

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

Meeting held: February 6, 2025
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
Jamie Holmes, Fire Chief
Sarah Shugar, Recorder

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 10:03 a.m. and acknowledged that the meeting is being held in the unceded territories of the Coast Salish Peoples.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved.

3. MINUTES

3.1. Minutes of the Regular Meeting held January 16, 2025

By general consent, the draft minutes of the Strategic Planning and Policy Development Committee regular meeting held on January 16, 2025 were adopted.

4. OLD BUSINESS

4.1 Strategic Plan – Report to Board of Trustees

CAO Dieleman presented a 2024-2029 Strategic Plan update.

In discussion the following items were noted:

- There was a suggestion to invite POC and career staff representatives to provide feedback to the Trustees, possibly at the next Trustees Governance Workshop.
- There was a suggestion to add that Board Chair Cook met with the CRD and NSSWD on issues of mutual interest.
- Chief Holmes reported currently the District has a Mutual Aid Agreement with the Gulf Islands and Chief Holmes attended a meeting with fire chiefs within the Capital Regional District to work on a Regional Mutual Aid Agreement.
- There was a suggestion to plan a stakeholder meeting with the Islands Trust, CRD, NSSWD on Wildfire planning / emergency response.

MOVED by M. Hetherington,

That the Strategic Planning and Policy Development Committee approve the Strategic Plan update to be presented to the Board as amended with the discussion from this meeting.

CARRIED

Chief Holmes arrived at 11:10 a.m.

4.2 Draft Trustee Election Procedures Policy No. AG-4201-01 – Updated

CAO Dieleman presented the draft Trustee Election Procedures Policy No. AG-4201-01 and an email response from the Ministry of Housing and Municipal Affairs Governance and Structure Branch dated January 31, 2025 regarding the draft policy. The updated policy aligns with the Ministry of Municipal Affairs Improvement District Trustee Elections Policy Template and the feedback received from Ministry staff.

MOVED by M. Hetherington,

That the Strategic Planning and Policy Development Committee recommend the Board of Trustees approve draft Elections Procedures Policy No. AG-4201-01.

CARRIED

4.3 2025 Trustee Election – Update

CAO Dieleman reported the Call for Nominations opened on February 5, 2025, and the notice is in the Driftwood newspaper and posted on the Salt Spring Exchange.

4.4 Expression of Interest for Future Fire Hall Property – Update

CAO Dieleman reported the Expression of Interest for Future Fire Hall property advertisement is in the Driftwood newspaper.

4.5 FUS Review – Update

Chief Holmes reported the FUS Tender shuttle accreditation test is scheduled on February 20, 2025. Chief Holmes will discuss future FUS accreditation review with FUS when they are here for the FUS Tender shuttle accreditation test. There was

discussion regarding insurance providers denying property owners due to wildfire risk.

4.6 Draft Payroll Policy - None

5. NEW BUSINESS

5.1. Draft Bylaw No 158 – Meeting Procedures Bylaw 2025 - None

6. NEXT MEETING

The next meeting is scheduled on March 6, 2025 at 10:00 a.m.

7. ADJOURNMENT

By general consent, the meeting adjourned at 11:50 a.m.



Dennis Lucarelli
Chair, Strategic Planning & Policy Development Committee



Rodney Dieleman
Corporate Administrator