

# **Agenda**

## **Salt Spring Island Fire Protection District**

### **Board of Trustees Regular Meeting**

**Meeting will be held as follows:**

**Date:** May 26, 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 April 28, 2025 – For Approval**

That the draft minutes of the Regular Trustee meeting held April 28, 2025 be adopted.

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

##### **5.1 Communications & Marketing Committee – None**

##### **5.2 Finance & Audit Committee – None**

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

###### **5.3.1 Minutes of the April 30, 2025 meeting – For Information**

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

###### **5.4.1 Minutes of the May 6, 2025 meeting – For Information**

#### **6. CORRESPONDENCE**

## **7. REPORTS**

### **7.1 Fire Chief's Report – April 2025 - Pending**

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

### **7.3 CAO Reports**

#### **7.3.1 Budget Report to March 31, 2025**

#### **7.3.2 Driftwood Article dated May 7, 2025 Re: South End House Fire**

## **8. OLD BUSINESS**

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

#### **8.1.1 New Fire Hall Project Status Update to April 30, 2025**

## **9. NEW BUSINESS**

### **9.1 Draft Policy AG-5301-02 - Freedom of Information and Protection of Privacy**

That the Board of Trustees approve Draft Policy AG-5301-02 - Freedom of Information and Protection of Privacy.

### **9.2 Irrigation Pond at Hall 2**

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

## **10. BYLAWS – None**

## **11. DELEGATIONS**

## **12. IN-CAMERA MEETING – None**

## **13. NEXT MEETING**

The next regular meeting is scheduled on June 16, 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:** 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.

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Rollie Cook  
Chair, Board of Trustees

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Rodney Dieleman  
Corporate Administrator

DRAFT

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

**Date:** April 30, 2025  
**Time:** 6:00 p.m.  
**Location:** Fire Hall No. 1  
 105 Lower Ganges Road, Salt Spring Island

**Members Present:** Dale Lundy, Co-Chair, Deputy 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)  
 Jason Webster (Recruit Rep 2025)

**Regrets:** Jamie Holmes, Co-Chair, Fire Chief (Employer Rep)  
 Brandi Wyldewood (Recruit Alternate 2025)  
 Gord Fraser (Employee Alternate Union 2025)  
 Cam Proudfoot (Employee Rep Union 2025)

## 1. CALL TO ORDER

Co-Chair Purssell called the meeting to order at 6:24 p.m. The Hall 1 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 March 26, 2025 meeting

The following item was presented for consideration:

- Item 8.1 Education – replace “Member Grant” with “Member Gussie”.

**By general consent**, the minutes of the March 26, 2025 meeting were approved as amended.

## 4. OLD BUSINESS

### 4.1 Proposed Draft Operational Guidelines 2.17.00 Arriving in Personal Vehicle – No update



#### **4.2 2023/2024 JOHWS Evaluation Report – No update**

#### **4.3 Review of OG 5.06.00 and 5.07.00 Fire and Life Safety / Prevention – No update**

#### **4.4 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 Lundy suggested the best time for the Mental Health Night training would be in October or November and asked that the committee give him notice of the date. Member Lundy supports the idea of having a guest speaker for the membership.
- **CISM and Peer Support** (Lead Members - Purssell and Hohn) Member Lundy reported the OIC on shift will facilitate “tailboard” conversations post incident. The OIC will decide to bring in a support person to assist if required. There are four members trained in CISM. We are working to organize an SGI CISM support group with the Saturna Island Fire Chief. Member Lundy is looking to increase the Peer Support Team membership.
- **OG’s and Policies** – Health and Safety review (Lead - Member Chief Holmes) – No update
- **Near Miss Reporting** (Lead - Member Proudfoot) – No update
- **Survey** – Follow up and analysis (Lead – Member Webster). Member Webster is working on access to the last survey spreadsheets.

#### **4.5 Traffic Break Down – Member Hohn**

Traffic control training has been completed with the 2025 recruit class. Member Lundy reported although every call is different, the OG must contain verbiage on breaking down traffic control at an incident. The last two members left on the road should be flaggers.

**Recommendation:** The Committee recommends that a sub-committee be formed to work with operations and develop a plan/system for traffic control. Volunteers for committee members: Member Hohn and Member Purssell

### **5. NEW BUSINESS**

#### **5.1 Light at Hall 2**

Member Hohn reported a light fell off the wall at Hall 2 above the apparatus bay. He recommended the remaining lights and the fascia boards be checked at Hall 2 for defects and replace them where necessary with a bright LED light and a motion detector.

