

Agenda

Salt Spring Island Fire Protection District

Board of Trustees Regular Meeting

Meeting will be held as follows:

Date: April 28, 2025

Time: 7:00 p.m.

Place: Ganges Fire Hall Training Room

105 Lower Ganges Road, Salt Spring Island and Electronic Meeting (Microsoft Teams)

1. CALL TO ORDER

We would like to begin this meeting by humbly acknowledging that we live and work in the unceded territories of the Coast Salish Peoples. This meeting is an official forum for the Salt Spring Island Fire Protection District Board to conduct its business. This is a place of employment and our staff have the right to a safe and respectful workplace.

2. TOWN HALL SESSION

Members of the public can address questions or comments and we request that you direct comments to the Board and not other members of the public, speak to the issues and not individuals and be clear, concise and respectful.

3. APPROVAL OF AGENDA

4. BOARD MINUTES

4.1 Minutes of the Regular Trustee meeting held March 17, 2025 – For Approval

That the draft minutes of the Regular Trustee meeting held March 17, 2025 be adopted.

4.2 Minutes of the Special Trustee meeting held March 31, 2025 – For Approval

That the draft minutes of the Special Trustee meeting held March 31, 2025 be adopted.

4.3 Minutes of the Special Meeting held April 14, 2025 – For Approval

That the draft minutes of the Special Trustee meeting held April 14, 2025 be adopted.

4.4 Minutes of the Annual General Meeting held April 14, 2025 – For Information

That the draft minutes of the Regular Trustee meeting held April 14, 2025 be received.

5. STANDING COMMITTEE REPORTS

5.1 Communications & Marketing Committee

5.1.1 Minutes of the April 3, 2025 meeting – For Information

5.2 Finance & Audit Committee

5.2.1 Minutes of the April 10, 2025 meeting – For Information

5.3 Joint Occupational Health & Wellness Committee

5.3.1 Minutes of the March 26, 2025 meeting – For Information

5.4 Strategic Planning & Policy Development Committee

5.4.1 Minutes of the April 3, 2025 meeting – For Information

6. CORRESPONDENCE

6.1 Letter of Support Dated April 16, 2025 for North SS Waterworks District Maxwell Lake Water Treatment Plant Referendum

6.2 Email Date March 6 2025 Received from Kaleden Irrigation District

7. REPORTS

7.1 Fire Chief's Report – March 2025

7.2 Salt Spring Island Fire Fighters' Association Report – April 2025

7.3 CAO Reports

7.3.1 Budget Report to February 28, 2025

7.3.2 Driftwood Article dated March 26, 2025 Re Drake Road Housing Development

7.3.3 Driftwood Article dated March 26, 2025 Re Ganges Hall

7.3.4 Driftwood Article dated April 9, 2025 Re Trustee Vacancy

7.3.5 Driftwood Article dated April 23, 2025 Re AGM

8. OLD BUSINESS

8.1 New Fire Hall Project

8.2.1 New Fire Hall Project Status Update to March 31, 2025

9. NEW BUSINESS

9.1 Draft New Fire Hall Project Steering Committee Terms of Reference AG-4112-03

That the Board of Trustees approve the Draft New Fire Hall Project Steering Committee Terms of Reference AG-4112-03.

10. BYLAWS – None

11. DELEGATIONS

12. IN-CAMERA MEETING

12.1 Motion to Close the Meeting

That the Board of Trustees close this meeting to the public subject to Community Charter Section 90 (1): (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and that staff be invited to remain.

The items of business to be considered in the in-camera meeting is in camera Committee and Board minutes and Committee Appointments.

12.2 Motion to Re-open the Meeting

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

12.3 Arise and Report

13. NEXT MEETING

The next regular meeting is scheduled on May 26, 2025 at 7:00 p.m. at the Ganges Fire Hall Training Room.

14. ADJOURNMENT

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

Date: March 17, 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
Grant Gussie, Salt Spring Island Fire Fighter's Association
Hans Hazenboom, Owners Representative for New Fire Hall Project
Mysha Dewar-McClelland, Recorder

Others Present: Gulf Islands Driftwood Reporter (Teams)
Approximately 2 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 in the town hall.

3. APPROVAL OF AGENDA

The following items were presented for inclusion in the agenda:

- Item 6.2 - Letter from an Improvement District re access to grant funding and loans
- Item 9.2 - Drake Road Housing under New Business by Trustee Williams
- Item 12.1 - Motion to waive notice for an in-camera special meeting at the conclusion of this meeting to receive a report from the legal services team.

2025-010

MOVED by Trustee Williams, SECONDED by Trustee Wakefield,
That the agenda be approved as amended.

CARRIED

4. BOARD MINUTES

4.1 Minutes of the Regular Trustee meeting held February 24, 2025

2025-011

MOVED by Trustee Oliver, SECONDED by Trustee Williams,

That the draft minutes of the Regular Trustee meeting held February 24, 2025 be adopted.

CARRIED

5. STANDING COMMITTEE REPORTS

5.1 Communications & Marketing Committee

5.1.1 Minutes of the March 6, 2025 meeting – For Information

The minutes were received for information.

5.2 Finance & Audit Committee – None

5.3 Joint Occupational Health & Wellness Committee

5.3.1 Minutes of the February 26, 2025 meeting – For Information

The minutes were received for information.

5.4 Strategic Planning & Policy Development Committee

5.4.1 Minutes of the March 6, 2025 meeting – For Information

The minutes were received for information.

6. CORRESPONDENCE

6.1 Email Date March 7, 2025 Received from NSSWD Re: Request to Islands Trust Council for Increased Staff Resources on SSI

The correspondence was received.

6.2 Letter from an Improvement District re access to grant funding and loans

CAO Dieleman reported he has not circulated the correspondence yet and it will be brought forward to the next regular meeting agenda. An Improvement District has

asked SSIFPD to consider joining forces to lobby to support Improvement Districts being eligible to access government funding.

2025-012

MOVED by Trustee Hetherington, SECONDED by Trustee Lucarelli,

That the Board of Trustees request CAO Dieleman share the letter with the Board and refer the correspondence to the Strategic Planning and Policy Development Committee.

CARRIED

7. REPORTS

7.1 Fire Chief's Report – February 2025

Chief Holmes presented the Fire Chief Report for February 2025. Chief Holmes highlighted a recent structure fire caused by old, poorly stored lithium batteries. SSIFR has requested the province to provide more literature and a campaign to help notify the public regarding fire risk of old lithium batteries. SSIFR was successful in passing the Tender Shuttle Accreditation and has asked Fire Underwriters Survey (FUS) for a new map reflecting new approved water supplies. The BC 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 draft 2016 Fire Inspection Prevention policy.

2025-013

MOVED by Trustee Wakefield, SECONDED by Trustee Williams,

That the Board of Trustees refer the 2016 draft Fire Inspection Prevention policy to the Strategic Planning and Policy Development Committee.

CARRIED

By general consent, the report was received for information.

7.2 Salt Spring Island Fire Fighters' Association Report – March 2025

Salt Spring Island Fire Fighter's Association Secretary Grant Gussie presented the Association report for March 2025.

By general consent, the report was received for information.

7.3 CAO Reports

7.3.1 Budget Report to January 31, 2025

CAO Dieleman presented the budget report to January 31, 2025. The District received tax revenue the last week of December 2024.

By general consent, the report was received.

7.3.2 Driftwood Article dated March 5 2025 Re Fire Underwriters Survey (FUS) Test

The Driftwood article was received for information.

8. OLD BUSINESS

8.1 Trustee Election

8.1.1 Notice of Election by Acclamation – Returning Officer Anthony Kennedy

The Notice of Election by acclamation was presented. Congratulations to Trustee Williams to be re-elected by acclamation for a 3-year term. One nomination was received for two Trustee positions and one Trustee position will be vacant. Trustee Williams will be acclaimed at the April 14, 2025 AGM. There was no need for a mail-in ballot or election process this year.

CAO Dieleman reported a Fire Hall Site Tour for Trustees is scheduled on April 12, 2025. The 2025 AGM is scheduled on April 14, 2025 and a Trustee Governance Workshop is scheduled on April 17, 2025.

By general consent, the notice was received.

8.2 New Fire Hall Project

8.2.1 New Fire Hall Project Status Update to February 28, 2025 – Staff Report

Owners Representative H. Hazenboom presented the New Fire Hall Project Status Update report. Installation of steel is scheduled for the first or second week of April. The first stage of the hose tower will continue in the coming weeks.

By general consent, the report was received.

9. NEW BUSINESS

9.1 Fire Underwriters Survey (FUS) Fire Insurance Grade Report

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

2025-014

MOVED by Trustee Hetherington, SECONDED by Trustee Lucarelli,

That the Board of Trustees accept the recommendation of the Strategic Planning Committee to direct staff to request a FUS Fire Insurance Grade Report.

CARRIED

9.2 Drake Road Supported Housing Development

Trustee Williams brought forward a concern regarding whether the District has the capacity to protect the BC Housing Supported Housing four-storey building on Drake Road. The height of this development exceeds the Islands Trust height bylaw, which is in place because of the height SSIFR ladders can safely reach. In response to Chief Holmes inquiry, the District has been informed that as a BC Housing project this building is not required to adhere to local bylaws.

2025-015

MOVED by Trustee Williams, SECONDED by Trustee Lucarelli,

That the Board of Trustees refer the issue of the four-storey building on Drake Road, and related safety concerns and the option to seek support from the government to finance a ladder truck to the Communications and Marketing Committee.

CARRIED

10. BYLAWS - None

11. DELEGATIONS – None

12. IN-CAMERA MEETING

12.1 Motion to Close the Meeting

2025-016

MOVED by Trustee Hetherington, SECONDED by Trustee Oliver,

Motion to waive notice for an in-camera special meeting at the conclusion of this meeting to receive a report from the legal services team.

CARRIED

2025-017

MOVED by Trustee Wakefield, SECONDED by Trustee Hetherington,

That the Board of Trustees close this meeting to the public subject to Community Charter Section 90 (1): (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and that staff be invited to remain.

CARRIED

The item of business to be considered at the in-camera meeting is a Code of Conduct complaint report from Council.

The meeting moved in camera at 8:16 p.m.

12.2 Motion to Re-open the Meeting

2025-018

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 9:02 p.m.

12.3 Arise and Report

The Board of Trustees received a report regarding a Code of Conduct complaint.

13. NEXT MEETING

The 2025 Annual General Meeting is scheduled on April 14, 2025 at 6:30 p.m. at the Ganges Fire Hall Training Room.

The next regular meeting is scheduled on April 28, 2025 at 7:00 p.m. at the Ganges Fire Hall Training Room.

14. ADJOURNMENT

By general consent, the meeting was adjourned at 9:03 p.m.

Rollie Cook
Chair, Board of Trustees

Rodney Dieleman
Corporate Administrator

Minutes of the Special Trustee Meeting of the Salt Spring Island Fire Protection District

Date: March 31, 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
Sarah Shugar, Recorder

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 and traditional territories of the Coast Salish Peoples.

2. MOTION TO WAIVE NOTICE OF SPECIAL MEETING

2025-019

MOVED by Trustee Williams, SECONDED by Trustee Hetherington,

That pursuant to Salt Spring Island Fire Protection District Meeting Procedures Bylaw No. 146 Section 21, notice of this Special Meeting be waived.

CARRIED

3. APPROVAL OF AGENDA

By general consent, the agenda was approved.

4. IN CAMERA MEETING

4.1 Motion to Close the Meeting

2025-020

MOVED by Trustee Williams, SECONDED by Trustee Hetherington,

That the Board of Trustees close this meeting to the public subject to Community Charter Section 90 (1) (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and that staff be invited to remain.

CARRIED

4.2 Motion to Re-open the Meeting

2025-021

MOVED by Trustee Williams, SECONDED by Trustee Hetherington,

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

CARRIED

4.3 Arise and Report

The Board of Trustees discussed three Code of Conduct Complaints and have asked staff to seek legal advice.

5. ADJOURNMENT

By general consent, the meeting adjourned at 8:30 p.m.

Roland Cook
Chair, Board of Trustees

Rodney Dieleman
Corporate Administrator

Minutes of the Special Trustee Meeting of the Salt Spring Island Fire Protection District

Date: April 14, 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
Robin Williams, Trustee

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

Others Present: Mark Boysen, North Salt Spring Waterworks District
Gulf Island Driftwood Reporter (Teams)

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

1. CALL TO ORDER

CAO Dieleman called the meeting to order at 8:38 p.m. and acknowledged that the meeting is being held in the unceded and traditional territories of the Coast Salish Peoples.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved.

3. ELECTION OF CHAIR

CAO Dieleman called for nominations for the position of Chair. Trustee Hetherington nominated Trustee Rollie Cook and Trustee Lucarelli seconded the nomination. Trustee Rollie Cook accepted the nomination. CAO Dieleman called a second and third time for nominations for the position of Chair. There being no further nominations, Trustee Rollie Cook was elected Chair by acclamation.

4. DELEGATION

4.1 Mark Boysen, North Salt Spring Waterworks District Re: Loan Referendum for Maxwell Lake Water Treatment Plant

Mark Boysen spoke to the Loan Referendum for Maxwell Lake Water Treatment Plant. The information is available on the North Salt Spring Waterworks District website.

M. Boysen left the meeting at 9:00 p.m.

2025-022

MOVED by Trustee Oliver, SECONDED by Trustee Hetherington,

That the Board of Trustees direct CAO Dieleman to vote yes on behalf of the Salt Spring Fire Protection District in the North Salt Spring Waterworks District loan referendum for the Maxwell Lake Water Treatment Plant.

CARRIED

2025-023

MOVED by Trustee Oliver, SECONDED by Trustee Courtney,

That the Board of Trustees request CAO Dieleman prepare a statement in support of the North Salt Spring Waterworks District loan referendum for the Maxwell Lake Water Treatment Plant.

