

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

Meeting held: April 3, 2025
Training Room, Ganges Fire Hall
105 Lower Ganges Road, Salt Spring Island

Members Present: Dennis Lucarelli, Committee Chair
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

Regrets: Rollie Cook, Board of Trustees Chair and Ex officio member

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 10:05 a.m. and 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. MINUTES

3.1 Minutes of the Regular Meeting held March 6, 2025

By general consent, the draft minutes of the Strategic Planning and Policy Development Committee regular meeting held on March 6, 2025 were adopted.

4. OLD BUSINESS

4.1 Annual General Meeting – Committee 2024 Annual Report

Chair Lucarelli will present the SPPD Committee 2024 at the AGM.

4.2 5-Year (2024-2029) Strategic Plan - Update for AGM

CAO Dieleman will present the 5-Year (2024-2029) Strategic Plan at the AGM.

4.3 Trustees Governance Workshop – April 17, 2025

The 2025 Trustees Governance Workshop will be held on April 17, 2025 at the Ganges Fire Hall Training Room. Topics will include Governance and a review of the 5-Year Strategic Plan. Linda Adams will facilitate the workshop.

4.4 Draft Policy AG-5301-02 - Freedom of Information and Protection of Privacy Policy

CAO Dieleman presented a draft Freedom of Information Policy that would replace AG-5302-01 Freedom of Information and Protection of Privacy. Staff will continue to amend the draft policy and bring it back to a future meeting.

4.5 Draft Meeting Procedures Bylaw 2025 - No Update

4.6 Draft Payroll Policy – No Update

5. NEW BUSINESS

5.1 Draft Fire Prevention Inspections Policy

Chief Holmes presented the Draft Fire Prevention Inspections policy. This policy was drafted in 2016. The Fire Safety Act was enacted by the province in late 2024 after over a decade in the making. The report states Improvement Districts do not have the power to enforce the Fire Safety Act. The CRD is asking for our Operational Guidelines, Procedures, Policies, and letters patent. Chief Holmes is asking the Board to look at and move forward on the 2016 Fire Prevention Inspections Policy. Staff will continue to update the draft policy and bring it back to a future meeting.

5.2 Correspondence Received from Kaledon Irrigation District dated March 6, 2025 Re: Proposed Class Action Lawsuit Against the Province of BC

CAO Dieleman presented the correspondence.

MOVED by Chair Lucarelli,

That the Strategic Planning and Policy Development Committee recommend the Board of Trustees direct staff to respond to the Kaledon Irrigation District and advise that the Salt Spring Island Fire Protection District is not planning to participate in the legal action.

CARRIED

6. NEXT MEETING

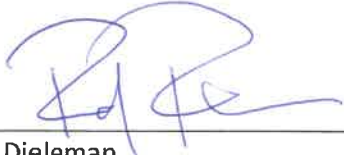
The next meeting is scheduled on May 1, 2025 at 10:00 a.m.

7. ADJOURNMENT

By general consent, the meeting adjourned at 11:30 a.m.



Dennis Lucarelli
Chair, Strategic Planning & Policy Development Committee



Rodney Dieleman
Corporate Administrator