

**DISTRICT OF HIGHLANDS**  
**ADVISORY PLANNING COMMISSION**

Minutes of the meeting held Wednesday, April 26, 1995 at the West Highlands Firehall, 1564 Millstream Road at 8:10 p.m.

PRESENT: Carol Lester, Chair    Marcie McLean  
          Will Carrilho            Al Pellett  
          Jane Eert                Kerry Sutton

IN ATTENDANCE:                Councillor Bill Vogel  
                                      Kevin Key, Planning Technician  
                                      Dave Osborn

1. Carol Lester welcomed Jane Eert and Kerry Sutton as new members of the Commission on their appointments by Council on April 18, 1995.

2. MINUTES

Minutes of the meeting held March 22, 1995:

MOTION 22/95 MOVED BY MARCIE MCLEAN  
SECONDED BY WILL CARRILHO AND RESOLVED THAT:  
The minutes of the meeting held March 22, 1995 be adopted as circulated.

CARRIED

3. MEETING DAYS

Carol Lester provided a suggested format which related to Council's meeting days. Councillor Vogel noted difficulties in preparing timely recommendations to Council.

MOTION 23/95 MOVED BY AL PELLETT  
SECONDED BY KERRY SUTTON AND RESOLVED THAT:  
Regular meetings be scheduled for the Wednesday evenings in the same week as regularly scheduled Council meetings.

CARRIED

4. ELECTION OF CHAIR AND VICE-CHAIR

Carol Lester outlined typical responsibilities and obligations of the Chair and volunteered to continue to assume the position of Chair. Will Carrilho stated that he could not volunteer to continue the position of Vice-Chair. Kerry Sutton volunteered to assume the position of Vice-Chair. There being no other volunteers or nominations, Carol Lester and Kerry Sutton were acclaimed as Chair and Vice-Chair respectively.

5. VOLUNTEER COORDINATOR - COUNCIL REFERRAL

Council had referred the matter to the Commission requesting input, suggestions and potential terms of reference of a position of Volunteer Coordinator. Councillor Bill Vogel introduced the proposal. Discussion of issues included financial implications, supporting resources, office space and materials, staff interaction, liability and representation on behalf of the District and Council.

**MOTION 24/95 MOVED BY AL PELLETT**

**SECONDED BY WILL CARRILHO AND RESOLVED THAT:**

**Recommendations to Council on the position of Volunteer Coordinator be as follows:**

- (a) **In principle it is a good idea,**
- (b) **the title should be changed to 'Coordinator of Volunteers'**
- (c) **the Coordinator should preferably be an unpaid volunteer due to municipal financial concerns,**
- (d) **as well as being a recruiter, the Coordinator should be a resource person who matches the right people with adequate and appropriate skills to the task,**
- (e) **Council needs to be aware of liability concerns,**
- (f) **the Coordinator could also keep a list of people interested in filling vacancies as they occur on Council Advisory Committees as well as any new Committees,**
- (g) **the Coordinator could organize donations other than time (e.g. materials, equipment, storage space), and**
- (h) **volunteers could be recruited in new areas such as leading courses, workshops, seminars, recreation, etc.**

CARRIED

6. ADJOURNMENT

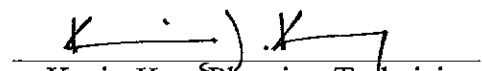
MOTION 25/95 MOVED BY AL PELLETT

SECONDED BY KERRY SUTTON AND RESOLVED THAT:

The meeting of April 26, 1995 be adjourned at 10:35 p.m.

CARRIED

  
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Carol Lester, Chair

  
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Kevin Key, Planning Technician