CARRIED

5. OLD BUSINESS - None

6. NEW BUSINESS - None

7. IN-CAMERA MEETING

7.1 Motion to Close the Meeting

2025-024

MOVED by Trustee Williams, SECONDED by Trustee Lucarelli,

That the Board of Trustees close this meeting to the public subject to Community Charter Section 90 (1): (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and that staff be invited to remain.

CARRIED

The item of business to be considered in the in camera meeting is Committee Appointments.

The meeting moved in camera at 9:04 p.m.

7.2 Motion to Re-open the Meeting

2025-025

MOVED by Trustee Oliver, SECONDED by Trustee Wakefield,

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

CARRIED

The special meeting reconvened at 9:26 p.m.

7.3 Arise and Report

Trustee Rob Oliver, Trustee Mary Lynn Hetherington and Trustee Robin Williams are appointed to the Finance and Audit Committee.

Trustee Dennis Lucarelli, Trustee Mary Lynn Hetherington, and Trustee Rob Oliver are appointed to the Strategic Planning and Policy Development Committee.

Trustee David Courtney and Trustee Robin Williams are appointed to the New Fire Hall Project Steering Committee.

Trustee Robin Williams and Trustee Mary Lynn Hetherington are appointed to the Communications and Marketing Committee.

Trustee Hetherington is appointed as the Greater Victoria Labour Relations Association (GVLRA) liaison.

Trustee Oliver is appointed as the Greater Victoria Labour Relations Association (GVLRA) alternate liaison.

The Board of Trustees appointed John Wakefield and appoint Lloyd Cudmore as public members of the New Fire Hall Project Steering Committee.

That the Board of Trustees appoint Keith Ballantyne as a public member of the Strategic Planning and Policy Development Committee.

That the Board of Trustees appoint Jenny McClean as a public member of the Communications and Marketing Committee.

8. NEXT MEETING

The next regular meeting is scheduled on April 29, 2025 at 7:00 p.m. at the Ganges Fire Hall Training Room. Please check the District website for details.

9. ADJOURNMENT

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

Roland Cook
Chair, Board of Trustees

Minutes of the Sixty Fifth (65th) Annual General Meeting of the Salt Spring Island Fire Protection District

Date: April 14, 2025

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

Members Present: Rollie Cook, Chair
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
Dale Lundy, Deputy Fire Chief
Mysha Dewar-McLelland, Salt Spring Island Fire Fighter's Association
Treasurer
Hans Hazenboom, Owner's Representative
Sarah Shugar, Recorder

Others Present: Gulf Islands Driftwood Reporter (Teams)
Approximately 10 members of the public (10 Electors)

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

Chair Cook called the meeting to order at 6:30 p.m.

1. WELCOME FROM CHAIR OF BOARD OF TRUSTEES

Chair Cook welcomed everyone in attendance and acknowledged the meeting is being held in the unceded and traditional territories of the Coast Salish Peoples. Introductions were carried out. Chair Cook advised the Annual General Meeting is a meeting of the ratepayers.

2. APPROVAL OF AGENDA

A proposed agenda was circulated prior to the meeting.

MOVED by Trustee Williams, SECONDED by Trustee Oliver,
That the agenda be approved.
CARRIED

3. APPOINT RECORDING SECRETARY AND PARLIAMENTARIAN

MOVED by Trustee Wakefield, SECONDED by Trustee Oliver,

that the Board of Trustees appoint Rodney Dieleman as Parliamentarian and Sarah Shugar as recording secretary.

CARRIED

4. REVIEW AND ACCEPT MINUTES OF THE SIXTY-FOURTH (64th) ANNUAL GENERAL MEETING – APRIL 29, 2024

The draft minutes of the Sixty-Fourth Annual General Meeting held April 24, 2024 were distributed prior to the meeting.

MOVED by Trustee Williams, SECONDED by Trustee Hetherington,

That the minutes of the Sixty-Fourth Annual General meeting held April 29, 2024 be approved.

CARRIED

5. 2024 AUDITED FINANCIAL REPORT

CAO Dieleman reported Certified Professional Accountant Fred Lizotte sends his regrets. CAO Dieleman presented the Annual Financial Statements for the fiscal year ending December 31, 2024.

MOVED by Trustee Wakefield, SECONDED by Trustee Hetherington,

That the Annual Financial Statements for the fiscal year ending December 31, 2024 be approved as presented.

CARRIED

MOVED by Trustee Wakefield, SECONDED by Trustee Hetherington,

To appoint McLean, Lizotte, Wheadon and Company to be the Auditor for the fiscal year ending December 31, 2025.

CARRIED

6. 2024 FIRE CHIEF'S REPORT

Chief Holmes presented the Fire Chief's 2024 Annual Report. Chief Holmes expressed appreciation to Trustees and all the members of Salt Spring Island Fire Rescue.

Comments and questions included:

- There was a question regarding the global medic pump unit. Chief Holmes reported global medic pump unit is a skid unit that includes a 200-gallon water tank, a portable pump and forestry fire hose that can also draft from a water source.
- Acknowledged the SSFR for providing the CPR training to Gulf Islands Secondary School students.
- There was a question regarding privately owned portable water pump and hose units and whether SSFR could use those units if needed. Chief Holmes reported there are

suppliers that sell water pump and hose units to private property and business owners although SSFR would not use residential fire equipment.

- There was a question regarding whether the bush truck has a water supply. Chief Holmes reported the bush truck has a 200-gallon water tank.
- Acknowledged Salt Spring Fire Rescue for their work with Penelakut Tribe.
- There was a question whether recruitment and retention has been impacted by the availability of housing. Chief Holmes reported in the last round of recruitment, SSIFR received three or four applications from applicants from off island that were not able to find housing.
- Chair Cook reported Chief Holmes led the Trustee tour of Halls 2 and 3 and the new fire hall site.
- Chair Cook acknowledged North Salt Spring Waterworks District for working with the District on hydrants and water supply.
- Chair Cook reported the Board has strategic planning priorities including planning for the secondary fire halls, water supply and planning for an aerial ladder truck. He noted the Drake Road Supported Housing project is a four-storey building and would require an aerial ladder truck for fire protection.

MOVED by Trustee Lucarelli, SECONDED by Trustee Williams,
That the Fire Chief 2024 Annual Report be received.
CARRIED

7. SALT SPRING ISLAND FIRE FIGHTER'S ASSOCIATION REPORT

SSIFFA Treasurer Mysha Dewer-McLelland presented the Salt Spring Island Fire Fighter's Association 2024 Annual Report.

MOVED by Elector H. Hazenboom, SECONDED by Elector L. Patrick,
To accept the Salt Spring Island Fire Fighter's Association 2024 Annual Report.
CARRIED

8. 2024 CHAIR OF THE BOARD OF TRUSTEES & COMMITTEE REPORTS

Chair Cook presented the Chair 2024 annual report. Committee Chair Williams presented the Communications and Marketing Committee 2024 annual report. Committee Chair Wakefield presented the Finance and Audit Committee 2024 annual report. Committee Chair Lucarelli presented the Strategic Planning and Policy Development Committee 2024 annual report. CAO Dieleman presented the Five-Year 2024-2029 Strategic Plan Update. Chief Holmes presented a New Fire Hall Project Steering Committee 2024 annual report.

There was a question regarding when the steel will be on the new fire hall site. H. Hazenboom reported the steel is expected to be on site in the next two weeks.

MOVED by Elector L. Patrick, SECONDED by Elector B. Moffatt,
That the Chair 2024 Annual Report and Committee 2024 Annual Reports be received.
CARRIED

9. CALL FOR A MOTION TO FIX THE REMUNERATION OF THE TRUSTEES FOR THE ENSUING YEAR

Chair Cook introduced the item and reported the current remuneration is \$330 per month for Trustees and \$385 per month and expressed support for the remuneration to not be increased.

MOVED by Elector L. Patrick, SECONDED by Elector J. McClean,

That Trustee remuneration continue at \$330 per month for Trustees and \$385 per month for the Chair for the ensuing year.

CARRIED

Trustee Oliver Opposed

10. ELECTION RESULTS

A Notice of Election by Acclamation prepared by Returning Officer Anthony Kennedy was presented. One nomination was received for two Trustee positions. Robin Williams stands elected to the Salt Spring Island Fire Protection District Board of Trustees by acclamation for a three-year term of office to commence at the end of the Annual General Meeting and terminate at the end of the Annual General meeting to be held in the year 2028. One additional Trustee position is to be filled through a nomination and election process at dates which will be announced.

Chair Cook acknowledged this is Trustee Wakefield's last meeting as a Trustee and thanked him for his service.

11. QUESTIONS FROM THE FLOOR

The Chair called for questions and comments from attendees.

Elector Myles Wilson commented as follows:

- Asked what are the plans for the Central Fire Hall if it is replaced by a new fire hall. Chair Cook reported the Local Government Act regulates the process for property disposition.
- His property is 8.2km from a fire hall and he was able to get insurance from an off-island provider that requires 13km from a fire hall that saved him \$3,500 less than a local insurance provider. Is there a way that the District can lobby the local insurance companies? Chief Holmes reported the BC Fire Chief's Association lobbies insurance companies. Insurance companies and Fire Underwriters Survey (FUS) could change the distance from a fire hall at any point in the future. The FUS rules are a standard that we can strive towards as financially responsible as possible.

Elector Diane Roberts commented as follows:

- Asked what is being considered for the Central Fire Hall and whether it is no longer going to be a fire hall and what is the timeframe. Chair Cook reported Central Fire Hall (Hall 3) is the only fire hall in the area and provides a very important service and until there is a replacement secondary fire hall, the District will maintain Hall 3. A Trustee has put an article on the SS Exchange regarding a new fire hall that does not represent the current plan of the Board. There are no plans to discontinue service of the Central Fire Hall. The

Strategic Planning and Policy Development Committee has identified that the Central Fire Hall will need to be replaced and the Fulford Fire Hall will need to be upgraded.

- Will there be a referendum regarding future planning or sale of Central Fire Hall? Chair Cook advised the Local Government Act regulates disposition of property. If the District decided to dispose of the Central Fire Hall it would be done through a process regulated by the Local Government Act. The District hosts a Town Hall meeting in the Fall 2025 regarding the 2026 budget and invited ratepayers to attend the Town Hall meeting to provide input regarding future planning.

Trustee Courtney stated with regards to the petition, there is a donor that has come forward to donate a property. CAO Dieleman advised this is confidential information and cannot be discussed at the meeting. Trustee Courtney advised there is a petition he has an email from a Southey Point area resident. CAO Dieleman reported a petition has not been submitted.

Elector Peter Retallack commented as follows:

- What the petition is for? Trustee Courtney stated the petition supports the Board accepting a donation of land, to sell Central Fire Hall and build a new fire hall to provide improved fire protection in the north end of the island.
- Stated the petition is not accessible and suggested Trustee Courtney follow procedure and bring it up through proper procedures.
- Stated the article on the SS Exchange suggests that the funds from selling Central Fire Hall would be enough to pay for a new fire hall given that the land would be donated. Is that a realistic expectation. Trustee Courtney stated yes, it is.
- Stated the SS Exchange article suggests a ballpark number of \$500,000 would be generated from the sale of Central Fire Hall. A 2,500 square foot building at a \$1000 per square foot is not unreasonable. Trustee Courtney stated it is not \$1000 per square foot and invited the elector to speak to him offline regarding quotes he has received.
- Stated, as a Southey Point area resident, he is concerned that there is a lack of fire protection in the northern part of the island and insurance protection is not as much of a concern. Recommended to prioritize better fire protection in the north end of the island above upgrading the Fulford Firehall.
- Stated there appears to be a breakdown/ dysfunction on the Board and he is opposed to the suggestion that individual groups of ratepayers should get together to fund services that they want. This is not the correct way to proceed. The petition has not been presented to the Board. The individual group of ratepayers and Trustee Courtney need to follow the proper process. Chair Cook reported Trustee Cook is not on any Committees and attacks the Board's decisions on social media.
- Trustee Oliver advised there is one dysfunctional member of the Board who uses social media. CAO Dieleman advised the Trustees represent all ratepayers projects are funded by all ratepayers.
- Stated opposition to the suggestion that a ratepayer group fund the new hall and asked whether Trustee Courtney presented the cost for a new fire hall to the Board. Chair Cook advised Trustee Courtney has not presented costs for a new fire hall to the Board or Committee. Chair Cook reported a post disaster new fire hall building would cost approximately 1 million dollars and would cost approximately \$25 per household per year.

Trustee Hetherington spoke to the importance of planning for replacement of apparatus.

Elector B. Moffatt commented as follows:

- Stated if Trustee Courtney has an interest he should present it to the Board, the Strategic Planning Committee or the New Fire Hall Project Steering Committee and asked Trustee Courtney if he has attended Committee meetings. Trustee Courtney advised he has not attended Committee meetings.
- Stated Trustee Courtney's social media post is ridiculous, that Trustee Courtney does not have the support of the community and Trustees must go through the proper process according to the Local Government Act.
- Trustee Courtney started to read an email he received from a member of the public. A point of order was called that this is the portion of the meeting for questions from the floor.
- Asked when Trustee Courtney will make a funding proposal to the Board. Trustee Courtney stated he can make the proposal now and that some communities have private funders with lease back funding model.

Chief Holmes reported the District has the equipment and personnel to respond to every property within the District. There has always and continues to be a strategic plan item to move the Central Hall further north and it makes more sense now that fire hall 1 will be moving to the new fire hall site. There are also areas that are outside of 8km from a fire hall in the south end of the island.

Trustee Williams advised that response times to the north end of the island will improve when hall 1 moves to the new fire hall site as career staff will be deployed from the new fire hall. Trustee Williams reported it has taken Windsor Plywood approximately 4.5 years to rebuild after their fire due to several factors including permitting process.

