

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

**Meeting held:** July 4, 2019  
Training Room, Ganges Fire Hall  
105 Lower Ganges Road, Salt Spring Island

**Members Present:** Trustee Ron Lindstrom (Chair)  
Trustee Mary Lynn Hetherington  
John Gauld

**Staff Members Present:** Andrew Peat, Corporate Administrator and Financial Officer  
Sarah Shugar, Recording Secretary

**Regrets:** Trustee Andreas Gedeon

**Others Present:** Trustee Rollie Cook

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

## 1. CALL TO ORDER

CAO Peat called the meeting to order at 7:02 p.m.

## 2. ELECTION OF CHAIR

CAO Peat called for nominations for the position of Chair. Trustee Hetherington nominated Trustee Lindstrom for the position of Chair. CAO Peat called a second and third time for nominations for the position of Chair. There being no further nominations, Trustee Lindstrom was declared elected as Chair by acclamation.

## 3. APPROVAL OF AGENDA

A proposed agenda was circulated to members prior to the meeting.

**By general consent,** the agenda was approved.

## 4. APPROVAL OF MINUTES

### 4.1 Minutes of the February 19, 2019 meeting

The draft minutes of the February 19, 2019 were circulated to members prior to the meeting.

**Motion** that the Strategic Planning and Policy Development Committee adopt the minutes of the February 19, 2019 meeting moved by Committee Member Gauld, seconded by Committee Member Hetherington.

**CARRIED**

#### **4.2 Minutes of the March 1, 2019 meeting**

The draft minutes of the March 1, 2019 were circulated to members prior to the meeting.

**Motion** that the Strategic Planning and Policy Development Committee adopt the minutes of the March 1, 2019 meeting moved by Committee Member Gauld, seconded by Committee Member Hetherington.

**CARRIED**

#### **4.3 Minutes of the March 1, 2019 In-camera meeting**

The draft In-camera minutes of the March 1, 2019 were circulated to members prior to the meeting.

**Motion** that the Strategic Planning and Policy Development Committee adopt the minutes of the March 1, 2019 In-camera meeting moved by Committee Member Gauld, seconded by Committee Member Hetherington.

**CARRIED**

#### **4.4 Minutes of the March 14, 2019 meeting**

The draft minutes of the March 14, 2019 were circulated to members prior to the meeting.

**Motion** that the Strategic Planning and Policy Development Committee adopt the minutes of the March 14, 2019 meeting moved by Committee Member Gauld, seconded by Committee Member Hetherington.

**CARRIED**

#### **4.5 Minutes of the March 14, 2019 In-camera meeting**

The draft In-camera minutes of the March 14, 2019 were circulated to members prior to the meeting.

**Motion** that the Strategic Planning and Policy Development Committee adopt the In-camera minutes of the March 14, 2019 meeting moved by Committee Member Gauld, seconded by Committee Member Hetherington.

**CARRIED**

**4.6 Minutes of the April 2, 2019 meeting**

The draft minutes of the April 2, 2019 were circulated to members prior to the meeting.

**Motion** that the Strategic Planning and Policy Development Committee adopt the minutes of the April 2, 2019 meeting moved by Committee Member Gauld, seconded by Committee Member Hetherington.

**CARRIED**

**4.7 Minutes of the April 9, 2019 meeting**

The draft minutes of the April 9, 2019 were circulated to members prior to the meeting.

**Motion** that the Strategic Planning and Policy Development Committee adopt the minutes of the April 9, 2019 meeting moved by Committee Member Gauld, seconded by Committee Member Hetherington.

**CARRIED**

**4.8 Minutes of the April 26, 2019 meeting**

The draft minutes of the April 26, 2019 were circulated to members prior to the meeting.

**Motion** that the Strategic Planning and Policy Development Committee adopt the minutes of the April 26, 2019 meeting moved by Committee Member Gauld, seconded by Committee Member Hetherington.

**CARRIED**

**5. CHAIR'S REPORT – none**

**6. OLD BUSINESS**

**6.1. Affirm Committee's recommendation concerning Strategic Planning Priorities**

The Strategic Planning Priorities document was presented. CAO Peat reported a Board of Trustees Orientation/Strategic Planning Session with Linda Adams is scheduled on July 20, 2019.

**By general consent**, the Strategic Planning and Policy Development Committee reaffirmed the Strategic Planning Priorities document and will proceed with

refinement following the strategic planning session with Linda Adams and that the Committee will follow up with quarterly reports to the Board of Trustees.

