

Minutes of the Salt Spring Island Fire Protection District Strategic Planning and Policy Development Committee Meeting

Meeting held: November 7, 2024
Training Room, Ganges Fire Hall
105 Lower Ganges Road, Salt Spring Island

Members Present: Dennis Lucarelli, Committee Chair
Rollie Cook, Board of Trustees Chair and Ex officio member
Mary Lynn Hetherington, Trustee
Keith Ballantyne, Public Member

Staff Members Present: Rodney Dieleman, Corporate Administrator and Financial Officer
Sarah Shugar, Recorder

Regrets: Jamie Holmes, Fire Chief

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

1. CALL TO ORDER

Chair Lucarelli called the meeting to order at 10:09 a.m. and acknowledged that the meeting is being held in the unceded territories of the Coast Salish Peoples.

2. APPROVAL OF AGENDA

The following item was presented for inclusion in the agenda:
Item 6 In Camera Meeting

By general consent, the agenda was approved as amended.

The meeting moved to an in-camera meeting at 10:20 a.m. and returned to the regular meeting at 10:55 a.m. See item 6 - In Camera Meeting.

3. MINUTES

3.1. Minutes of the Regular Meeting held October 3, 2024

MOVED by R. Cook,

That the draft minutes of the Strategic Planning and Policy Development Committee regular meeting held on October 3, 2024 be adopted.

CARRIED

4. OLD BUSINESS

4.1 Draft Paid-on-call Employee Benefits Policy

CAO Dieleman presented a Draft Paid-on-call Employee Benefits Policy that will replace the Paid on Call Employee Benefits – Health & Welfare Trust Policy No. AE-2107-01, Paid on Call Employee Benefits – VFIS Insurance Coverage Policy No. AE-2106-01, Paid on Call Employee Benefits – Matching RRSP Policy No. AE-2105-01, and Paid on Call Employee Benefits – Group Insurance Policy No. AE-2104-01. Combining the Paid-on-call benefit policies into a single policy will help streamline the benefits information to be more user-friendly and accessible to employees. CAO Dieleman reported the draft Paid-on-call Employee Benefits Policy includes a graphic that summarizes when employees are eligible for the benefits. Staff are developing a website for Paid on Call employees that will include resources such as the benefits policies, benefit forms, change of address forms etc. CAO Dieleman reported the draft Paid-on-call Employee Benefits Policy will be circulated for feedback and brought back to the next Committee meeting.

In discussion the following items were noted:

- Support was expressed for having all of the POC benefits in a single policy;
- Replace “fitness memberships” with “fitness activities”.

By general consent, the draft Paid-on-call Employee Benefits Policy was received for information and will be brought back to the next meeting for review.

4.2 Draft Payroll Policy – No update

5. NEW BUSINESS

5.1 Facilities Tour – Halls 1, 2 & 3

The Board of Trustees has asked staff to plan a Facilities Tour of Halls 1, 2 and 3 and the new fire hall site. There was discussion and the Strategic Planning and Policy Development Committee suggested staff plan the facilities tour in January 2025 on a Saturday and that Committee members be invited to attend the tour.

5.2 Trustee Election

5.2.1 Mail in Voting – No update

5.2.2 Election and Assent Voting Bylaw No. 144

CAO Dieleman reported the Elections and Assent Voting Bylaw No. 144 should be rescinded and replaced by an Elections Policy.

5.2.3 Information Session & Materials for Prospective Trustee Candidates – No update

6. IN CAMERA MEETING

6.1 Motion to Close the Meeting

MOVED by R. Cook, SECONDED by M. Hetherington,

That the Strategic Planning and Policy Development Committee close this meeting to the public subject to Community Charter Section 90 (1): (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and that staff be invited to remain.

CARRIED

The meeting moved to an in-camera meeting 10:20 a.m.

6.2 Motion to Re-open the Meeting

MOVED by R. Cook, SECONDED by M. Hetherington,

That the Strategic Planning and Policy Development Committee re-open this meeting to a public session.

CARRIED

The regular meeting reconvened at 10:55 a.m.

6.3 Arise and Report

The Strategic Planning and Policy Development Committee received a staff update regarding future planning of fire hall locations.

7. NEXT MEETING

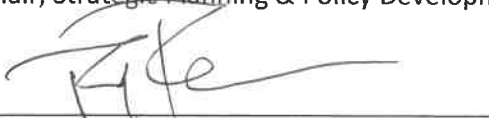
The next meeting is scheduled on December 5, 2024 at 10:00 a.m.

8. ADJOURNMENT

By general consent, the meeting adjourned at 11:30 a.m.



Dennis Lucarelli
Chair, Strategic Planning & Policy Development Committee



Rodney Dieleman
Corporate Administrator