Chair Cook reported the Board is committed to working on priorities and will deliver a plan that provides good fire service to the island.

Elector J. McClean advised the Board appears to be similar to a family with problems and suggests that Trustees should not take issues personally.

12. OLD BUSINESS - none

13. NEW BUSINESS - none

14. ADJOURNMENT

MOVED by Elector B. Moffat, SECONDED by Elector P. Retallack,
That the meeting be adjourned.
CARRIED

The meeting adjourned at 8:28 p.m.

Roland Cook
Chair, Board of Trustees

Minutes of the Salt Spring Island Fire Protection District Communications & Marketing Committee

Meeting held: April 3, 2025
SSIFPD Administration Office
1202-115 Fulford-Ganges Road, Salt Spring Island

Members Present: Robin Williams, Committee Chair
Dennis Lucarelli, Trustee
Jenny McClean, Public Member

Staff Member Present: Rodney Dieleman, Corporate Administrator and Financial Officer

Regrets: Jamie Holmes, Fire Chief
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 Williams called the meeting to order at 2:00 p.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 of the Meeting held March 6, 2025

By general consent, the draft minutes of the Communications and Marketing Committee meeting held March 6, 2025 were adopted.

4. OLD BUSINESS

4.1 Annual General Meeting – Committee 2024 Annual Report

Committee Chair Williams will present the Committee 2024 Annual Report at the AGM.

4.2 New Fire Hall Opening - None

5. NEW BUSINESS

5.1 Drake Road Housing Development – Ladder Truck

A Driftwood article dated March 26, 2025 regarding the BC Housing Drake

Road Supported Housing Development was presented. Approvals for the four-storey building were done through a paramountcy process and did not go through the usual agency referral process. CAO Dieleman reported the District sent a letter to the Minister of Housing in September 2024 regarding the Drake Road Housing Development and request for funding for a ladder truck. There was discussion regarding advocacy for funding a ladder truck.

6. NEXT MEETING

The next meeting of the Communications and Marketing Committee will be held on May 13, 2025.

7. ADJOURNMENT

By general consent, the meeting adjourned at 3:07 p.m.

Robin Williams
Chair, Communications and Marketing Committee

Rodney Dieleman
Corporate Administrator

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

Meeting held: April 10, 2025
SSIFPD Administration Office
1202 - 115 Fulford-Ganges Road, Salt Spring Island

Members Present: John Wakefield, Chair
Rollie Cook, Board of Trustees Chair
Rob Oliver, Trustee

Staff Members Present: Rodney Dieleman, Corporate Administrator and Financial Officer
Sarah Shugar, Recorder

Others Present: Dennis Lucarelli, Trustee

Regrets: Jamie Holmes, Fire Chief

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 2:10 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 October 10, 2024

MOVED by R. Cook,

That the minutes of the Regular Meeting held October 10, 2024 were adopted.

CARRIED

4. OLD BUSINESS

4.1 2024 Audited Financial Statements Prepared by McLean, Lizotte, Wheadon and Company

CAO Dieleman presented the draft 2024 Audited Financial Statements Prepared by McLean, Lizotte, Wheadon and Company.

MOVED by R. Cook,

That the Finance and Audit Committee recommend the Board of Trustees approve the draft 2024 Audited Financial Statements.

CARRIED

4.2 Recommendation to appoint an Auditor for the 2025 Fiscal Year

The Letters Patent state that the auditor is to be appointed at the Annual General Meeting. The recommendation for the auditor is a recommendation to the AGM.

MOVED by R. Oliver,

That the Finance and Audit Committee recommend that McLean, Lizotte, Wheadon and Company be appointed as the auditor for the fiscal year ending December 31, 2025.

CARRIED

5. NEW BUSINESS - None

6. NEXT MEETING

The next meeting of the Finance and Audit Committee will be on May 13, 2025.

7. ADJOURNMENT

By general consent, the meeting adjourned at 2:50 p.m.

John Wakefield
Chair, Finance and Audit Committee

Rodney Dieleman
Corporate Administrator

Minutes of the Salt Spring Island Fire Protection District Joint Occupational Health and Wellness Safety Committee Regular Meeting

Date: March 26, 2025
Time: 6:00 p.m.
Location: Fire Hall No. 3
 110 Vesuvius Bay Road, Salt Spring Island

Members Present: Jamie Holmes, Co-Chair, Fire Chief (Employer Rep)
 Nancy Purssell, Co-Chair (Employee Rep POC 2024-2026)
 Abe Hohn (Employee Rep POC 2025 – 2027)
 Steve Leichter (Employee Rep POC 2025 – 2027)
 Grant Gussie (Employee Alternate POC 2025)
 Brandi Wyldewood (Recruit Alternate 2025)

Regrets: Gord Fraser (Employee Alternate Union 2025)
 Gray Wardle (Employee Alternate Rep POC 2025)
 Cam Proudfoot (Employee Rep Union 2025)
 Jason Webster (Recruit Rep 2025)

1. CALL TO ORDER

Co-Chair Holmes called the meeting to order at 6:32 p.m. The Hall 3 Safety Inspection was completed prior to the meeting.

2. APPROVAL OF AGENDA

By general consent, the agenda was accepted.

3. MINUTES

3.1 Receive and Approve Draft Minutes of the February 26, 2025 meeting

By general consent, the minutes of the February 26, 2025 meeting were approved.

4. OLD BUSINESS

4.1 Proposed Draft Operational Guidelines 2.17.00 Arriving in Personal Vehicle

Chief Holmes distributed the updated Operational Guideline for review and discussion. Chief Holmes stated that the guideline reflects what other departments are using in their Operational Guidelines. Chief Holmes was asked about the recruits responding to incidents. There is a Probationary Firefighter Response OG 2.17.01.

4.2 2024 Priorities – will be brought forward with the 2025 Priorities

By general consent, this item is closed.

4.3 2023/2024 JOHWS Evaluation Report – no update

4.4 Review of OG 5.06.00 and 5.07.00 Fire and Life Safety / Prevention

Chief Holmes has contacted other fire departments asking for their Public Education Operation Guidelines.

4.5 2025 Priorities

The 2023 and 2024 Priority Lists were reviewed by committee members. The 2025 Priority List is as follows:

- Mental Health Night (BCMSA – BC Frontline Worker Occupational Awareness Training Series to continue prior to Association Meetings) (Lead – Member Wyldewood). Member Wyldewood is working on an agenda plan and is looking for input from the committee members. Discussion included the past Mental Health Nights that have been presented.
- CISM and Peer Support (Lead Members - Purssell and Hohn) – no update
- OG's and Policies – Health and Safety review (Lead - Member Chief Holmes)
- Near Miss Reporting (Lead - Member Proudfoot)
- Survey – follow up and analysis (Lead – Member Webster)

4.6 Traffic Break Down – Member Hohn

OG 2.85.00 Flag Person (Traffic) Operations was reviewed and discussed. Chief Holmes will look at the proposed changes. OG 2.85.01 Local Highways Contractor Assistance and OG 2.84.02 Tow Truck Operations were tabled until the April meeting. Member Hohn has attended a traffic control course and has offered to assist with the upcoming traffic control course in April.

5. NEW BUSINESS - None

6. REVIEW OF INSPECTION REPORTS

6.1 Review of Hall Inspections

First Quarter Hall Inspections:

Hall 1 – Completed prior to the Jan. 22, 2025 meeting. Issues identified: the emergency light in the training room has a dead battery; a fire extinguisher is requested for the workshop to be located under the fire extinguisher sign by the compressor.

Hall 2 – Completed prior to the Feb. 26, 2025 meeting. Issues identified: electrical outlet outside the engine bay is missing a cover plate, electrical cord on the diesel pump should be replaced (no ground on plug), no hearing protection in the tender bay, Brush 2 bay door the pressure/crush sensor is not operating, consider painting around the pit

to mark the edge of the pit, spent flare and fireworks were removed from the back of the hall.

Hall 3 – Completed prior to the March 26, 2025 meeting. Issues identified: The control switch on the Nederman Unit fell off during the testing process. It was repositioned back on the unit. Request that the fire extinguishers be mounted by the exit doors.

7. REVIEW OF FIRST AID AND ACCIDENT/INCIDENT INVESTIGATIONS

7.1 Review of First Aid and Accident/Incident

There were no first aid or accident incidents reported.

7.2 Appointment of Accident/Incident Investigators

Members Hohn and Leichter will be the primary investigators in April 2025 and Member Purssell will be the alternate investigator. The appointments were approved by Chief Holmes.

8. EDUCATION

8.1 Education

Member Grant completed the OSH 1 course. Member Webster – registered in OSH 1 - April 1, 2025 online course. Member Proudfoot will review the OSH 1 dates and request a course. Member Wyldewood has requested the Investigations course.

9. OTHER BUSINESS

9.1 Association Safety Talk

Member Hohn will review the operation of vehicles Operational Guidelines with the membership.

10. NEXT MEETING

The next meeting will be held on April 30th, 2025, at 6:00 p.m. at Hall 1. Note: This is a change in date as Chief Holmes will be away on the 4th Wednesday in April.

11. ADJOURNMENT

By general consent, the meeting adjourned at 7:30 p.m.

Nancy Purssell, Committee Co-Chair

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 Annual Report 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 Kaleden 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 Kaleden 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



April 16, 2025

Support Community Safety: Vote Yes on the Maxwell Lake Referendum – May 8, 2025

By the Salt Spring Island Fire Protection District Board of Trustees

The Salt Spring Island Fire Protection District (SSIFPD) Board of Trustees is encouraging all residents served by the North Salt Spring Waterworks District (NSSWD) to vote **yes** in the upcoming loan authorization referendum. This funding is essential to move forward with the construction of a provincially mandated water treatment plant (WTP) at Maxwell Lake.

This new facility will bring our drinking water supply up to current provincial health standards—but equally important, it will help safeguard the long-term water supply needed to support effective fire protection for our entire community.

At a recent Board meeting, NSSWD staff presented an update on the WTP project and the financial strategy behind the referendum. Thanks to careful and collaborative planning, a responsible and detailed funding approach has been developed to help manage costs and reduce the financial burden on residents and businesses.

Investing in core infrastructure like this is a cornerstone of our Strategic Plan. A modern, reliable water treatment facility will directly strengthen our fire service’s ability to meet growing risks and challenges, making Salt Spring a safer place for everyone.

Over the past two years, our Boards and staff teams have worked closely together toward this shared goal. The proposed WTP at Maxwell Lake is a critical step forward—and your support is essential.

Please vote **yes** in the May 8 referendum or return your completed mail-in ballot to the NSSWD office by May 6, 2025.

Respectfully submitted,

Roland Cook
Board of Trustees Chairperson
Salt Spring Island Fire Protection District

From: KALEDEN IRRIGATION DISTRICT <kaledenirrigation@gmail.com>

Sent: Thursday, March 6, 2025 10:45:16 AM

Subject: Proposed Class Action Law Suit Against the Province of BC

An open letter to B.C. irrigation and improvement districts:

My name is Steve Arstad, I'm current board chair for the Kaleden Irrigation District, located south of Penticton.

I'm writing to you regarding a common issue faced by irrigation and improvement districts throughout BC - our legislated inability to apply for infrastructure grant funding and low interest municipal loans. The Kaleden Irrigation District Board oversees waterworks for approximately 550 ratepayers in the community of Kaleden. The Board recently began considering the possibility of launching a class action suit against the Province for the discriminatory and unfair treatment against improvement and irrigation districts for restricting our ability to access lower interest loans and grant funding.

This initiative is in its early stages, but we have contacted a Vancouver law firm engaging in this type of legal action. That initial consultation with the lawyer was encouraging, and the firm has offered assistance.

Our Board decided that the next step was to reach out to all of our organizations throughout the province to see if there is a mutual interest in pursuing this type of legal action.

To be successful we think we need the majority of the province's improvement districts participating. As we all know, legal action isn't cheap, but with each organization contributing a share towards the cost of launching legal proceedings, we believe it is viable.

The lawyers have indicated first steps would be an advisory stage, to provide legal advice on the rights of improvement districts and legal options to challenge the current government grant eligibility regime prior to engaging in any litigation.

We have been promised a rough estimate of legal costs, and when we receive that information we will pass it on.

Thanks for the time and effort many of you have already put in to trying to correct this unfairness. We at KID have seen several neighboring ID's surrender their operations and resources to our local regional district, who on one hand claim they don't want to acquire us, but on the other do absolutely nothing to assist us.

The time has come to challenge the provincial authority and force them to deal with this issue. The potential publicity surrounding such a class action would go a long way towards increasing both political and public awareness as to who we are and what we do for mostly rural populations of B.C., knowledge that is largely absent in the Lower Mainland and in Victoria.

We look forward to hearing from you.

Steve Arstad, Board Chair, on behalf of the Board of Trustees of the Kaleden Irrigation District.

Steve Arstad

Kaleden Irrigation District

kaledenirrigation@gmail.com

Steve Arstad

SteveArstad@gmail.com



119 PONDEROSA AVE. KALEDEN, BC V0H 1K0

PH & FAX 250-497-5407

email: kaledenirrigation@gmail.com

web: kaledenirrigationdistrict.org



RE: 2nd mass email regarding class action suit

From Rodney Dieleman <rdieleman@saltspringfire.com> **Date** Wed 4/16/2025 11:24 AM
To KALEDEN IRRIGATION DISTRICT <kaledenirrigation@gmail.com> **Cc** Sarah Shugar
 <sshugar@saltspringfire.com>

Hi Steve,

Thank you for your correspondence regarding this important matter. Your initial letter was presented to the Board of Trustees of the Salt Spring Island Fire Protection District and subsequently referred to our Strategic Planning Committee for review and response.

