

# **Minutes of the Regular Trustee Meeting of the Salt Spring Island Fire Protection District**

**Date:** February 24, 2025

**Location:** Training Room, Ganges Fire Hall  
105 Lower Ganges Road, Salt Spring Island and Electronic Meeting (Microsoft TEAMS)

**Members Present:** Rollie Cook, Chair  
David Courtney, Trustee  
Mary Lynn Hetherington, Trustee  
Dennis Lucarelli, Trustee  
Rob Oliver, Trustee  
John Wakefield, Trustee  
Robin Williams, Trustee

**Staff Members Present:** Rodney Dieleman, Corporate Administrator and Financial Officer  
Jamie Holmes, Fire Chief  
Mysha Dewar-McLelland, Salt Spring Island Fire Fighter's Association Treasurer  
Hans Hazenboom, Owners Representative for New Fire Hall Project  
Sarah Shugar, Recorder

**Others Present:** Gulf Islands Driftwood Reporter (Teams)  
Laura Patrick, Islands Trust Local Trustee  
3 members of the public

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

## **1. CALL TO ORDER**

Chair Cook called the meeting to order at 7:00 p.m. and acknowledged that the meeting is being held in the unceded territories of the Coast Salish Peoples.

## **2. TOWN HALL**

Chair Cook opened the Town Hall at 7:01 p.m. There were no speakers at the town hall portion of the meeting.

## **3. APPROVAL OF AGENDA**

The following items were presented for inclusion in the agenda:

- Item 7.1 Fire Chief's Report – January 2025
- Item 7.2 Association Report – February 2025

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

**4. BOARD MINUTES**

**4.1 Minutes of the Regular Trustee meeting held January 20, 2025**

**2025-005**

**MOVED by Trustee Hetherington, SECONDED by Trustee Wakefield,**

That the draft minutes of the Regular Trustee meeting held January 20, 2025 be adopted.

**CARRIED**

**5. STANDING COMMITTEE REPORTS**

**5.1 Communications & Marketing Committee – None**

**5.2 Finance & Audit Committee – None**

**5.3 Joint Occupational Health & Wellness Committee**

**5.3.1 Minutes of the January 22, 2025 meeting**

The minutes were received for information.

**5.4 Strategic Planning & Policy Development Committee**

**5.4.1 Minutes of the February 6, 2025 meeting**

The minutes were received for information.

**6. CORRESPONDENCE – None**

**7. REPORTS**

**7.1 Fire Chief’s Report – January 2025**

Chief Holmes presented the Fire Chief Report for January 2025. Chief Holmes highlighted that Salt Spring Fire Rescue was successful in the FUS Tender Shuttle test on February 22, 2025.

**By general consent,** the report was received for information.

**7.2 Salt Spring Island Fire Fighters’ Association Report – February 2025**

Salt Spring Island Fire Fighter’s Association Treasurer Dewar-McLelland presented the Association report for February 2025.

**By general consent,** the report was received for information.

**7.3 CAO Reports**

### **7.3.1 Budget Report to December 31, 2024**

#### **7.3.1.1 2024 Income and Expense Statement Analysis – Staff Report**

CAO Deileman presented a staff report regarding the 2024 Income and Expense Statement Analysis. Chair Cook acknowledged the Executive team for the excellent financial management.

### **7.3.2 Driftwood Article dated January 22, 2025 Re Wildfire Prep Essentials**

### **7.3.3 Driftwood Notice dated January 29, 2025 Re Expression of Interest**

### **7.3.4 Driftwood Article dated January 29, 2025 Re Election**

### **7.3.5 Driftwood Article dated January 29, 2025 Re 2024 Calls**

### **7.3.6 Driftwood Notice dated February 12, 2025 Re Call for Nominations**

The Driftwood articles were received for information.

## **8. OLD BUSINESS**

### **8.1 New Fire Hall Project**

#### **8.1.1 New Fire Hall Project Status Update to January 31, 2025**

Owners Representative H. Hazenboom presented the New Fire Hall Project Status Update report to February 13, 2025.

**By general consent**, the report was received.

### **8.2 Strategic Plan 2024-2025 Update – For Information**

CAO Dieleman presented a Strategic Plan 2024-2025 Update.

### **8.3 Draft Trustee Election Procedures Policy AG-4201-01 – For Approval**

Draft Trustee Election Procedures Policy AG-4201-01 was presented.

**2025-006**

**MOVED by Trustee Wakefield, SECONDED by Trustee Oliver,**  
That the Board of Trustees approve Trustee Election Procedures Policy AG-4201-01.

**CARRIED**

#### **8.4 Expression of Interest for Land Acquisition – Staff Report**

CAO Dieleman presented a staff report regarding expression of interest for land acquisition for future fire halls.

The report was received.

#### **9. NEW BUSINESS - None**

#### **10. BYLAWS**

##### **10.1 Notice to Repeal Bylaw No. 144 cited as “Election and Assent Voting Bylaw No. 144”**

CAO Dieleman reported Trustee Election Procedures Policy AG-4201-01 replaces Bylaw 144 cited as “Election and Assent Voting Bylaw No. 144”.

**2025-007**

**MOVED by Trustee Wakefield, SECONDED by Trustee Hetherington,**

That the Board of Trustees repeal Bylaw No. 144 cited as “Election and Assent Voting Bylaw No. 144”.

**CARRIED**

#### **11. DELEGATIONS – None**

#### **12. IN-CAMERA MEETING**

##### **12.1 Motion to Close the Meeting**

**2025-008**

**MOVED by Trustee Lucarelli, SECONDED by Trustee Oliver,**

That the Board of Trustees close this meeting to the public subject to Community Charter Section 90 (1): (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; and that staff be invited to remain.

**CARRIED**

The items of business to be considered in the in-camera meeting are approval of in camera meeting minutes, potential land acquisition and service contracts.

The meeting moved in camera at 7:58 p.m.

##### **12.2 Motion to Re-open the Meeting**

**2025-009**

**MOVED by Trustee Lucarelli, SECONDED by Trustee Oliver,**

That the Board of Trustees re-open this meeting to a public session.

**CARRIED**

The meeting re-opened at 9:29 p.m.

### **12.3 Arise and Report**

The Board of Trustees received a report Office of the Information and Privacy Commissioner and agreed to review Freedom of Information procedures that resulted in the disclosure of an applicant's name in a public meeting. The minutes of the In-camera Meeting January 20, 2025 were adopted and the minutes of the New Fire Hall Project Steering Committee In-camera meeting held February 13, 2025 were received for information.

### **13. NEXT MEETING**

The next regular meeting is scheduled on March 17, 2025 at 7:00 p.m. at the Ganges Fire Hall Training Room.

### **14. ADJOURNMENT**

**By general consent,** the meeting was adjourned at 9:30 p.m.



Rollie Cook  
Chair, Board of Trustees



Rodney Dieleman  
Corporate Administrator