### **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.

#### **Second Quarter Hall Inspections:**

Hall 1 – Completed prior to the meeting. Issues identified: The sharps container in the FR room is full and needs to be exchanged.

## **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 Purssell will be the primary investigators in May 2025 and Member Leichter will be the alternate investigator. Deputy Chief Lundy approved the appointments.

## **8. EDUCATION**

### **8.1 Education**

Member Gussie requested a course for Incident Investigation.

## **9. OTHER BUSINESS**

### **9.1 Association Safety Talk**

Member Webster will discuss Wildland Firefighting Preparedness at the Association meeting. Reminder for members to sign up for hearing tests on May 13, 2025.

## **10. NEXT MEETING**

The next meeting will be held on May 28th, 2025 at 6:00 p.m. at Hall 2.

## 11. ADJOURNMENT

**By general consent**, the meeting adjourned at 7:25 p.m.

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Nancy Purssell, Committee Co-Chair

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Dale Lundy, Deputy Fire Chief & Committee Co-Chair

DRAFT

# 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  
Rollie Cook, Board of Trustees Chair and Ex officio member  
Rob Oliver, Trustee  
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.

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Dennis Lucarelli  
Chair, Strategic Planning & Policy Development Committee

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Rodney Dieleman  
Corporate Administrator

## May 2025 Association Report

Dear SSIFPD Trustees,

In April, we held our annual Easter Party at Fire Hall #3. Activities included an easter egg hunt, a BBQ, egg decorating, and various other fun and games for both kids and adults. The excellent organization by the Entertainment Committee coupled with the beautiful weather and helped make the event a success.

We also chose the charity recipient for our May Boot Drive – Muscular Dystrophy Canada. The boot drive will be held on May 19 at Hall 3 and will include a BBQ by donation, showing off some of our apparatus, and a raffle. We advertised extensively this year and are hoping for a strong turnout by the general public. Special thanks go to our sponsors, especially Thrifty's for donating the BBQ food.

The membership voted to welcome Mitchell Sherrin as an Honourary Member. After 20 years of service in SSIFR and many years on the SSIFFA Executive, we have missed having him around. It will be nice to catch up with him at Association events.

Finally, we had extensive discussions about the new Wellness Room at the new Fire Hall. The Fitness Committee is going to put together an equipment proposal and submit it to the Trustees via Chief Holmes. We appreciate your consideration in this important feature for our members' health and wellness.