As an Improvement District, we share many of the concerns you have raised. Over the past seven years, we have actively campaigned to both Local and Provincial Government for fairer treatment of Improvement Districts. Despite our efforts—including having our concerns raised on the floor of the Legislature last year—we have seen little progress. We have largely exhausted political avenues, and it may be time to consider legal options moving forward.

We truly empathize with your situation. Unfortunately, at this time, we do not have funding available in our current budget to offer tangible support. However, I have forwarded your request to our Finance Committee as they begin preparing next year's budget. They will assess whether funding or other support can be considered at that time.

This issue has understandably led to some fatigue within our organization, and it will require thoughtful planning before any next steps are taken. We will follow up once our Committees have had the opportunity to fully review your request.

Thank you again for your engagement and advocacy.

Talk soon.

Rodney

From: KALEDEN IRRIGATION DISTRICT <kaledenirrigation@gmail.com>
Sent: Wednesday, April 16, 2025 11:02 AM
To: KALEDEN IRRIGATION DISTRICT <kaledenirrigation@gmail.com>
Subject: Re: 2nd mass email regarding class action suit

Hello Everyone:

It's been a little more than a month since our initial communication with the province's ID's regarding a proposal for a class action lawsuit against the province over its policy with respect to funding the province's improvement districts.

We have received responses from 20 of 183 ID's contacted since that time.

A number of districts delayed their response in order to bring the matter before their respective boards, and we expect there may be more communications to come as others do the same.

At this point in time, however, the responses received are consistent in their messaging - IDs in the province feel the provincial policy is unfair, and would like to see changes made. There is a lot of interest in pursuing legal action, but an overwhelming factor with respect to that route is - you guessed it- cost.

Since our last communication, we have heard back from the law firm involved, McCarthy Tetrault of Vancouver. Our understanding is they are experienced class action litigators with expertise in dealing with government related issues.

Lawyer Daniel Siracusa, in his latest response, has provided us with a retainer letter for review that could be set up to allow for joint clients. Siracusa says the law firm would act in advisory role at this stage to provide the appropriate research and drafting of a legal opinion prior to a meeting with us to provide further advice and guidance moving towards a possible legal challenge in court.

The cost of this preliminary work has been estimated at \$55,000. A quote for further action in court can't be provided at this time, as Siracusa says in his email "this fee estimate does not include fees related to the conduct of litigation, which would be under a separate engagement if you wish to proceed with that (and if you wish to engage with my firm). At this point, the costs of any potential litigation are impossible to meaningfully predict and, in any event, it would be best to discuss what those fees should be when we have a clearer idea of the options."

Based on what we know so far, it would appear that a rough example of individual ID costs to get to the point of court action look like this:

\$55,000 divided by 183 IDs, or about \$300 apiece for this research stage, with further costs to come should we decide to proceed to court.

At this point, it appears from the replies received so far that we are, as a group, on a similar page regarding how we feel about ID funding (it's unfair). A majority replying are interested in a class action suit, but wanted more information regarding costs.

Is there interest in proceeding with this advisory stage without committing to further action? What is your ID's idea of financial limits for this type of action? Obviously, a large majority of IDs would need to contribute in order for this action to proceed.

We hope the additional information provided above will help further your organization's decision regarding participation in this matter.

It would be great to hear from the IDs who have not yet responded as well. With 20 replies received out of 170 queries sent, we don't feel we have a representative response from all IDs in province as yet.

Thanks, and hoping to hear from all of you soon.

Steve Arstad, Chair, Kaleden Irrigation District Kaleden, B.C. V0H 1K0



119 PONDEROSA AVE. KALEDEN, BC V0H 1K0 PH & FAX 250-497-5407

email: k_aledenirrigation@gmail.com

web: k_aledenirrigationdistrict.org

Salt Spring Island Fire Rescue

Fire Chief's Report

March 2025





















Vision

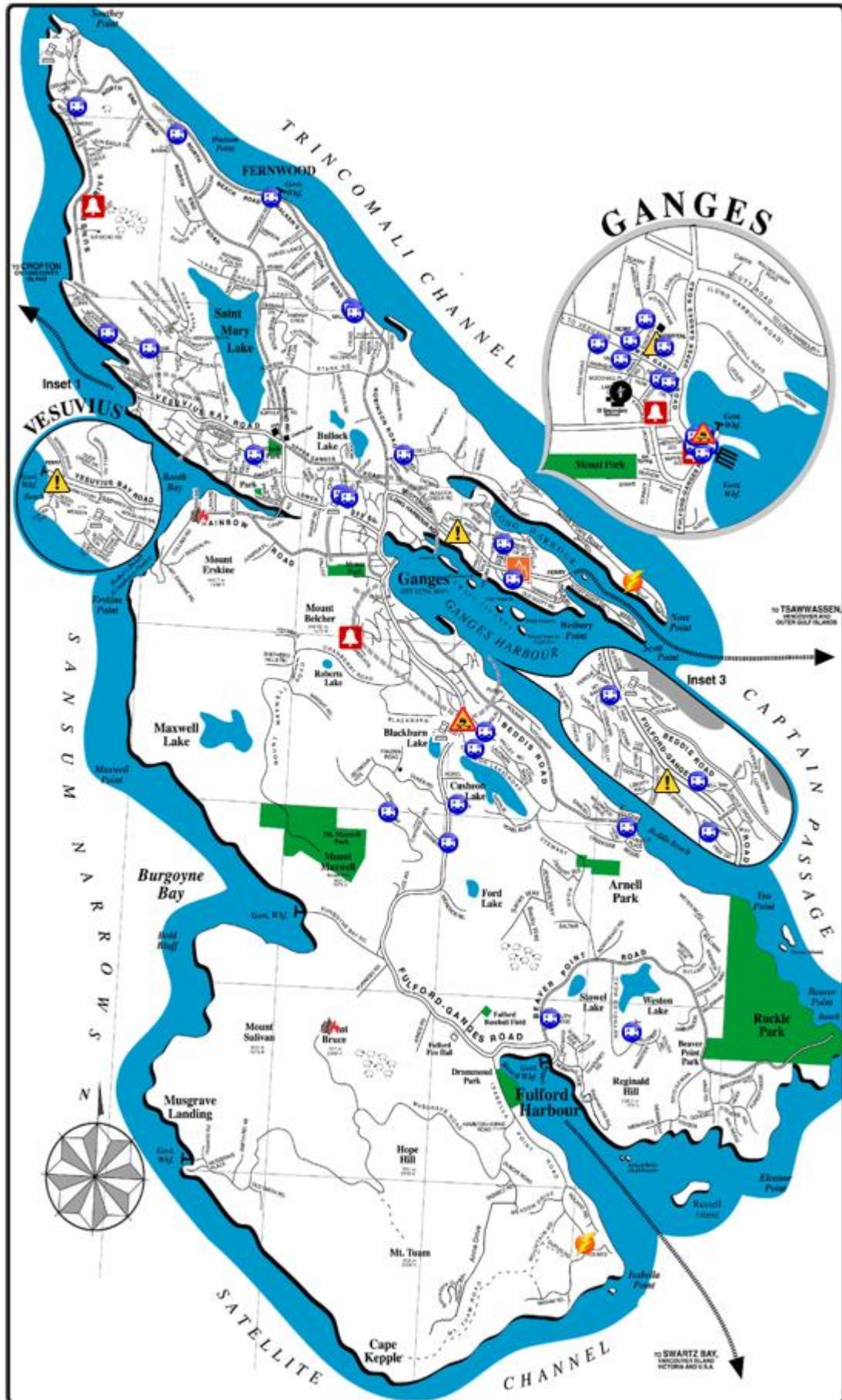
A responsive and sustainable fire-rescue service, effectively meeting community needs and valued by those we serve.

Mission

Always learning, engaging and adapting to be response ready.

Response Report

INCIDENT LEGEND			Mar-25					TOTAL CALLS:			153
			JAN	FEB	MAR	APR	MAY	OCT	NOV	DEC	
Act/Bylaw	 Complaint	5	2	5							12
Aircraft	 Emergency										0
Alarm	 Alarm	2		4							6
Assistance	 Assistance	1	1	4							6
Explosion	 Explosion										0
Fire	 Brush		1								1
	 Chimney	2		1							3
	 Misc		1								1
	 Structure	2	1								3
	 Boat										0
	 Vehicle										0
	 HazMat		2								2
Hydro	 Hydro	1	5	2							8
Medical	 Medical	29	28	36							93
MVI	 MVI	7	2	2							11
Rescue	 Rescue	1	1	1							3
Smoke/Smell/Sighting	 Brush			2							2
	 Structure	2									2
Total Calls for the month:			52	44	57	0	0	0	0	0	153
	2016	46	35	34							115
	2017	63	66	46							175
	2018	47	38	45							130
	2019	59	58	49							166
	2020	62	52	57							171
	2021	43	52	60							155
	2022	33	29	32							94
	2023	55	40	54							149
	2024	60	48	57							165
	2025	52	44	57	0	0	0	0	0	0	153
	2025										
	FIRE	9	10	9	0	0	0	0	0	0	28
	RESCUE	8	3	3	0	0	0	0	0	0	14
	MEDICAL	29	28	36	0	0	0	0	0	0	93
	ASSISTANCE	6	3	9	0	0	0	0	0	0	18
	TOTAL	52	44	57	0	0	0	0	0	0	153



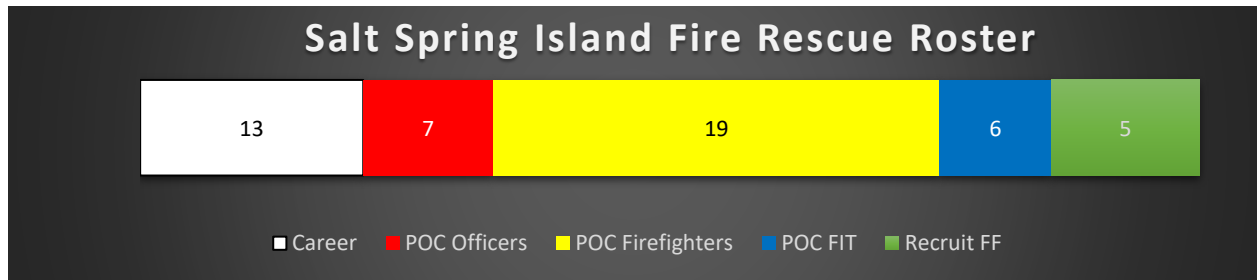
Operations

Gulf Island Fire Cadet Camp:

Four of our members headed over to Pender Island to instruct at the bi-annual fire camp. Spanning six days during spring break, students from the Gulf Islands and greater Victoria logged around 100 hours in fire and rescue disciplines. Some of this year's highlights included, live fire, rappelling, 149 Cormorant Search and Rescue helicopter, Coast Guard Hovercraft, and RCMP command boat. Each cadet takes away something different with all of them finding a challenge at some point of the camp and pushing through it. I think one parent said it best, "This experience was beneficial on so many levels including team building, learning firefighting skills, and working through perceived limitations. From our perspective, the fire cadet camp is a unique immersion program where the teens get to feel part of a firefighting family."

I want to thank the Board of Trustees for your continued support of the Fire Cadet camp and the program. We have seen so many positive results over the years from this great event.





Prevention

Fire and Life Safety Education:

We attended 2 F&LSE events where we saw over 20 children and 20 adults. They were taught about Poisons and Toxic plants as well as Emergency Preparedness.

Fire Smart:

SSIFR completed 16 Fire Smart Assessments



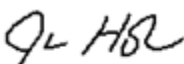
Training

785 hrs of training in the month of March. These hours were all accumulated by our weekly maintenance training. The regular members worked on medical training, Rapid Attack Drills, and spent one night working on their driving skills.

The recruit class had a big month with 5 practices including Fire Behaviour, Building Construction, Establishing Command, Portable Fire Extinguishers and the most exciting for the class, their first exam.

The FIT group when not working with the regular members, worked on their Drone Operation Skills, as well as Area Command Review, set up during big events, (windstorms, snowstorms).

Respectfully submitted,


Jamie Holmes, Fire Chief



April 2025 Association Report

Dear SSIFPD Trustees,

In March, members voted on the charity that we will support in 2025 – we chose the School Lunch Program with direct donations via gift cards to each of the elementary schools on Salt Spring Island (Fulford Elementary, Salt Spring Elementary, Fernwood Elementary). We are happy to support this excellent program.

We had a special presentation from Robin Williams, president of the Salt Spring Fire Rescue Society. He presented a proposed architectural design for the Museum at the new Fire Hall site, for which fundraising is the SSFRS' main priority for this year. He noted that there is an AGM in the 3rd week of April and we are looking for more members (including from the general public).

Finally, our morning First Responder fitness classes are starting up again under the expert guidance of Mysha Dewar-McClelland. We are also excited to learn about the new wellness space in the New Fire Hall.

As always, I would like to thank the Trustees for their continued support of the SSIFFA.

