

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

**Date:** April 28, 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 (Teams)  
Mary Lynn Hetherington, Trustee (Teams)  
Dennis Lucarelli, Trustee  
Rob Oliver, Trustee

**Members Regrets:** Robin Williams, Trustee

**Staff Members Present:** Rodney Dieleman, Corporate Administrator and Financial Officer  
Dale Lundy, Deputy Fire Chief  
Sarah Shugar, Recorder

**Staff Member Regrets:** Jamie Holmes, Fire Chief

**Others Present:** Gulf Islands Driftwood Reporter (Teams)  
Approximately 1 member 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. It was noted that the Federal Election results are being announced this evening and the intention is to have a quick meeting to allow for Trustees, staff and the public to be able to watch the election.

## **2. TOWN HALL**

Chair Cook opened the town hall at 7:00 p.m. There were no speakers in the town hall portion of the meeting.

## **3. APPROVAL OF AGENDA**

**By general consent,** the agenda was adopted.

#### **4. BOARD MINUTES**

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

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

##### **4.3 Minutes of the Special Trustee meeting held April 14, 2025 – For Approval**

**2025-022**

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

That the draft minutes of the Regular Trustee meeting held March 17, 2025, the draft minutes of the Special Trustee meeting held March 31, 2025 and the draft minutes of the Special Trustee meeting held April 14, 2025 be adopted.

**CARRIED**

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

**By general consent,** the draft minutes of the Annual General Meeting held April 14, 2025 were received.

#### **5. STANDING COMMITTEE REPORTS**

##### **5.1 Communications & Marketing Committee**

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

The minutes were received.

##### **5.2 Finance & Audit Committee**

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

The minutes were received.

##### **5.3 Joint Occupational Health & Wellness Committee**

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

The minutes were received.

##### **5.4 Strategic Planning & Policy Development Committee**

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

The minutes were received.

#### **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 Dated March 6, 2025 Received from Kaleden Irrigation District**

The correspondence items were received.

## **7. REPORTS**

### **7.1 Fire Chief's Report – March 2025**

The Fire Chief Report for March 2025 was presented. Deputy Chief Lundy read a letter received from a homeowner.

The report was received for information.

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

The Association report for March 2025 was presented.

The report was received for information.

### **7.3 CAO Reports**

#### **7.3.1 Budget Report to February 28, 2025**

The budget report to February 28, 2025 was presented.

The report was received for information.

#### **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**

The Driftwood articles were received for information.

## **8. OLD BUSINESS**

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

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

The report was received for information.

## **9. NEW BUSINESS**

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

CAO Dieleman reported the terms of reference have been updated to include up to two members of the public.

**2025-023**

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

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

**CARRIED**

## **10. BYLAWS - None**

## **11. DELEGATIONS – None**

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

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

**2025-024**

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

That the Board of Trustees close this meeting to the public subject to Community Charter Section 90 (1): (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 items of business to be considered in the in-camera meeting are in camera minutes and Committee Appointments.

The meeting moved in camera at 7:05 p.m.

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

**2025-025**

**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 7:10 p.m.

### **12.3 Arise and Report**

The Board of Trustees appointed John Wakefield as public member to the Finance and Audit Committee.

## **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**

**By general consent,** the meeting was adjourned at 7:10 p.m.

A handwritten signature in black ink, appearing to read "Rollie Cook", written over a horizontal line.

Rollie Cook  
Chair, Board of Trustees

A handwritten signature in blue ink, appearing to read "Rodney Dieleman", written over a horizontal line.

Rodney Dieleman  
Corporate Administrator