## **6.2. Update regarding New Fire Hall Advisory Working Group**

Chair Lindstrom reported the New Fire Hall Advisory Working Group is ready to schedule the inaugural meeting. Membership will include 6 public members, the Chair of the Finance and Audit Committee, the Chair of the Strategic Planning and Policy Development Committee, the Chair of Facilities and Physical Plant Committee, the Chair of the Communications and Marketing Committee and two additional public members of the Committees. CAO Peat reported CRD Director Holman or his Alternate will attend the meetings. Islands Trust and North Salt Spring Waterworks District have not appointed a representative to the Committee.

**By general consent**, the Strategic Planning and Policy Development Committee agreed CAO Peat would advertise the first meeting of the Fire Hall Advisory Working Group and advertise the last call for the opportunity for public members to apply.

## **6.3. Update regarding joint meeting of SPPD and Finance Committees**

The Finance and Audit Committee will invite the SPPD Committee to meet following the Strategic Planning session with Linda Adams.

# **7. NEW BUSINESS**

## **7.1. Discuss desirability of completing of the Ganges Harbour Boardwalk**

A draft letter from SSIFR to CRD Director Holman dated June 28, 2019 regarding the possibility of collaboration on the Ganges Harbour Boardwalk was presented. Trustee Cook presented a memo dated July 4, 2019 regarding the Ganges Harbour Boardwalk.

Discussion ensued and the following comments were noted:

- It is important to determine what is the difference between the capacity of the freshwater system and the demand.
- Concern was expressed that completion of the Ganges Harbour Boardwalk was not identified as a priority in the recently approved Strategic Planning Priorities. It was noted that the Fire Underwriters Survey (FUS) rating is a high priority item.
- It was noted there is a CRD Ganges Boardwalk Committee.

**By general consent**, the Strategic Planning and Policy Development Committee agreed CAO Peat would request CRD Director Holman to respond to the letter

regarding the possibility of collaboration on the Ganges Harbour Boardwalk prior to the July Board of Trustees meeting.

**7.2. Discuss possible repurposing of Ganges Fire Hall site (105 Lower Ganges Road)**

A letter from the Farmer's Institute to SSIFR dated June 18, 2019 was presented.

In discussion the following comments were noted:

- There was a question regarding whether the terms of reference for the New Fire Hall Advisory Group include consideration of the future of the Ganges Fire Hall site.
- Support was expressed to keeping the Ganges Fire Hall site as a public asset, but the District must receive fair market value either by sale or an alternate arrangement such as a long term lease.
- Support was expressed for receiving community input regarding the community vision for the Ganges Fire Hall site.

**By general consent**, the Strategic Planning and Policy Development Committee agreed to recommend to the Board of Trustees that Chair Lindstrom reply to the Farmer's Institute letter dated June 18, 2019.

**7.3. Review SPPD Committee Terms of Reference**

The Strategic Planning and Policy Development Committee Terms of Reference was presented.

**By general consent**, the Strategic Planning and Policy Development Committee agreed to review the the SPPD Committee Terms of Reference at the next meeting.

**7.4. Trustee Orientation and Strategic Planning Priorities Workshop with Linda Adams**

A Board of Trustees Orientation/Strategic Planning Session with Linda Adams is scheduled on July 20, 2019. Committee Member Gauld is not available to attend. CAO Peat will invite Neil MacConnell.

**7.5. Review and discuss proposed policy "Board and Committee Member Attendance and Participation"**

The Board and Committee member Attendance and Participation policy was presented.

**By general consent**, the Strategic Planning and Policy Development Committee agreed to review the Board and Committee Member Attendance and Participation policy at the next meeting.

**8. NEXT MEETING DATE**

There was discussion about scheduling of regular monthly committee meetings.

**By general consent**, the Strategic Planning and Policy Development Committee agreed to schedule the regular meetings on the second Tuesday of the month at 10:00 a.m. CAO will circulate a draft annual meeting schedule.

The next meeting is scheduled on August 13, 2019 at 10:00 a.m. at the Ganges Fire Hall Training Room.

**9. ADJOURNMENT**

There being no further business, **motion** to adjourn moved by Committee Member Gauld, seconded by Committee Member Hetherington and **carried**.

The meeting adjourned at 8:26 p.m.

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Ron Lindstrom  
Chair, Strategic Planning and Policy Development Committee

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Andrew Peat  
Corporate Administrator