Thanks,

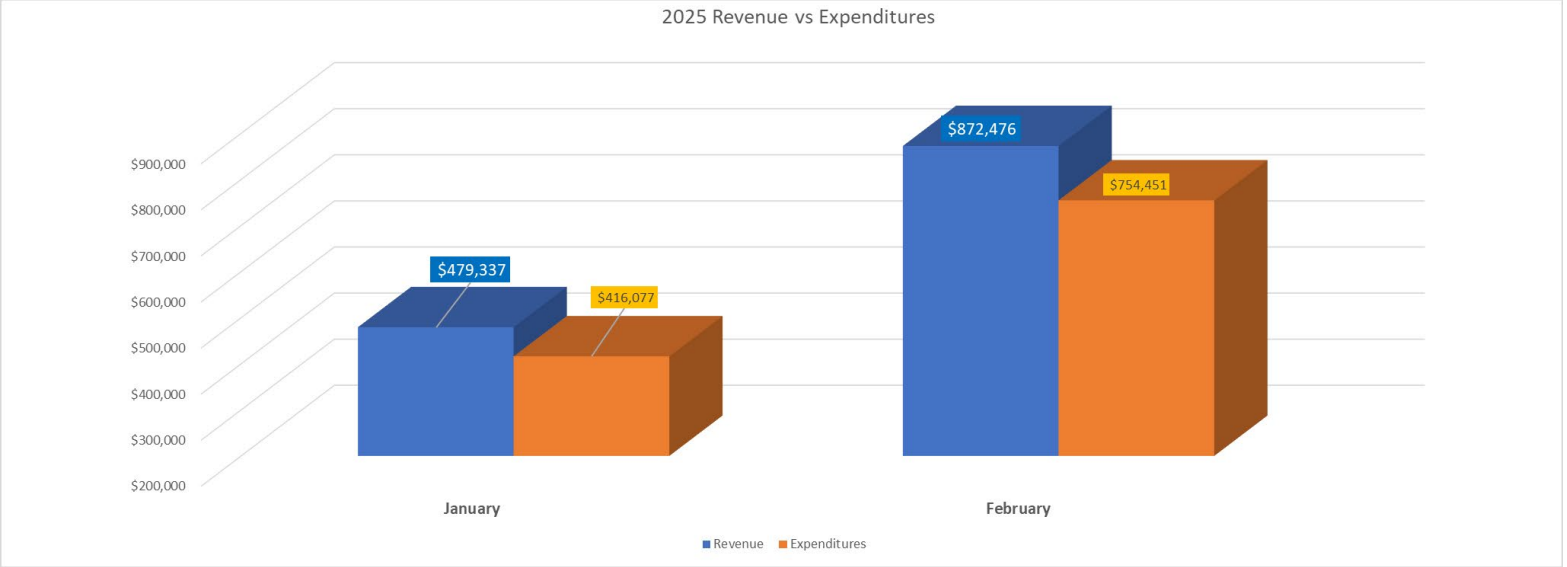
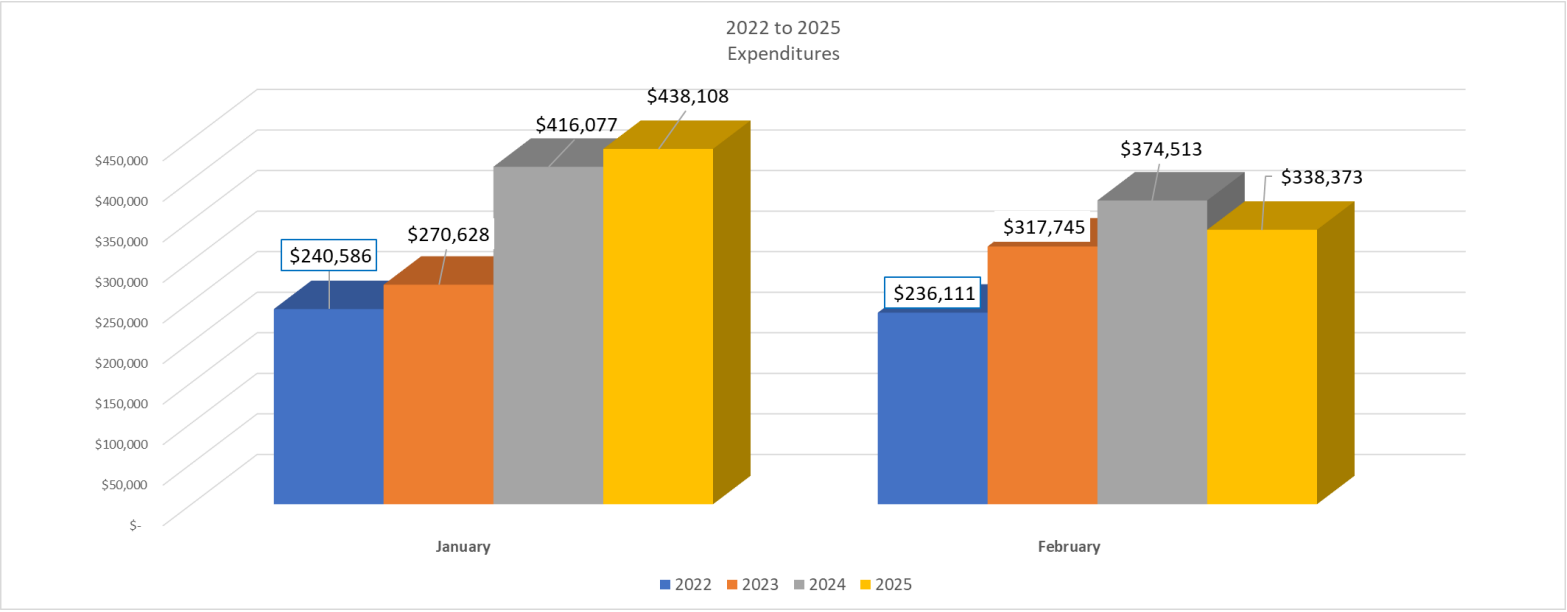
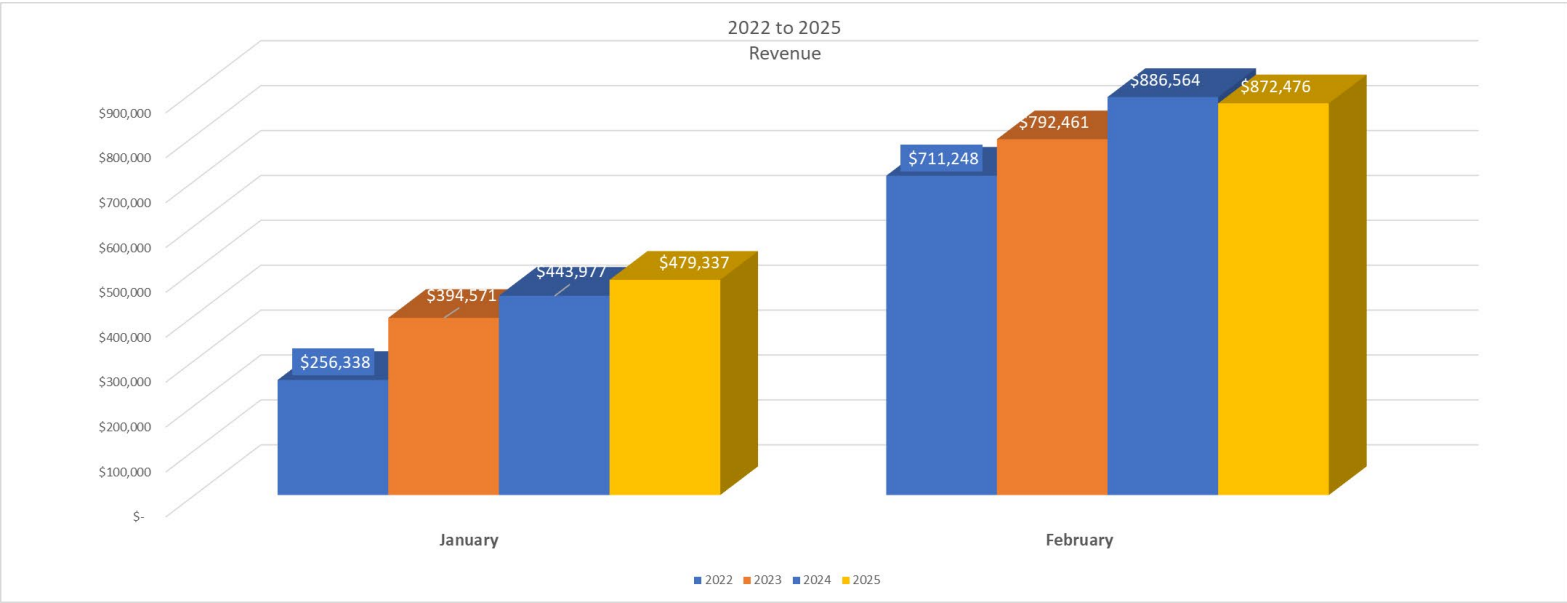
David Demner
SSIFFA President

Salt Spring Fire Protection District 2023 Budget
February 28, 2024

New Line #		2024 Approved Actuals	2025 Approved Actuals	2025 Approved Budget
1		Consolidated	Consolidated	Consolidated
2	Income			
3	Interest General	\$ 10,370	\$ 17,148	\$ 6,750
4	Interest CWRRF	\$ 5,107	\$ 6,998	\$ -
5	Miscellaneous Income	\$ -	\$ 5,191	\$ 55,000
6	Tax Revenue - LTD Interest	\$ -	\$ -	\$ -
7	Tax Revenue- LTD Retirement	\$ -	\$ -	\$ -
8	Tax Revenue	\$ 857,000	\$ 931,364	\$ 5,588,184
9	Total Income	\$ 872,477	\$ 960,700	\$ 5,649,934
10				
11	Administration Expenses			
12	Administration Trustee Meetings - Transcription	\$ -	\$ -	\$ -
13	Advertising	\$ 1,153	\$ 5,886	\$ 3,500
14	Advertising - Elections, AGM, Board Meetings and Announcements	\$ 2,110	\$ 3,213	\$ 30,000
15	Annual Appreciation Dinner	\$ 243	\$ -	\$ 8,000
16	Audit & Related Fees	\$ -	\$ -	\$ 15,300
17	Bank Charges/Credit Card Fees/Telpay Fees/Finance Charges	\$ 353	\$ 529	\$ 1,750
18	Communications - Phone	\$ 2,050	\$ 2,679	\$ 20,000
19	Communications & Miscellaneous			\$ 7,200
20	Community Relations	\$ 223	\$ 161	\$ 1,500
21	Conferences	\$ 50	\$ 380	\$ 5,000
22	Consulting Fees			\$ 25,500
23	Dues & Subscriptions	\$ 455	\$ 1,390	\$ 5,100
24	Fireworks			\$ 5,000
25	Freight/Postage	\$ 373	\$ 298	\$ 4,500
26	Insurance	\$ 4,209	\$ 9,250	\$ 54,000
27	Labour Relations	\$ 9,012		\$ 24,000
28	Legal	\$ 3,097	\$ 351	\$ 15,300
29	Licenses, leases & Rentals	\$ 2,511	\$ 2,593	\$ 18,000
30	New Fire Hall Planning & Public Engagement	\$ -	\$ -	\$ -
31	New Fire Hall Referendum	\$ -	\$ -	\$ -
32	Office Supplies & Equipment	\$ 2,341	\$ 1,697	\$ 15,500
33	Professional Development - Excluded Staff			\$ 2,000
34	Technical Support	\$ -	\$ -	\$ -
35	Total Administration Expenses	\$ 28,181	\$ 28,426	\$ 261,150
36				
37				
38	Amortization	\$ 34,167	\$ 34,167	\$ 225,000
39				
40	Clothing - Career	\$ 92	\$ 688	\$ 17,000
41	Clothing - Paid on Call	\$ 1,249	\$ 4	\$ 15,450
42	Clothing - Protective	\$ 856	\$ 1,153	\$ 60,000
43	Computer, Hardware, Software & Supplies	\$ 681	\$ 6,314	\$ 15,450
44	Employee/ POC Recognition	\$ 129	\$ 67	\$ 10,300
45	Equipment - Repair & Maintenance	\$ 10	\$ 316	\$ 11,000
46	Equipment Purchase - Small Tools		\$ 186	\$ 11,000
47	Fire Department Record System			\$ 4,000
48	Fire Prevention & Public Education	\$ 27	\$ 110	\$ 15,500
49	Fire Station Repair & Maintenance	\$ 2,567	\$ 4,912	\$ 69,000
50	Fire Station Utilities	\$ 7,084	\$ 11,025	\$ 39,500
51	First Responder	\$ 2,482	\$ 3,777	\$ 16,000
52	Foam	\$ 3,362		\$ 3,750
53	Health & Wellness	\$ 548	\$ 429	\$ 5,665
54	Hydrant Install/Repair	\$ 47,768	\$ 47,768	\$ 9,270
55	Landscaping	\$ 1,170	\$ 612	\$ 7,800
56	Miscellaneous			\$ 9,000
57	Paid-on-call recruitment & Retention	\$ 385		\$ 5,000
58	Radio Equipment Repair & Supplies			\$ 2,500
59	Self Contained Breathing Apparatus	\$ 838		\$ 10,300
60	Supplies & Sundries	\$ 404	\$ 1,388	\$ 10,300
61	Training - Paid-on-call & Career	\$ 3,757	\$ 7,161	\$ 77,500
62	Vehicle Operating	\$ 7,319	\$ 5,264	\$ 103,500
63	Total Operating Expenses	\$ 80,730	\$ 91,174	\$ 528,785
+				
65	Interest - LTD & Lease (SCBA)	\$ 12,846	\$ -	\$ -

