range is \$16.00 to \$34.00. SSIFFA President David Demner noted the living wage on Salt Spring Island is \$27.00 per hour.

MOVED by Elector Julia Lucich, SECONDED by Elector Mark Lucich,
To request the Finance and Audit Committee to consider a 10% raise for the Paid On Call firefighters.

CARRIED

MOVED by Trustee Williams, SECONDED by Elector Hans Hazenboom,
To accept the 2023 Annual Salt Spring Island Fire Fighter's Association Report.

CARRIED

8. CHAIR OF THE BOARD OF TRUSTEES REPORT

Chair Cook presented the 2023 Chair Annual Report and thanked Trustees for a busy year of work, highlighted that the new fire hall project is on time and on budget and the target completion date is Fall 2025. It was noted the Committee 2023 Annual Reports are included in the agenda package. CAO Dieleman acknowledged the Trustees for their work on Committees. CAO Dieleman provided an update on the new fire hall project including that site preparation work has begun, the project is on time and on budget and the construction

APPROVED

Request for Proposals (RFP) closes on April 30, 2024. The CAO Dieleman welcomed questions regarding the new fire hall project.

Elector Jenny McClean noted a local contractor Charlie's Excavating was awarded the civil works contract and asked for clarification regarding the culverts and drainage at the new fire hall site. Owners Representative Hans Hazenboom reported the ditch was installed in November 2023 to mitigate the amount of water entering the property from Brinkworthy Estates and continued into the culvert that crosses Lower Ganges Road. Charlie's Excavating installed three culverts under the driveways. Water retention ponds will be installed as part of the storm water management plan. Elector Jenny McClean expressed concern that impermeable surfaces would increase the flow of water and advised the ditch was almost at capacity during the winter months.

A Trustee asked whether the project tendering would be done individually or as a single contract. CAO Dieleman reported construction manager MKM Construction Ltd. has issued a tender for the building structure. A Trustee asked whether local contractors have bid on the RFP. Owners Representative Hans Hazenboom reported he provided a list of local contractors to MKM Construction Ltd. and held a meeting with the Salt Spring Construction Association. A Trustee reported the RFP on BC Bid shows a 4 bay 15,500 square foot building. CAO Dieleman reported tender information is confidential until the tender closes and reported the new fire hall building design includes 2 double deep truck bays. Chief Holmes reported the building design has not changed, the architect considers it a 2-bay design, and the construction manager considers it a 4-bay design because 4 apparatus can fit. The two double deep bays will hold four apparatus.

MOVED by Elector Jenny McClean, SECONDED by Elector David Demner,
That the 2023 Chair Annual Report and Committee Reports be received.
CARRIED

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

Elector Julia Lucich asked for clarification regarding whether the Trustee remuneration is for only months that the Board is in session and only for meetings that Trustees attend.

Elector David Demner asked if the remuneration is increased for the number of committees a Trustee is on, noted the workload is high due to the new fire hall project and the remuneration for Trustees can help attract the best people to serve as Trustees.

A Trustee noted the remuneration provides and encourages participation from the community by offering compensation.

Elector Dennis Lucarelli asked what is an approximate time allocation for Trustees each month. Chair Cook reported he spends approximately 30 hours per week on Trustee duties.

A Trustee noted a 10% increase to Trustee remuneration would be approximately \$5,000 per year.

APPROVED

Chief Holmes noted Trustees can opt to donate the remuneration back to Salt Spring Island Fire Rescue.

MOVED by Elector David Demner, SECONDED by Trustee W. Cook,
That remuneration be increased to \$330 per month for Trustees and \$385 per month for the Chair for the ensuing year.

CARRIED

9 in favour

6 opposed

Trustee Oliver, Trustee Courtney and Trustee Wakefield OPPOSED

10. ELECTION RESULTS

Chair Cook acknowledged Trustee Wynona Cook for her years of service as Trustee.

Election Officer Anthony Kennedy reported the following results for the 2024 Trustee election: Dennis Lucarelli 1356 votes (elected), Rob Oliver 1423 votes (re-elected) and Jenny McClean 529 votes. Dennis Lucarelli and Rob Oliver will each commence a three-year term beginning at the close of the AGM. A total of 1815 ballots were received. 1770 eligible ballots were received and 45 ballots were spoiled.

A Trustee commented that the mail in ballot process significantly increased elector participation.

CAO Dieleman welcomed newly elected Trustee Dennis Lucarelli.

11. QUESTIONS FROM THE FLOOR

The Chair called for questions and comments from attendees.

Elector Julia Lucich stated that last year she made comments regarding in camera meetings, and noted the boilerplate statement for holding in camera meetings does not provide the reason the meetings is held in camera. Elector Julia Lucich asked who determines the reason for going in camera, expressed concern that a special meeting held August 9, 2023 was not on the website calendar, it was in the minutes of a subsequent meeting and why would a new fire hall project status update be considered an in camera item. Chair Cook reported the Community Charter requires land, labour and law discussions to be held in closed meetings. Chair Cook advised the August 9, 2023 special meeting was called to address a Trustees comments on social media regarding reversing a tendered contract for architect services for the new fire hall project and the discussion was held in camera as it was specific to land and legal. A Trustee clarified that the intent of the social media comments was to make settlement.

A Trustee advised the Board of Trustees can waive notice of special meeting and decides to hold in camera meetings at the time of adoption of the agenda. CAO Dieleman reported the Board significantly reduced the number of in camera meetings in 2023.

Elector Julia Lucich asked where is the statement of financial information. CAO Dieleman reported the statement of financial information is page 24 of the agenda package. Elector Julia Lucich suggested the statement of financial information be listed as a separate item on the website and commented that the District is fortunate to have Rodney Dieleman as CAO.

Elector Julia Lucich asked whether the Salt Spring Fire Rescue Foundation is active and whether it issues charitable receipts. Chief Holmes reported the Salt Spring Fire Rescue Foundation has been changed to the Salt Spring Fire Rescue Society as foundations cannot run fundraising events. Elector Julia Lucich recommended that the Salt Spring Fire Rescue Society should not use the Salt Spring Island Fire Rescue mailing address. Trustee Williams reported he has been appointed Vice-President and David Demner has been appointed treasurer of the Salt Spring Fire Rescue Society.

12. OLD BUSINESS - none

13. NEW BUSINESS - none

14. ADJOURNMENT

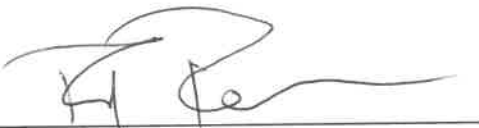
MOVED by Trustee Hetherington, SECONDED by Elector David Demner,
That the meeting be adjourned.

CARRIED

The meeting adjourned at 8:14 p.m.



Roland Cook
Chair, Board of Trustees



Rodney Dieleman
Corporate Administrator