

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

Meeting held: May 6, 2025
Staff Lounge, Ganges Fire Hall
105 Lower Ganges Road, Salt Spring Island

Members Present: Dennis Lucarelli, Trustee
Rob Oliver, Trustee
Rollie Cook, Board of Trustees Chair and Ex officio member
Keith Ballantyne, Public Member

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

Regrets: Jamie Holmes, Fire Chief

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 9:00 a.m. and acknowledged that we live and work in the unceded territories of the Coast Salish Peoples.

2. APPROVAL OF AGENDA

The following item was presented as an addition to the agenda:

6.1 Fulford Hall Water Irrigation Pond

By general consent, the agenda was approved as amended.

3. ELECTION OF CHAIR

CAO Dieleman called for election of Chair. R. Oliver nominated D. Lucarelli and R. Cook seconded the nomination. D. Lucarelli accepted the nomination. CAO Dieleman called a second and third time for nominations and no further nominations were received. D. Lucarelli was elected Chair by acclamation.

4. MINUTES

4.1 Minutes of the Regular Meeting held April 3, 2025

By general consent, the draft minutes of the Strategic Planning and Policy

Development Committee regular meeting held on April 3, 2025 were adopted.

5. OLD BUSINESS

5.1 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. The Committee recommended a request for information form be added to the policy and that the information form also be available on the website.

MOVED by R. Cook,

That the Strategic Planning and Policy Development Committee recommend the Board of Trustees approve Draft Policy AG-5301-02 - Freedom of Information and Protection of Privacy.

CARRIED

5.2 Draft Meeting Procedures Bylaw 2025

CAO Dieleman presented a draft Meeting Procedures Bylaw 2025. The Committee asked staff to go back to the previous version of the Bylaw with recommended changes regarding Trustee attendance at electronic meetings. Staff will bring back to a future meeting.

5.3 Draft Payroll Policy – No Update

5.4 Draft Fire Prevention Inspections Policy – No update

6. NEW BUSINESS

6.1 Fulford Hall Irrigation Pond

Trustees attended a site visit on April 12, 2025 where staff proposed a plan to build an irrigation pond at Hall 2.

MOVED by R. Oliver,

That the Strategic Planning and Policy Development Committee recommend the Board of Trustees to direct staff to build an irrigation pond at Hall 2 using appropriate procedures and consultants.

CARRIED

7. NEXT MEETING

The next meeting is scheduled on June 3, 2025 at 9:00 a.m.

8. ADJOURNMENT

By general consent, the meeting adjourned at 10:15 a.m.

A handwritten signature in dark ink, appearing to read 'D. Lucarelli', written over a horizontal line.

Dennis Lucarelli
Chair, Strategic Planning & Policy Development Committee

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

Rodney Dieleman
Corporate Administrator