

**WILLIS POINT FIRE PROTECTION
AND RECREATION FACILITIES COMMISSION
MEETING MINUTES**

Tuesday Sept 29, 2020

7:30 PM

Present: Vern McConnell, Brent Kornelson, Brian McCandless, Paul Williams, Gary Howell, Gary Anderson, Joel Cotter

Absent: Director Mike Hicks

Guests & Invitees: Darren Pine, Kathy Crawley (Art Wynans via WebEx)

Meeting called to order at 7:35 pm

1) Approval of Agenda

MOTION by Paul Williams, **SECONDED** by Brian McCandless, that the Agenda be accepted as presented. **CARRIED**

2) MOTION by Gary Howell, **SECONDED** by Gary Anderson that the minutes of August 25, 2020 be accepted as presented, **CARRIED**

3) Hall Report: (Report receive late): The Fire Department has requested the Hall be sanitized as per Covid-19 guidelines after their Wednesday practice and any rentals, Vern will arrange this with Mariann; addition funds are available in our hall maintenance budget as required for this extra cleaning. A temporary additional sanitization fee can be added to Hall rentals.

4) Business Arising:

- a) Cell Tower: Brent reports that there is agreement that Rogers will now be building the new replacement cell tower.
- b) Tank Farm: Joel reports that he has identified one possible water tank placement location on private property. Tank installations on private property will include an agreement that states the property owner can request the tank be removed for any reason.
- c) Durrance Close: The CRD is combining several requests for similar district area changes with other communities as all changes must be submitted to the provincial government for final approval.
- d) Mutual Aide with Saanich: Darren reports that our FD management is still waiting to meet with the Saanich staff to coordinate the details for mutual response and call outs.
- e) Hall Heating: Brian will be having West Bay Mechanical produce the project specifications necessary to obtain 3 quotes to replace the heating and duct system with a heat pump system
- f) **AGM Commission Nominations: (instructions attached) a commission vote was held and the following four incumbent commission members were nominated for additional 2 year terms: Vern McConnell, Brent Kornelson, Brian McCandless, and Gary Anderson.** Joel Cotter the nomination chair reported there were no other nominations.

5) Fire Chiefs Report: no fire Chief report

6) Budget Report:

MOTION by Gary Howell, **SECONDED** by Paul Williams, that the 2021-22 budget with a requisition of \$128,942 be accepted as presented, **CARRIED**

MOTION by Gary Howell, **SECONDED** by Gary Anderson, that we contribute \$7500 to the Capital Reserve Fund as presented, **CARRIED**

MOTION by Gary Howell, **SECONDED** by Vern McConnell that we accept the Equipment Replacement Plan with the provision that the \$50,000 water tank expenditure is moved forward from 2021 to 2025, **CARRIED**

7) WCPA Report: Gary Anderson reported on the association activities, Art Wynans added the \$30,000 grant for a recreation structure was just received today.

8) Vice Chair Position: Paul Williams has agreed to accept the role of Vice Chair.

Meeting adjourned 9:30 pm

From: directorjdf

Date: Fri., Sep. 25, 2020 3:38 p.m.

To: Dan Quigley; Joanne Hemphill (hemphill@camosun.bc.ca); East Sooke Chair Larry Oram; B Einarson; McConnell Vern;

Cc: Jonathan Reimer; Kristen Morley; Lia Xu;

Subject: AGM and Budget from Hicks

Commission Chairs,

I am still the Port Renfrew Commission Chair for this year and am trying to understand what is required with Covid and all. Here is what I understand :

- 1) We should have our budget work sheet completed and back to Lia by the end of October
- 2) We should conduct our AGM before the end of November
- 3) We are **not required** to have an election of new commissioners requiring **public participation**

AGM and Voting

We **are not** required to advertise the AGM (as none can attend)

We **are** required to Post on a noticeboard and/or social media site (Facebook) that there are commission member openings available.

The public can be encouraged to e-mail the commission chair (or myself if you are concerned about privacy - directorjdf@crd.bc.ca) if they wish to be considered at the AGM. Current members, with terms expiring should also contact their Chair with their intent to run again

New commissioners **do not** have to be nominated

The commission members will vote amongst yourselves for the new commissioners and forward the information to Jonathan (and cc myself)

The commissions will determine which members have terms expiring from the previous year's minutes

The CRD's records are not up to date and we should all make an effort to supply Jonathan with an accurate list of commissioners

I have cc'd Jonathan, Kristen and Lia who might very well add (or subtract) to my notes and if you have any questions, I am available as always 24/7 . Thank so much for all the work you do.

Mike

September 29, 2020

Hall Manager's Report

The Provincial Government has reserved the hall for the upcoming elections on October 24th. They have their own rental forms which they are forwarding to me. I have provided them with the CRD Covid requirements .

Last week it came to my attention that the Mount Work group, a sub-group of the WPCA were planning on painting signs at the hall in the parking lot. They were planning on using the tables from the hall. I intercepted them in time to advise them of the need to complete the Hall application and to complete the CRD Covid form. In the end, they did comply with all the requirements including sanitizing, wearing masks and keeping a contact list.

There have been no other requests for the use of the hall at this time, nor are there additional issues.

Submitted by,

Mariann Malvet