

Minutes of the Salt Spring Island Fire Protection District Finance and Audit Committee Meeting

Meeting held: **October 10, 2024**
 SSIFPD Administration Office
 1202 - 115 Fulford-Ganges Road, Salt Spring Island

Members Present: **John Wakefield, Chair**
 Rollie Cook, Board of Trustees Chair

Staff Members Present: **Rodney Dieleman, Corporate Administrator and Financial Officer**
 Jamie Holmes, Fire Chief

Regrets: **Rob Oliver, Trustee**

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

1. CALL TO ORDER

Chair Wakefield called the meeting to order at 2:00 p.m. and humbly acknowledged that we live and work in the unceded territories of the Coast Salish Peoples.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved.

3. APPROVAL OF MINUTES

3.1 Minutes of the Regular Meeting held July 11, 2024

MOVED by R. Cook,
That the minutes of the Regular Meeting held July 11, 2024 were adopted.
CARRIED

4. OLD BUSINESS

4.1 Draft 2025 Budget

CAO Dieleman presented the draft 2025 Budget.

MOVED by R. Cook,

That the Finance and Audit Committee recommend the Board of Trustees approve the draft 2025 budget as presented.

CARRIED

5. NEW BUSINESS

5.1. New Fire Hall Project Budget Construction

CAO Dieleman presented a draft Reserve Funds Disbursement Bylaw for Fire Hall No. 1 Replacement Project. In discussion it was recommended that the balance of the General Capital Purposes Reserve Fund be authorized to be withdrawn as additional funds will be needed in the future.

By general consent, the Finance and Audit Committee recommend the Board of Trustees approve a bylaw to authorize the transfer of funds from the General Capital Purposes Reserve Fund for the purpose of Fire Hall No. 1 Replacement Project Construction.

5.2. Auditor for Financial Services Request For Proposals (RFP) – Staff Report

CAO Dielman presented a staff report regarding the Auditor for Financial Services Request For Proposals (RFP). In discussion support was expressed for cost savings with McLean, Lizotte, Wheadon and Company Chartered Professional Accountants.

MOVED by R. Cook,

That the Finance and Audit Committee recommend the Board of Trustees appoint McLean, Lizotte, Wheadon and Company Chartered Professional Accountants to be the auditor for the fiscal year ending December 31, 2024.

CARRIED

MOVED by R. Cook,

That the Finance and Audit Committee recommend the Board of Trustees schedule a Special Ratepayers Meeting prior to the November 18, 2024 Regular Board Meeting to consider appointment of the auditor.

CARRIED

5.3 Draft Mental Health and Wellness Policy No. AE-2304-01 and Mental Health Reserve Fund

CAO Dieleman reported that unspent funds remaining in the Employee and Family Assistance Program at December 31st are allocated to a Health and Wellness Reserve Fund.

6. NEXT MEETING

The next meeting of the Finance and Audit Committee will be held at the call of the Chair.

6. ADJOURNMENT

By general consent, the meeting adjourned at 3:00 p.m.



John Wakefield
Chair, Finance and Audit Committee

Rodney Dieleman
Corporate Administrator