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

Thanks,

David Demner  
SSIFFA President

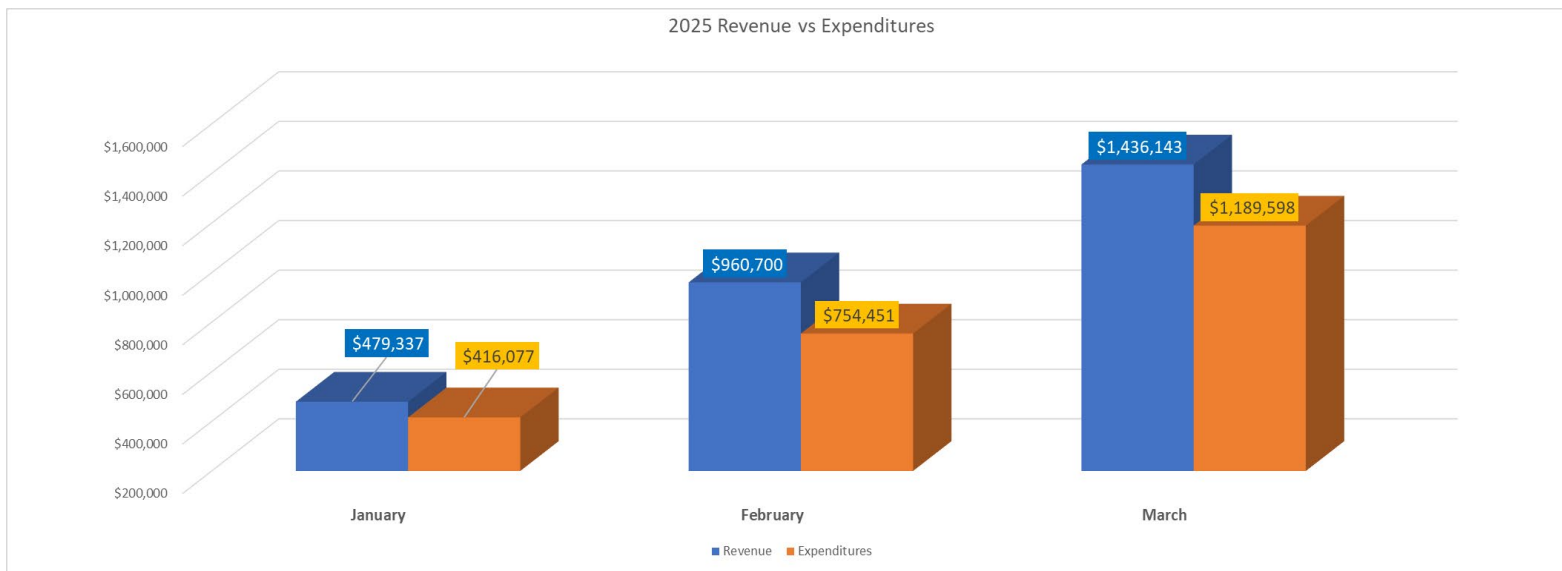
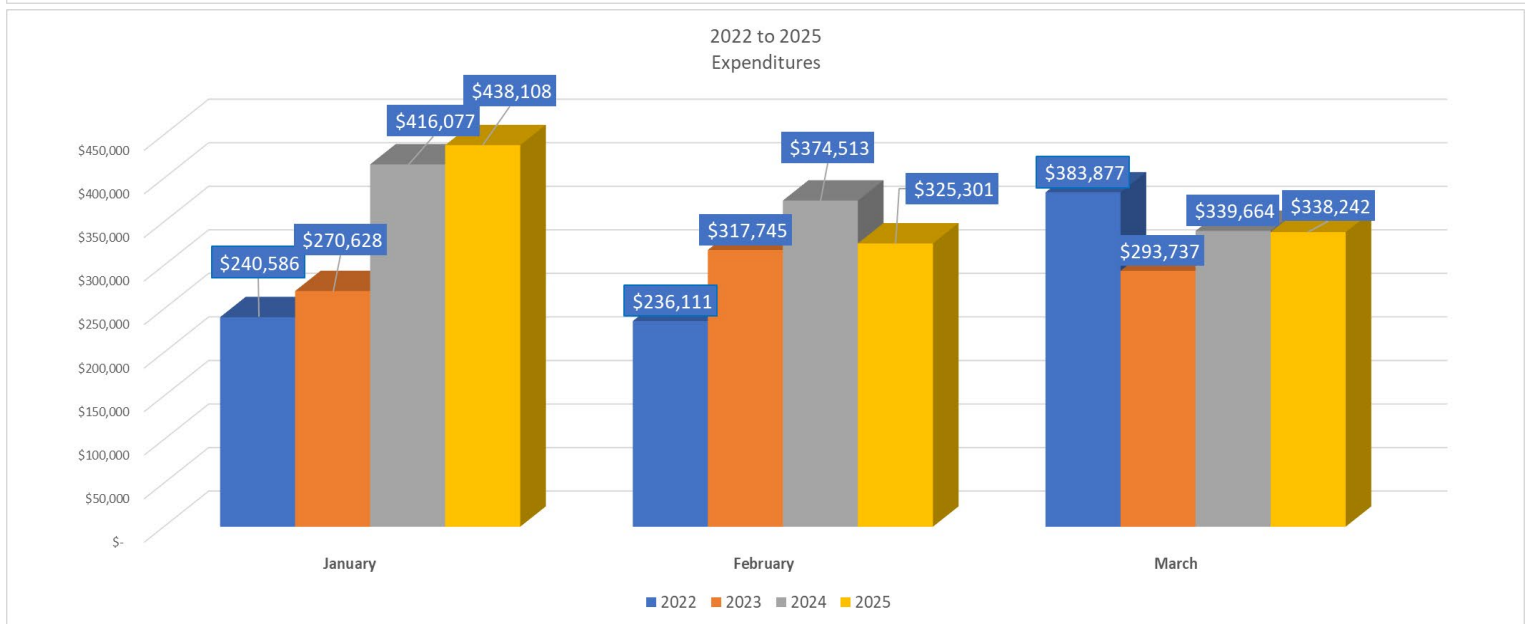