Salt Spring Fire Protection District 2023 Budget
February 28, 2024

New Line #		2024 Approved Actuals	2025 Approved Actuals	2025 Approved Budget
66				
67	Wage & Related Expenses			
68	Career/Excluded/Casual Staff Wages & Salaries	\$ 418,819	\$ 523,014	\$ 2,539,873
69	Paid-on-call Members Wages	\$ 36,515	\$ 39,020	\$ 278,500
70	Total Wages	\$ 455,334	\$ 562,035	\$ 2,818,373
71	Statutory & Group Benefits			
72	Employee Allowances			\$ 1,750
73	Employee Group Health, Dental Plans & LTD	\$ 36,471	\$ 21,688	\$ 152,530
74	Employer CPP Expense	\$ 30,366	\$ 29,715	\$ 72,775
75	Employer EI Expense	\$ 11,944	\$ 11,782	\$ 28,553
76	Employer Health Tax	\$ 11,458	\$ 11,441	\$ 58,114
77	Employer Registered Pension Plan & Supp. Pension Benefit	\$ 59,091	\$ 57,436	\$ 332,022
78	Fire Fighter Employee Assistance Plan	\$ 250	\$ 583	\$ 51,000
79	Group Life, AD&D & WCB	\$ 23,749	\$ 21,276	\$ 96,756
80	HUB Health Benefits (POC members)	\$ 8,287	\$ 10,025	\$ 92,000
81	Matching RRSP	\$ 8,637	\$ 5,249	\$ 15,000
82	Total Statutory & Group Benefits	\$ 190,254	\$ 169,196	\$ 900,500
83	Total Wages & Benefits	\$ 645,588	\$ 731,231	\$ 3,718,873
84				
85	Extraordinary Expense/ Contingency Reserve	\$ -	\$ -	\$ 57,000
86				
87	Total Expenses	\$ 801,512	\$ 884,998	\$ 4,790,808
88	Surplus Before Capital Expenses	\$ 70,965	\$ 75,703	\$ 859,125
89				
90	Capital Account			
91	Budget Capital Expenses Funded by Operating Fund (SCBA Lease)			\$ -
92	Budget Capital Expenses Funded by Operating Fund (Small Capital)			-\$ 30,000
93	Budget Capital Expenses Funded by Operating Funds (Water Supply)	\$ 50,000		-\$ 50,000
94	Budget Capital Expenses Funded by Reserves (Apparatus)		\$ -	-\$ 50,000
95	Budget Capital Expenses Funded by Reserves (Small Capital)		\$ -	\$ -
96	Transfer to General Capital Purposes Reserve Fund (Apparatus)			\$ -
97	Transfer to General Capital Purposes Reserve Fund (New Fire Hall Reserve)			-\$ 340,000
98	Transfer to General Capital Purposes Reserve Fund (Unspecified)		\$ -	-\$ 564,125
99	Transfer to General Capital Purposes Reserve Fund (Halls 2 & 3 Remediation)			\$ -
100	Transfer to General Capital Purposes Reserve Fund (SCBA)		\$ -	-\$ 50,000
101	Transfer to General Capital Purposes Reserve Fund (Digital Pagers)		\$ -	\$ -
102	Transfer to Operating Fund from General Capital Purposes (Soft Costs New Fire Hall)		\$ -	\$ -
103	Transfer to Operating Fund from General Capital Purposes (2019 Digital Pagers)		\$ -	\$ -
104	Transfer to Operating Fund from Payroll Reserve Fund		\$ -	\$ -
105	Total Capital Expenses & Transfers to/from Reserve Funds	\$ 50,000	\$ -	-\$ 1,084,125
106				
107	Principal Payments - LTD & Lease (SCBA)	-\$ 54,225	-\$ 58,889	\$ -
108				
109	Surplus After Capital Expenses & Principal Payments LTD	\$ 66,740	\$ 16,813	-\$ 225,000
110	Non Cash Expense (Amortization)	\$ 34,167	\$ 34,167	\$ 225,000
111	Change in Working Capital (Current Assets - Current Liabilities)	\$ 100,906	\$ 50,980	\$ 0





**NORTH
SALT SPRING
WATERWORKS
DISTRICT**

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**STAGE 1 WATERING RESTRICTIONS
AS OF APRIL 1, 2025**

STAGE 1 WATERING RESTRICTIONS:

SPRINKLING

- Even/odd numbered addresses can sprinkle on even/odd dates before 7am and after 7pm up to a maximum of 4 hours per day.
- New lawns can be sprinkled during the hours stated above for 4 hours per day.

MICRO OR DRIP IRRIGATION OF TREES, SHRUBS & GARDENS

- Even/odd numbered addresses can water trees, shrubs, and gardens with micro or drip irrigation on even/odd dates before 10 am and after 5 pm up to a maximum of 6 hours per day.

HAND WATERING OF TREES, SHRUBS & GARDENS (with a bucket or hose with spring-loaded nozzle only)

- Even/odd numbered addresses can hand water trees, shrubs, and gardens on even/odd dates anytime up to a maximum of 4 hours per day.

WASHING OF VEHICLES & BOATS

- Vehicles and boats can be washed anytime using a hose or pressure washer with a spring-loaded nozzle.

WASHING DRIVEWAYS, BUILDINGS, DECKS ETC.

- Driveways, buildings, decks etc. can be washed anytime using a hose or pressure washer with a spring-loaded nozzle.

FILLING POOLS, HOT TUBS, FOUNTAINS, & GARDEN FEATURES

- Pools, hot tubs, fountains, and garden features may be filled or topped up anytime.

WATERING OF PUBLIC PARKS & PLAYING FIELDS

- May be watered anytime

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FIRE PROTECTION

Drake Road top floor out of reach: officials



PHOTO COURTESY BC HOUSING

A crane lifts a modular unit into place at 161 Drake Rd. Salt Spring fire officials worry the four-storey supportive housing project's top level is too high for the island's firefighters to reach.

Trucks to access highest floor could cost \$2 million

BY ROBB MAGLEY
DRIFTWOOD STAFF

A long-awaited supportive housing project finally under construction on Salt Spring has also unexpectedly become the island's first four-storey structure, alarming fire officials who worry that in an emergency, their equipment simply won't reach.

First announced by the province in 2022, the modular units comprising BC Housing's Drake Road project were trucked in and set into place last month, stacking up what will soon become 32 units of supportive housing — as well as four additional affordable rental units — at 161 Drake Rd. Part of the project's "fast track" included a statutory immunity plan, meant to sidestep local regulations in the name of speed as the province acknowledged the affordable housing crisis in B.C. communities.

As a result, BC Housing was not required to obtain zoning or building approvals from neither the Islands Trust nor the Capital Regional District, under the province's authority exercising its power of paramountcy. Relevantly, Fire Chief Jamie Holmes told trustees for the Salt Spring Fire Protection District Monday, March 17, that meant they weren't bound by the island's land use rules — including one about limiting height.

Salt Spring's Land Use Bylaw prescribes a two-storey building limit, although it does specify the counting may begin atop a basement — and since the language defines a basement such that it need only be "partly underground," historically three-storey buildings on even gentle slopes have been permitted, so long as three storeys are above-grade on one side and just two on the other.

The new supportive housing structure, however, has three storeys above grade on the north side and four storeys on the south. In response to questions, Holmes told trustees he had raised concerns to BC Housing about the height being over the Islands Trust's limits — which were in place partly, he pointed out, "because that's what our ladders can safely reach."

"Our concern really is that if a fire happens and the hallway [exit] is compromised, we do not have a ladder capable of doing a rescue from the south side of that building," said Holmes.

"We will not be able to ladder any of the windows on the fourth storey."

Adding an "elevating device" — firefighter parlance for an aerial ladder or platform mounted on a truck — to the district's fleet that is capable of reaching the fourth storey is an expensive proposition, Holmes warned, with a suitable apparatus likely in the \$2-million range, and difficult to source quickly even were the funding available.

Holmes said the project's architects and engineers told local firefighters they were confident the extensive sprinkler system in the building would protect the occupants.

"I raised the question of what happens if the occupants override the building's systems," said Holmes, "and they said they would be aware if that happened because there will be monitors, and staff on the site."

In response to questions from the Driftwood, BC Housing confirmed the building had been designed to "meet or exceed" the applicable BC Building Code, including life and safety requirements, noting both upper and lower parking lots — the north and south sides of the building — were "fire truck accessible."

"The building is fully sprinklered, individual units and common areas are equipped with combined heat/smoke detectors, and there is a two-stage fire alarm system," according to BC Housing's response. "The building has been designed to take advantage of the site's significant slope and has three stories at-grade and four ground-oriented affordable rental units below-grade."

The four affordable homes, they clarified, are for individuals who can live independently without additional services.

BC Housing also said the organization was in the process of selecting a qualified non-profit operator to provide 24/7 staffing and support services to the supportive housing residents — including two meals a day, laundry services and connections to wellness and health supports — and that the selected operator will be announced once confirmed.

Holmes told the board his understanding was that BC Housing was adding a fire hydrant on-site and upgrading the water line there for emergency use and to support that sprinkler system. Local officials have said the project's domestic water needs will be met through wells drilled at the property.

The fire board referred the issue to its communications committee, who will likely continue to look for help — financial and otherwise — from senior government.

inside:



11 Herbal medicine series starts in April



8 Full-on entertainment with Piano Heist

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Issue 13
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GETTING A GRIP: Fabulous Flea Market vendor Mike Hunsberger demonstrates a jewellery vice on Mark Robinson's finger at the Fulford Hall event Saturday. See page 6 for more photos.

GANGES VILLAGE

Fire hall use review launched

Renovation costs for landmark building unknown but likely 'substantial'

BY ROBB MAGLEY
DRIFTWOOD STAFF

The old mechanic's saying "There's nothing more expensive than a cheap car" was likely in the minds of Salt Spring officials last week, as the island's Local Community Commission (LCC) began sorting out what's to become of their own \$1 bargain: the existing Ganges fire hall.

With Salt Spring's firefighters planning to move into their new digs at 455 Lower Ganges Rd. next to Brinkworthy Estates sometime in 2026, the turnover of Fire Hall No. 1 to the Capital Regional District (CRD) will be finalized at that low price — and the community use of the property will have to be planned for a 1960s-era building staff say is likely to need "substantial" work.

Salt Spring CRD administration senior manager Dan Ovington said he and electoral areas senior manager Stephen Henderson had met with the CRD's new manager of building inspections — who he said had some experience in repurposing buildings — at the landmark fire hall in the heart of Ganges village.

FIRE HALL continued on 3

POLITICS

Federal election campaign gets underway

Vote set for April 28

BY GAIL SJUBERG
DRIFTWOOD STAFF

The least surprising news from the past week is that a federal election has been called.

Mark Carney, who became Canada's 24th prime minister on March 14, asked Governor General Mary Simon on Sunday, March 23 to dissolve parliament, which she agreed to do. Election day has been set for Monday, April 28.

The following candidates have declared their intention to run in the Saanich-Gulf Islands riding:

- David Beckham, for the Liberal Party of Canada; davidjamesbeckham.ca/
- Raymon Farmere, for the People's Party of Canada; peoplespartyofcanada.ca/candidate/raymon-farmere
- Elizabeth May, incumbent, for the Green Party of Canada; greenparty.ca/en/candidate/elizabeth-may
- Cathie Ounsted, for the Conservative Party of

Canada; votecathie.ca

- Colin Plant, for the New Democratic Party of Canada; colinplant.ndp.ca/

People should visit the elections.ca website for information on voter eligibility and registration, as well as voting-by-mail opportunities. Those who are already registered to vote should receive voter registration cards in the mail by April 11.

An all-candidates debate, co-sponsored by the Salt Spring Forum and the Driftwood, is in the works.



www.votecathie.ca
250-479-1241
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CATHIE OUNSTED
SAANICH GULF - ISLANDS



Costs for various hall uses to be investigated

FIRE HALL

continued from 1

"If we want a clear understanding of what we can repurpose the building for, and what the costs are, his recommendation was to bring on an architect," said Ovington, noting the LCC had allocated \$30,000 toward the fire hall's "repurposing, remediation or demolition" in 2025's budget, and that the assessment could be paid for out of that.

"It was acknowledged that substantial improvements were required to the existing building, and that would likely be more costly than demolishing and starting over," Ovington added. "But until we have that assessment, we don't know."

The LCC voted to approve a building code review and report on costing for various changes of use, with commissioners clearly bristling at the idea of knocking down the 65-year-old fire hall. LCC member Brian Webster noted there were "varying opinions" on the best use of the property, and acknowledging his own ideas — that the fire hall should become a public food market — were "strongly held." But, he added, he hoped there was some agreement among the public in the value of keeping the old building standing.

"I believe that if it's at all realistic, most of the existing structure must be preserved because of its heritage significance and key location," said Webster. "In my view this must not end up being an asphalt plaza; that's not good

enough. This is not just any property, this is 'the' property on Salt Spring."

Apart from renovation costs, CRD staff have warned the management, operation, repairs and regular maintenance of the fire hall will likely require additional staff support; both the CRD and the fire district "have agreed to the value of maintaining and re-purposing" Fire Hall No. 1 for use by the community, according to a staff report, "with a focus on a public food market and related uses."

Fire district voters approved borrowing for the new fire hall in 2022, launching a \$13.7-million construction effort that broke ground last October. District officials said last week the project is still on track for completion next year.



DRIFTWOOD FILE PHOTO

Salt Spring Island Fire Protection District's iconic Fire Hall No. 1 in Ganges, which has been transferred to the Capital Regional District for one dollar, although the district did receive \$1 million in Community Works Funds (gas tax) to benefit the new fire hall's construction.

VACATION RENTALS

LTC opts in to provincial program

Principal residency requirement to assist with enforcement on Salt Spring

BY GAIL SJUBERG

DRIFTWOOD STAFF

Salt Spring's Local Trust Committee (LTC) has decided to request the island be included in the "principal residency" requirement of the province's Bill 35 — the Short-term Rental Accommodations Act.

The decision came at the Thursday, March 20 LTC meeting, arising from a staff report by Trust bylaw compliance and enforcement manager Warren Dingman on various short-term rental enforcement issues.

The LTC decision means that owners of visitor accommodations units, now including bed and breakfast operations, must register with the province by May 1, affirming that units offered are "in that person's principal residence, in a secondary suite or other accessory dwelling unit on the same property as the principal residence such as a basement suite or laneway home, or in both."

Bill 35 was passed in order to discourage residential housing from being used for tourist accommodation purposes.

Islands Trust communities were initially exempted from Bill 35's principal residency requirements, but LTCs were given the choice to "opt in" by language in the 2023 act — although until now only Gabriola Island had done so.

