

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

Meeting held: March 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
Sarah Shugar, Recorder

Regrets: Jamie Holmes, Fire Chief

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 10:00 a.m. and acknowledged that we live and work in the unceded territories of the Coast Salish Peoples.

2. APPROVAL OF AGENDA

The following items were presented for inclusion in the agenda:

- 4.4 Trustee Governance Workshop
- 5.3 Draft Freedom of Information Policy

By general consent, the agenda was approved as amended.

5 MINUTES

3.1 Minutes of the Regular Meeting held February 6, 2025

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

6 OLD BUSINESS

4.1 5-Year (2024-2029) Strategic Plan Update for AGM – Update

CAO Dieleman presented a 5-Year (2024-2029) Strategic Plan Update. CAO Dieleman reported it is anticipated the hydrant maintenance cost agreement with NSSWD is going to be higher next year.

4.2 2025 Trustee Election – Update

CAO Dieleman reported one nomination was received and Robin Williams has been elected by acclamation. There will be one vacant seat on the Board of Trustees.

4.3 FUS Review – Update

Chief Holmes reported the District was successful with the Fire Underwriters Survey (FUS) Accreditation Evaluation on February 22, 2025. The insurance rating in the Ganges Fire Hall area should be rated “2” and currently the rating is “3A”. A new FUS review would likely be in the Fall 2025 or Spring 2026. Currently staff update any changes through a FUS portal although a full review is due.

MOVED by Trustee Hetherington,

That the Strategic Planning and Policy Development Committee recommend the Board of Trustees direct staff to request a Fire Underwriters Survey (FUS) Fire Insurance Grade Report.

CARRIED

4.4 Trustee Governance Workshop

A Trustee Governance Workshop will be scheduled. The Committee suggested to invite POC and Career staff representatives to the Governance Workshop.

7 NEW BUSINESS

5.1 Bylaw No 158 – Meeting Procedures Bylaw 2025

CAO Dieleman presented a draft Meeting Procedures Bylaw that would replace Bylaw No. 158 – Meeting Procedures Bylaw. This is a first draft, staff will continue to update and forward the draft bylaw to the Ministry staff for review.

5.2 Draft Payroll Policy - None

5.3 Draft Freedom of Information Policy

CAO Dieleman presented a draft Freedom of Information Policy that would update AG-5301-01 Freedom of Information and Protection of Privacy policy. CAO Dieleman presented the Office of the Information and Privacy Commissioner (OIPC) Municipal Disclosure of Records. Staff will send the draft policy to the Office of the Information and Privacy Commissioner (OIPC) for review.

6. NEXT MEETING

The next meeting is scheduled on April 3, 2025 at 10:00 a.m.

7. ADJOURNMENT

By general consent, the meeting adjourned at 11:25 a.m.



Dennis Lucarelli
Chair, Strategic Planning & Policy Development Committee



Rodney Dieleman
Corporate Administrator