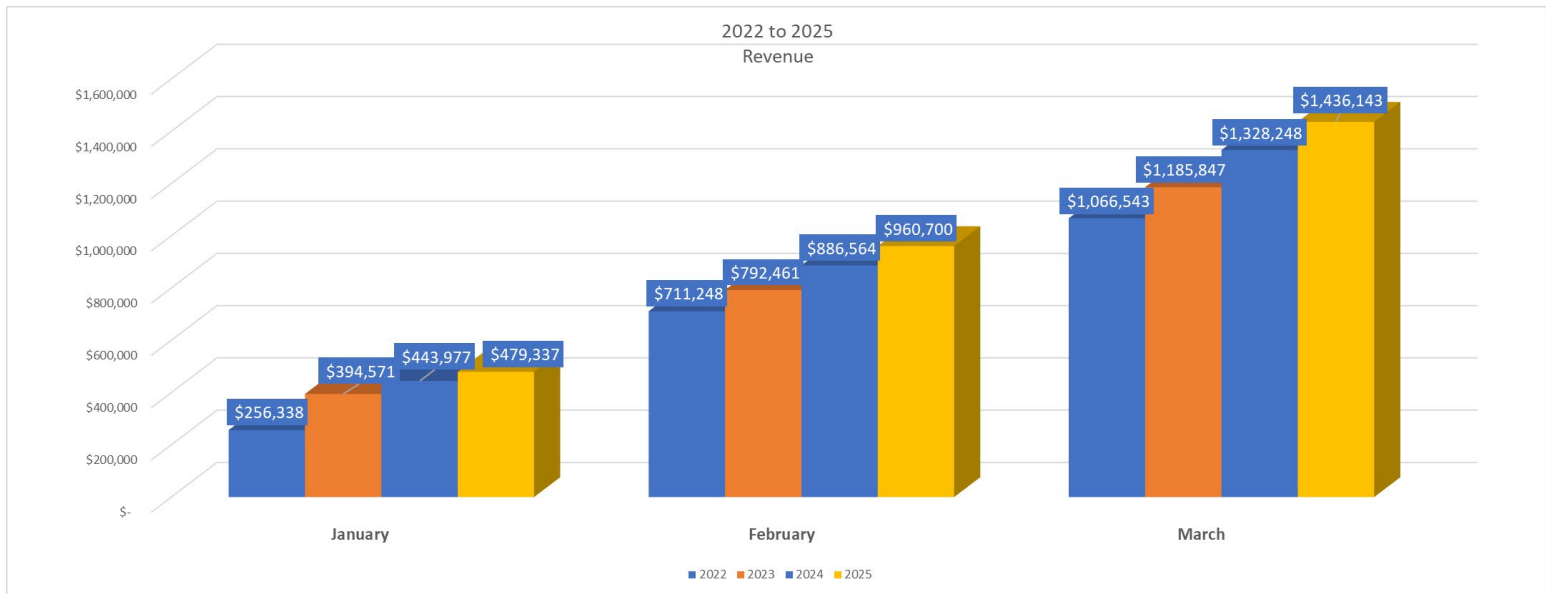
**Salt Spring Island Fire Protection District**  
**Financial Results (unaudited)**  
**March 31, 2025**