Discussions held between the LTC, Salt Spring Local Community Commission, the Salt Spring Accommodations Group (SSAG) and Salt Spring Chamber of Commerce since the legis-

lation was first introduced more than a year ago, determined that opting in was desirable.

At Thursday's LTC meeting, SSAG president Peter Lloyd-Jones said his group supported the move, with a couple of caveats.

"I think it will provide us with stronger tools for managing short-term vacation rentals and also establish a new provincial role for the management and regulation of short-term rentals on Salt Spring, and enforce the principal residency rule, which we think is very important," he said.

The "caveats" are that sections of the island's Land Use Bylaw 355 related to tourist accommodation "should be revised in order to be in compliance or work with the legislation and actually be enforceable," and that a business licensing system be introduced.

Bill 35's regulations require a "valid business licence number" be included in the provincial registry, where local governments require them. In the Capital Regional District's electoral areas, businesses are regulated by zoning and rural land use bylaws, but currently no business licences are issued.

Trustee Laura Patrick said some people have questioned why the LTC didn't opt in to Bill 35 last year, and told attendees no one knew at that time what the implications would be.

"The regulations weren't out. It was unknown. And here we are a year later — we have the accommodations group, as well as the Salt Spring Chamber of Commerce, supporting us for opting in."

She observed that the island's tourist accommodation regulations were built "when the likes of Airbnb and others were not even imagined," and said it was good to see the Trust working cooperatively with the local industry on this issue.

GANGES HARBOUR

Harbour dwellers do clean up and organize

Beach event, boaters meeting plus roundtable dates set

BY ROBB MAGLEY

DRIFTWOOD STAFF

Islanders interested in a bright future for Ganges Harbour will have three opportunities to help make it that way, as a nascent shoreline clean-up movement on Salt Spring is growing, a boat owners society is being formed and a harbour stakeholder roundtable has been set.

Following on the success of a Nov. 30 clean-up effort, a last-minute community-initiated pick-up-the-beach event Saturday, March 1 managed to fill a 15-yard trash bin in about five hours,

organizers said — and they're hoping for an even more enthusiastic response, given a little advance notice.

On Saturday, March 29, Salt Spring's emerging beach cleanup scene will coalesce around a concerted community effort kicking off at 11 a.m. at "propane" beach behind the Canco, according to project organizer Patricia Blanchard. Bags will be available, Blanchard said, and donations will be accepted to help defray the cost of another large bin. A GoFundMe account has been set up at gofund.me/3465b001, or people can donate via e-transfer to blanchard.p@outlook.com.

Meanwhile, the first meeting of an association for local people living on boats in Ganges Harbour to discuss various issues has been set for Friday, April 4 at 1:30 p.m. at the Salt Spring Island

Multi Space (SIMS). The general public is also welcome.

Boater and harbour resident-advocate Terry Greupner said the open meeting was an invitation for liveaboards and private boaters with buoys and vessels in the harbour to bring forward ideas or concerns.

"Everybody and anybody can voice an opinion," said Greupner. "It's information-gathering, to work together and move forward on a clean, safe harbour in the future."

Also, instead of a regular evening Local Community Commission (LCC) meeting on Thursday, April 10, commissioners said they will be part of a "Boating Roundtable" set for 4:30 p.m. that day at the SIMS boardroom. LCC members said they were planning a harbour tour with the Harbour Authority of Salt Spring Island before the event.



Windsor Plywood



NORTH
SALT SPRING
WATERWORKS
DISTRICT

FLUSHING OF WATERMAINS

FLUSHING OF WATERMAINS WILL BE CARRIED OUT IN THE DISTRICT ON TUESDAYS, WEDNESDAYS, THURSDAYS AND FRIDAYS
MARCH 4 - APRIL 30, 2025

Commercial establishments such as laundromats, restaurants and beauty salons will receive advance warning of flushing in their vicinity if a request for such notification is received by the District.

Please contact the NSSWD at 250-537-9902.

IN NO CASE CAN THE DISTRICT ACCEPT RESPONSIBILITY FOR ANY CLAIMS ARISING OUT OF THE USE OF DISCOLOURED WATER.

TOURISM

Busy summer anticipated



PHOTO BY ROBB MAGLEY

Country Grocer community relations manager Robert Steinbach, centre, is flanked by Salt Spring Island Visitor Information Centre volunteers Kathy Luke, Trish Robitaille, Lynne Fraser and Brigitte Diebold, all gazing in wide-eyed wonder at the modern technology of a laptop, donated to the centre by Country Grocer on April 4.

Visitor Centre preps for 'bumper crop' as Canadians eschew U.S.

BY ROBB MAGLEY
DRIFTWOOD STAFF

Salt Spring's central hub for visitor information is spinning up for a summer season with tourist numbers that may eclipse years past.

With the first Salt Spring Saturday Market of the year on the books, many island businesses are well and truly open for the summer, and many believe the national hesitance to travel to the U.S. — spurred in part by the trade imbroglio with our southern neighbours' leadership — could make 2025 one of the busiest on record. According to volunteers at the Salt Spring Visitor Centre, the island's businesses have been calling in with updates on extending operating hours — all of which goes onto the ever-expanding "big board" maintained there.

And it's looking like a big year for residents' friends and families to visit and for tourists from far and near, according to centre volunteer Lynne Fraser, who

joined in predicting a "bumper crop" of Canadians visiting Salt Spring this year.

"There have already been people from places like Vancouver Island that didn't want to travel [south], but wanted a change," said Fraser. "They'd lived on Vancouver Island all their lives and have never been here!"

The centre is stocking up on printed things like schedules and brochures, volunteers said, but have increasingly found visitors opting to instead take a picture on their cell phones and bring that with them — capturing images of maps, the "big board" and other information from local websites they are now able to pull up quickly, thanks to a just-donated laptop computer courtesy Country Grocer.

"The Visitor Centre is such a valuable resource for Salt Spring," said Country Grocer's community relations manager Robert Steinbach, who stopped by to drop off the laptop and fresh flowers for the front desk. "It helps every industry on the island, so of course we want to help speed things up for the volunteers here."

The centre is open from 11 a.m. to 2 p.m. weekdays, from 10 a.m. to 2 p.m. Saturdays and closed Sundays.

FIRE DISTRICT

Fire board keeps open seat

Current trustee elected by acclamation, AGM set for Monday

BY ROBB MAGLEY
DRIFTWOOD STAFF

With the decision by Salt Spring Island Fire Protection District trustee John Wakefield to not seek another term — and with just one nomination received, that of current trustee Robin Williams — there will likely be a vacant seat remaining so by the end of business at the district's annual general meeting (AGM) Monday, April 14.

Williams stands elected by acclamation for a three-year term of office which will begin at the end of that

meeting; returning officer Anthony Kennedy sent notice one additional trustee position is to be filled through a nomination and election process at a later time, although the board has not yet announced a date.

But fire district policy wonks will still have plenty to occupy them Monday night, including audited financial statements and annual reports from Fire Chief Jamie Holmes, board chair Rollee Cook, the Salt Spring Island Firefighters Association and the district's standing committees — as well as the annual call for a motion from the public to adjust (or leave alone) trustees' remuneration for the year, currently \$330 per month for trustees and \$385 for the chair.

The AGM, the fire district's 65th, starts at 6:30 p.m. at the Ganges Fire Hall training room.

CAMPAIGN COUPLE



PHOTO BY GAIL SJUBERG

Saanich-Gulf Islands Liberal Party of Canada candidate David Beckham and his wife Anne-Marie after meeting local party members and supporters at the Salt Spring library's program room on Sunday. The federal election campaign heads into high gear towards the April 28 vote, with advance polls running from April 18-21. An all-candidates meeting with Beckham, Green incumbent Elizabeth May, Conservative candidate Cathie Ounsted and Colin Plant of the NDP runs at Fulford Hall on Tuesday, April 15 from 4:30 to 6 p.m. People can meet with candidates before the formal meeting begins, but the hall must be vacated quickly afterwards to make way for floor hockey players. The event co-sponsored by the Gulf Islands Driftwood and the Salt Spring Forum will also be videotaped and available to watch via the Forum and Driftwood websites within a couple of days.

AMENITIES

Group eyes purchase of St. Mark's church

Organizers invite wider participation

BY ROBB MAGLEY
DRIFTWOOD STAFF

An impromptu collection of community creatives — including at least one significant funding partner, according to organizers — is coalescing around the idea of purchasing St. Mark's Anglican Church as a gathering centre for islanders, and is looking for more people to join in.

Island entertainer Starchild said the notion had garnered the attention of several interested parties, including an

architect and islanders willing to contribute time and financial resources. Starchild said they hoped to "catch the imagination of the community" to see if there was enduring interest in holding ownership of the former church as a resource for celebrations, ceremonies and a "centre for creative connections," she said.

"It would be wonderful, a blessing for the Salt Spring Island people," said Starchild. "The children that could benefit, our teenagers, the elders."

To contribute ideas and join a steering committee currently forming, email starchild@earthwiztheatrics.com.

RE-ELECT

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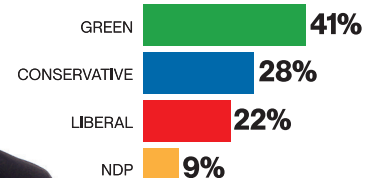


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Elizabeth
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CURRENT POLLING*
SAANICH - GULF ISLANDS



*Oraclepoll Research Survey interviews were conducted from March 21-25, 2025. Margin of error for the sample is +/- 4.0%.

Authorized by the Official Agent of Elizabeth May.

Strategic voting, social media topics raised

ALL-CANDIDATES continued from 1

Beckham emphasized the closeness of the race and the high consequence of the election itself, and said one of his main goals in running was to bring the riding into what he hoped would be the majority government.

"I believe in democracy," said Beckham. "This is a tight election — the numbers are tight, it's getting closer. Is there a possibility that this riding might end up being a swing riding? Anything is possible."

May disagreed that the national seat count was that close, and sought to contrast Beckham's relative influence on the Liberal party with what she called her own "outsized" voice in Parliament, pointing to her legislative record and relationships built across party lines — and recounting a phone conversation she had with Carney "the day the writ dropped," where she recommended extending the all-party-inclusive "Team Canada" approach for dealing with U.S. trade pressures.

"I work well with others," said May. "I like finding solutions and working constructively with people. And if you give me a chance as your Member of Parliament, I'll have more access to Mark Carney than any Liberal backbencher ever would."

With perhaps some irony, given Ounsted's decision not to attend, the discussion landed briefly on candidates' concerns over social media misinformation, even while many in the arguably older-leaning crowd stressed the importance of reaching young voters.

Responding to a community member's question, Plant — acknowledging his comments might make him sound older than he was ("Kids used to play outside," he jokingly rasped) — said that in his school, he had seen first-hand how social media had led to greater anxiety and fear, particularly among youth.



PHOTO BY ROBB MAGLEY

Saanich-Gulf Islands candidates, from left, Green party candidate Elizabeth May, David Beckham of the Liberals and Colin Plant of the NDP at the Fulford Hall all-candidates event held April 15. Conservative party candidate Cathie Ounsted did not attend.

"Social media is both wonderful and horrible," said Plant. "Wonderful because I see my friend from my high school grad class I haven't seen in 25 years, but these companies do not have the right to promote hatred."

Beckham said he felt social media had become an "open sewer" of extremist language and misinformation; noting unspecified "underhanded tactics" associated with the Conservative party, Beckham said a serious national conversation was overdue.

"There is a handful of tech companies run by billionaires who are controlling the conversation," Beckham told attendees. "Right now, they're filling the zone with nonsense and

disinformation, with propaganda and hate and rage and bitterness — and turning people against one another."

And May pointed directly to U.S.-owned Facebook, calling it a "publisher, not a platform" that refused to pay its fair share when profiting from Canadian-produced content.

"We have let the predatory foreign social media corporations rip us off," said May. "They get away with murder, they don't pay taxes in our community. And on top of that they run algorithms to create rage farming to further divide our societies."

To watch the entire event, visit the websites of either co-sponsor — the Salt Spring Forum (saltspringforum.com) or the Gulf Islands Driftwood (gulfislandsdriftwood.com).

EMERGENCY SERVICES

District, public engage at fire AGM

Handling of one trustee's alternate ideas discussed

BY ROBB MAGLEY
DRIFTWOOD STAFF

The Salt Spring Island Fire Protection District's 65th annual general meeting was held April 15, with a tender-truck-load of information from trustees and staff, and just enough drama to keep members of the public invested through the end of the public session, which came just after 9 p.m.

For those less captivated by the district's audited financial statements — corporate administrator Rodney Dieleman noted a "modest" surplus and no extraordinary income or expenses — the highlight might have been Fire Chief Jamie Holmes' annual report. The fire department boasted a 19 per cent female membership, Holmes said, well above the Canadian average of five per cent, with members ranging in age from 16 to "60-plus" with an average recruit age of 34.

Salt Spring Island Fire Rescue (SSIFR) took on six recruits in 2024, he said, making it a "relatively junior" department — in that over half of the membership has less than 10 years of service, a situation

Holmes said was common in paid-on-call fire departments across North America.

"We have really senior people and really junior people," said Holmes, "and we tend to lose the middle; we've been seeing that trend for the last five to 10 years, where either they get hired on as career [firefighters with SSIFR] or they end up moving off island. It's just getting them over that 10-year itch, so to speak."

Crediting the 24-hour staffing model at Ganges' Fire Hall No. 1, Holmes said of the 700 calls in 2024, 13 involved structure fires — extinguished in time to prevent them from spreading to adjacent buildings or nearby wildland interface areas.