New Line #		2024 Approved Actuals	2025 Approved Actuals	2025 Approved Budget
1		<b>Consolidated</b>	<b>Consolidated</b>	<b>Consolidated</b>
2	<b>Income</b>			
3	Interest General	\$ 25,828	\$ 23,739	\$ 6,750
4	Interest CWRRF	\$ 16,919	\$ 10,168	\$ -
5	Miscellaneous Income	\$ -	\$ 5,191	\$ 55,000
6	Tax Revenue - LTD Interest	\$ -	\$ -	\$ -
7	Tax Revenue- LTD Retirement	\$ -	\$ -	\$ -
8	Tax Revenue	\$ 1,285,500	\$ 1,397,046	\$ 5,588,184
9	<b>Total Income</b>	<b>\$ 1,328,248</b>	<b>\$ 1,436,143</b>	<b>\$ 5,649,934</b>
10				
11	<b>Administration Expenses</b>			
12	Administration Trustee Meetings - Transcription	\$ -	\$ -	\$ -
13	Advertising	\$ 1,171	\$ 5,886	\$ 3,500
14	Advertising - Elections, AGM, Board Meetings and Announcements	\$ 9,772	\$ 3,903	\$ 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	\$ 585	\$ 756	\$ 1,750
18	Communications - Phone	\$ 4,820	\$ 4,050	\$ 20,000
19	Communications & Miscellaneous			\$ 7,200
20	Community Relations	\$ 308	\$ 814	\$ 1,500
21	Conferences	\$ 50	\$ 1,665	\$ 5,000
22	Consulting Fees			\$ 25,500
23	Dues & Subscriptions	\$ 775	\$ 1,471	\$ 5,100
24	Fireworks			\$ 5,000
25	Freight/Postage	\$ 442	\$ 1,019	\$ 4,500
26	Insurance	\$ 12,628	\$ 13,874	\$ 54,000
27	Labour Relations	\$ 9,012	\$ 1,445	\$ 24,000
28	Legal	\$ 3,097	\$ 5,505	\$ 15,300
29	Licenses, leases & Rentals	\$ 3,718	\$ 3,885	\$ 18,000
30	New Fire Hall Planning & Public Engagement	\$ -	\$ -	\$ -
31	New Fire Hall Referendum	\$ -	\$ -	\$ -
32	Office Supplies & Equipment	\$ 3,437	\$ 2,252	\$ 15,500
33	Professional Development - Excluded Staff			\$ 2,000
34	Technical Support	\$ -	\$ -	\$ -
35	<b>Total Administration Expenses</b>	<b>\$ 50,058</b>	<b>\$ 46,524</b>	<b>\$ 261,150</b>
36				
37				
38	<b>Amortization</b>	<b>\$ 51,250</b>	<b>\$ 51,250</b>	<b>\$ 225,000</b>
39				
40	Clothing - Career	\$ 1,861	\$ 4,536	\$ 17,000
41	Clothing - Paid on Call	\$ 5,568	\$ 23	\$ 15,450
42	Clothing - Protective	\$ 1,020	\$ 1,835	\$ 60,000
43	Computer, Hardware, Software & Supplies	\$ 4,727	\$ 8,614	\$ 15,450
44	Employee/ POC Recognition	\$ 204	\$ 67	\$ 10,300
45	Equipment - Repair & Maintenance	\$ 9	\$ 611	\$ 11,000
46	Equipment Purchase - Small Tools		\$ 708	\$ 11,000
47	Fire Department Record System	\$ -		\$ 4,000
48	Fire Prevention & Public Education	\$ 41	\$ 130	\$ 15,500
49	Fire Station Repair & Maintenance	\$ 4,251	\$ 5,424	\$ 69,000
50	Fire Station Utilities	\$ 11,544	\$ 14,775	\$ 39,500
51	First Responder	\$ 3,853	\$ 4,295	\$ 16,000
52	Foam	\$ 3,218		\$ 3,750
53	Health & Wellness	\$ 898	\$ 569	\$ 5,665
54	Hydrant Install/Repair		\$ 47,768	\$ 9,270
55	Landscaping	\$ 2,370	\$ 1,812	\$ 7,800
56	Miscellaneous	\$ 430		\$ 9,000
57	Paid-on-call recruitment & Retention	\$ 385	\$ 67	\$ 5,000
58	Radio Equipment Repair & Supplies			\$ 2,500
59	Self Contained Breathing Apparatus	\$ 8,621	\$ 16,483	\$ 10,300
60	Supplies & Sundries	\$ 981	\$ 2,031	\$ 10,300
61	Training - Paid-on-call & Career	\$ 17,324	\$ 23,383	\$ 77,500
62	Vehicle Operating	\$ 10,338	\$ 11,192	\$ 103,500
63	<b>Total Operating Expenses</b>	<b>\$ 77,643</b>	<b>\$ 142,905</b>	<b>\$ 528,785</b>
+				
65	<b>Interest - LTD &amp; Lease (SCBA)</b>	<b>\$ 12,846</b>	<b>\$ -</b>	<b>\$ -</b>