The Firefighters' Association reported the year's accomplishments, from community events to donations to various groups of over \$4,000; the strategic planning committee introduced its road map for the coming five years, including replacing and reinvesting in the district's two secondary fire halls; and the communications committee highlighted its new priority of reaching out to officials in senior government — looking for help to quickly secure firefighting equipment that can reach the top floor of the unexpectedly tall Drake Road supportive housing project, erected through provincial paramountcy this spring.

The town hall discussion launched a polite if agitated back-and-forth between some members of the public, district staff, fire board chair Rollie Cook and trustee David Courtney regarding the latter's arguably extraordinary social media communications.

Citing lack of support from fellow trustees for his ideas, most recently regarding a new site for the northernmost secondary fire hall, Courtney has posted his plans on Facebook, drawing criticism from the other board members.

At the urging of a member of the public attending Monday night, Courtney agreed to present his current plan instead to the district's strategic planning committee for more conventional consideration.

In other business during the AGM, the public attendees voted to keep trustee remuneration at its current level of \$330 per month for trustees and \$385 for the board chair, and everyone thanked exiting trustee John Wakefield for his service to the district.

During a special board meeting after the AGM, trustees heard a delegation from the North Salt Spring Waterworks District and voted to collectively encourage residents to vote "yes" in support of the water district's Maxwell Lake water treatment plant borrowing referendum.

TIDE TABLES PST (UTC-8h)
FULFORD HARBOUR

DAY	TIME	FEET	METRES	DAY	TIME	FEET	METRES
23	02:54	10.7	3.26	27	04:19	10.6	3.23
	09:08	6.9	2.10		11:18	1.5	0.46
	13:25	8.0	2.44		18:46	10.4	3.17
	19:58	4.1	1.25		23:26	8.0	2.44
24	03:19	10.6	3.23	28	04:39	10.7	3.26
	09:34	5.7	1.74		11:59	0.5	0.15
	15:05	8.4	2.56		19:50	10.9	3.32
	20:54	4.9	1.49		00:20	8.9	2.71
25	03:40	10.5	3.20	29	05:01	10.7	3.26
	10:05	4.3	1.31		12:43	0.0	0.00
	16:28	9.1	2.77		20:53	11.2	3.41
	21:46	5.9	1.80		01:19	9.5	2.90
26	04:00	10.5	3.20	30	05:26	10.7	3.26
	10:40	2.8	0.85		13:30	0.0	0.00
	17:40	9.8	2.99		21:57	11.3	3.44
	22:36	7.0	2.13				

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RE-ELECT

Canada needs Elizabeth May. Only you can elect her.

votemay.ca

April 28, 2025 Board of Trustees Regular Meeting Agenda Package

Elizabeth MAY

SAANICH - GULF ISLANDS
DECIDED VOTE - APRIL 10, 2025

GREEN		35%
CONSERVATIVE		31%
LIBERAL		27%
NDP		6%

Source: Oracle Polling, April 9 to 10, 2025.
Sample size: 477 of 544.

Authorized by the Official Agent of Elizabeth May.

Salt Spring Island Fire Protection District (SSIFPD)
Staff Report

Date: **April 10, 2025**
 Subject: **New Fire Hall Project Status Update for March 31, 2025**
 To: **Board of Trustees**
 From: **Rodney Dieleman, CAO**

Issue: New Fire Hall Project Status Update for March 31, 2025

The Project Steering Committee continues to oversee project development, ensuring consultants adhere to established specifications, budget limitations, and community expectations. Regular updates are provided to the Board of Trustees and shared on the Salt Spring Island Fire Rescue website to maintain transparency. The project remains on track within its approved funding of \$13.7 million.

Project Budget & Expenditures:

As of March 31, 2025, a total of \$3,501,365 has been allocated to design, engineering, and construction. This includes expenses related to final drawings, civil work, foundation preparation, rebar installation, and concrete pouring. Further details on progress and expenditures can be found in the Owner's Representative Report below.

Salt Spring Island Fire Protection District
New Fire Hall at 455 Lower Ganges Road

Description	Project Charter Budget	Budget at March 12, 2025	Actuals to March 31, 2025
Construction Costs	\$ 8,075,200	\$ 10,841,800	\$ 2,773,471
2021 cost escalation estimate	\$ 1,532,900	included	
Permits	\$ 100,000	included	
Insurance	\$ 100,000	included	
Construction Contingency	\$ 1,391,900	\$ 333,000	
	\$ 11,200,000	\$ 11,174,800	\$ 2,773,471
Architect	\$ 858,000	\$ 837,100	\$ 725,746
Project Manager	\$ 560,000	\$ 194,900	
Contractor	\$ 672,000	Included	
Interim Financing	\$ 410,000	\$ 648,149	\$ 2,148
	\$ 2,500,000	\$ 1,680,149	\$ 727,894
Project Costs	\$ 13,700,000	\$ 12,854,949	\$ 3,501,365
Capital Region Community Works Grant	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
SSIFPD Capital Reserve Funds	\$ 3,000,000	\$ 2,232,383	\$ 1,979,703
CIBC interim loan	\$ 9,700,000	\$ 9,622,566	\$ 521,661
	\$ 13,700,000	\$ 12,854,949	\$ 3,501,365

Owner's Representative Report

1. Construction Progress

- Reinforcing work is underway on the first section of the Training/Hose Tower.
- Galvanized steel for the structural and timber framing has arrived and is currently being fitted to the timbers.
- Steel columns have been delivered to the fabricators in Chemainus.
- Permanent steel fencing has been installed.
- Catch basins have been installed behind the building.
- Consultant meetings are ongoing to address and coordinate the building's complexity during construction.
- A decision has been made to pour the concrete floors after the main structure is complete.
- The MOTI (Ministry of Transportation and Infrastructure) permit has been approved.

2. Safety and Security

- No incidents to report.

3. Forecast – Upcoming Weeks

- Concrete will be poured for the first stage of the Training/Hose Tower.
- Installation of the sewer line along the highway right-of-way is scheduled to begin.
- Coordination for the erection of steel and timber framing will take place.

4. Conclusion

Construction is full steam ahead with the arrival of the structural steel on Vancouver Island. Good weather and aggressive construction management will be key to completing the work as scheduled.

5. Recommendation

It is recommended that the Board of Trustees receive this report as information.

Project Overview

ACTIVITY DESCRIPTION/PICTURES



Fencing installed



Catchbasins and Manholes



South Training/Hose Tower



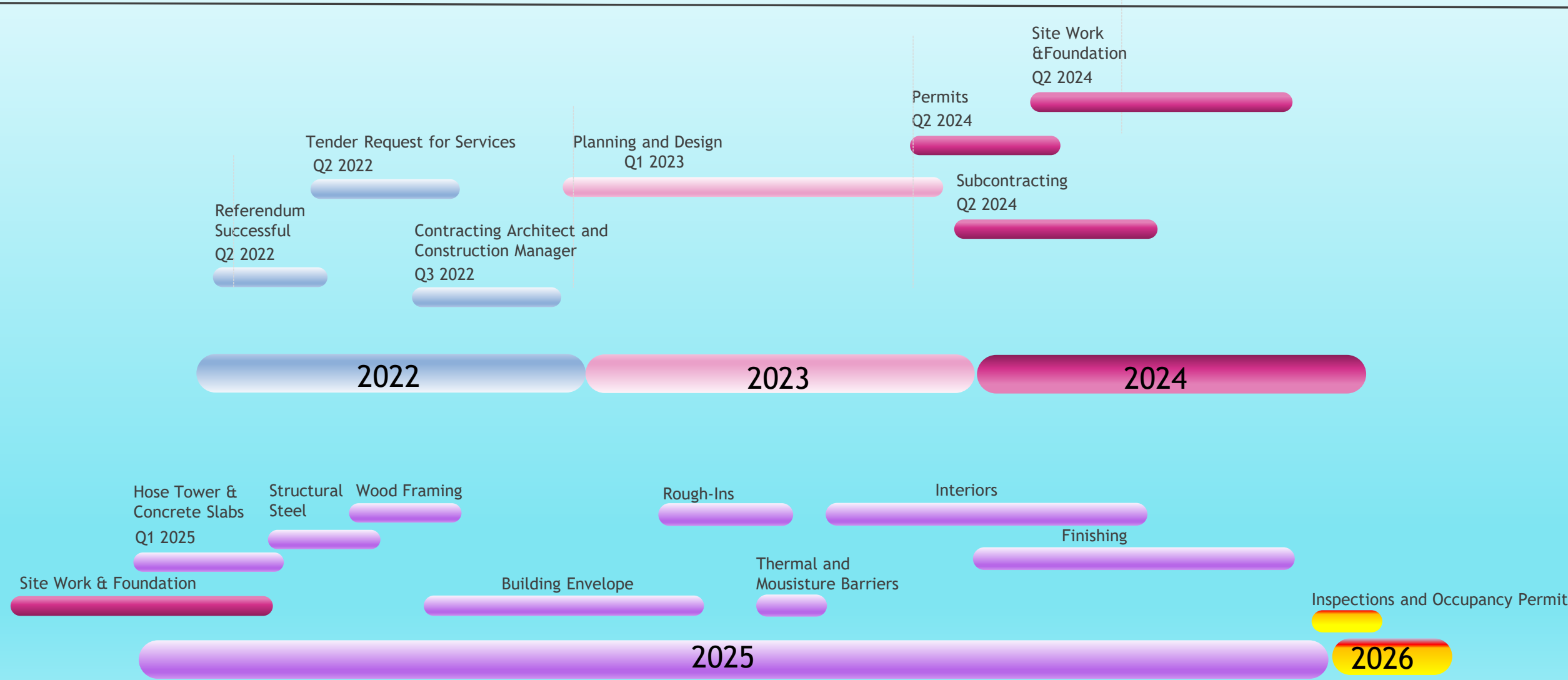
North Training/Hose Tower

Forecast (Upcoming Week's)

- Concrete pour for first stage of Training/Hose Tower
- The installation of the sewer line on Highways right of way will be starting.
- Erection of steel and timber framing will be coordinated.

New Fire Hall

Project and Construction Schedule Summary



DRAFT***Salt Spring Island Fire Protection District*****POLICY MANUAL**

Section	Governance
Policy Number	AG-4112-03
Policy Title	Terms of Reference – New Fire Hall Project Steering Committee

INTRODUCTION

In 2019, the Salt Spring Island Fire Protection District (“*District*”) decided to revisit the need to replace the Ganges Fire Hall. In 2021, the *District’s* Board of Trustees has decided to move forward with replacing the Ganges Fire Hall (“*Project*”). An Owners Representative will be hired to contribute experience, discipline, and resources to ensure a successful outcome.

A New Fire Hall Project Steering Committee (“*Project Steering Committee*”) is formed and is responsible for overseeing the Project and providing overall direction and key decision making for the Project in respect of scope, budget, schedule, procurement, and communications.

The role of the *Project Steering Committee* is to:

1. Ensure to the extent possible, the *Project* will meet the objective and timelines of the *District*;
2. Ensure quality and rigour in the execution of the *Project*;
3. Ensure project outcomes are practical and meet the needs of stakeholders, including Fire Rescue members, the *District’s* electorate and the community of Salt Spring Island;
4. Ensure recommendations regarding the financial implications of decisions related to the *Project* reflect the intent that the *Project* will serve the residents of Salt Spring Island for the long term; and
5. Ensure that the process of completing the *Project* will encourage effective relationships and partnerships with other levels of government and key stakeholders.

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MEMBERSHIP

1. The *Project Steering Committee* shall be composed of:
 - a. The Chief Administrative Officer (Chair),
 - b. Fire Chief (Vice Chair)
 - c. Two trustees,
 - d. up to two public members.
 - e. Board Chair as an ex-officio member.(ex officio members are “from the office” denoting or relating to a member of a body who holds the role because of their status or another position that they hold)

All members have voting privileges.

The Project Steering Committee Chair shall serve as the *Project Director*, with clear, overall responsibility and accountability for the project’s success. This responsibility should include coordinating a team with the right skills and experience.

2. Support to be provided to the Project Steering Committee by the *Owners Representative* and *Project Director*, and a *Recorder*.

AUTHORITY

1. The authority of the *Project Steering Committee* shall be mandated by way of a motion of the *District’s* Board of Trustees.

ACCOUNTABILITY

1. The members of the *Project Steering Committee* are accountable for the successful delivery of the *Project* within the schedule and budget assigned and shall report to the Board of Trustees as necessary.

MEETINGS

1. The *Project Steering Committee* will meet at least once a month or at the call of the Chair.
2. The Chair, or in his absence the Co-chair presides over meetings. If the Recorder is not present, the committee shall choose a recorder for the meeting.

RESPONSIBILITIES

The *Project Steering Committee* is responsible for:

1. Accepting the *Project Charter* as approved by the Board of Trustees.

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2. Provide recommendations to the Board of Trustees regarding changes to the *Project Charter*.
3. Ensuring State-Gate reviews are completed to see the *Project* through the various delivery stages – Feasibility, Business Case/Referendum, Final Investment Decision/Sanction, Procurement, and Asset Acceptance. At the completion of each delivery stage recommend to the Board of Trustees whether the *Project* should proceed.
4. Receive and review the *Project Manager's* project Status Report.
5. Key decisions considering the *Project Manager's* recommendations.
6. Approval to issue procurement documents.
7. Approval of contract commitments.
8. External communications and reporting.

The Chair is responsible for ensuring that monthly meetings are scheduled, and that an Agenda and Minutes are issued promptly.

Each member is responsible for ensuring that they attend or send an authorized representative to meetings, and for constructive participation in providing effective oversight and strategic guidance to the Project.

BOARD DISCRETION

The provisions set out in this policy are subject to revision from time to time at the discretion of the Board of Trustees.

APPROVALS

Approval date:	21 June 2021	Approved by:	Board of Trustees
1. Amendment date:	12 December 2022	Approved by:	Board of Trustees
2. Amendment date:		Approved by:	
3. Amendment date:		Approved by:	