**Salt Spring Island Fire Protection District**  
**Financial Results (unaudited)**  
**March 31, 2025**

New Line #		2024 Approved Actuals	2025 Approved Actuals	2025 Approved Budget
1		Consolidated	Consolidated	Consolidated
66				
67	<b>Wage &amp; Related Expenses</b>			
68	Career/Excluded/Casual Staff Wages & Salaries	\$ 618,635	\$ 703,276	\$ 2,539,873
69	Paid-on-call Members Wages	\$ 69,431	\$ 56,148	\$ 278,500
70	<b>Total Wages</b>	<b>\$ 688,066</b>	<b>\$ 759,424</b>	<b>\$ 2,818,373</b>
71	<b>Statutory &amp; Group Benefits</b>			
72	Employee Allowances	\$ 250		\$ 1,750
73	Employee Group Health, Dental Plans & LTD	\$ 47,060	\$ 31,846	\$ 152,530
74	Employer CPP Expense	\$ 39,843	\$ 40,340	\$ 72,775
75	Employer EI Expense	\$ 15,747	\$ 16,005	\$ 28,553
76	Employer Health Tax	\$ 16,202	\$ 15,644	\$ 58,114
77	Employer Registered Pension Plan & Supp. Pension Benefit	\$ 83,609	\$ 78,872	\$ 332,022
78	Fire Fighter Employee Assistance Plan		\$ 1,639	\$ 51,000
79	Group Life, AD&D & WCB	\$ 34,432	\$ 29,674	\$ 96,756
80	HUB Health Benefits (POC members)	\$ 19,418	\$ 17,085	\$ 92,000
81	Matching RRSP	\$ 15,109	\$ 11,070	\$ 15,000
82	<b>Total Statutory &amp; Group Benefits</b>	<b>\$ 271,672</b>	<b>\$ 242,174</b>	<b>\$ 900,500</b>
83	<b>Total Wages &amp; Benefits</b>	<b>\$ 959,737</b>	<b>\$ 1,001,598</b>	<b>\$ 3,718,873</b>
84				
85	<b>Extraordinary Expense/ Contingency Reserve</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 57,000</b>
86				
87	<b>Total Expenses</b>	<b>\$ 1,151,535</b>	<b>\$ 1,242,277</b>	<b>\$ 4,790,808</b>
88	<b>Surplus Before Capital Expenses</b>	<b>\$ 176,712</b>	<b>\$ 193,866</b>	<b>\$ 859,125</b>
89				
90	<b>Capital Account</b>			
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	<b>Total Capital Expenses &amp; Transfers to/from Reserve Funds</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>-\$ 1,084,125</b>
106				
107	<b>Principal Payments - LTD &amp; Lease (SCBA)</b>	<b>-\$ 54,225</b>	<b>-\$ 58,889</b>	<b>\$ -</b>
108				
109	<b>Surplus After Capital Expenses &amp; Principal Payments LTD</b>	<b>\$ 172,487</b>	<b>\$ 134,977</b>	<b>-\$ 225,000</b>
110	<b>Non Cash Expense (Amortization)</b>	<b>\$ 51,250</b>	<b>\$ 51,250</b>	<b>\$ 225,000</b>
111	<b>Change in Working Capital (Current Assets - Current Liabilities)</b>	<b>\$ 223,737</b>	<b>\$ 186,227</b>	<b>\$ 0</b>



FEDERAL ELECTION

# Final results give May 39.1 per cent of vote

Liberals fall three seats short of a majority

BY DRIFTWOOD STAFF

Validated results for the 2025 federal election show Green party incumbent Elizabeth May winning her fifth straight campaign for the Saanich-Gulf Islands riding with 31,199 votes, or 39.1 per cent of cast ballots, up from the 37.6 per cent of the vote she received in the 2021 election.

Liberal party candidate David Beckham received 25,409 votes (31.8 per cent), Conservative party candidate Cathie Ounsted 20,015 (25.1 per cent) and NDP candidate Colin Plant 3,163 (4 per cent).

The Saanich-Gulf Islands riding had set an early voting record, tallying the highest turnout in British Columbia and the second highest nationwide, according to Elections Canada. Among the 7.3 million Canadians casting ballots during the April 18 to 21 advance voting period were a record 37,468 voters within the riding.

Nationally, a total of 169 seats were filled by Liberal party candidates, with the Conservative party tallying 143 and the NDP 7. As the returning MP for Saanich-Gulf Islands, May will be the sole Green in Parliament.

# Trust must only 'do its job'

BAKER  
continued from 1

"The project's viability is threatened by the Trust Committee's delay in making a decision," reads the filing. "The Baker Road property is at risk from suffering further erosion and will suffer real and irreparable damage if work on the project does not commence soon."

Now, a full month since Wilding's April 4 filing, B.C.'s courthouse services still show no response from the Islands Trust. LTC chair Tim Peterson said he had reached out to staff but no comment was provided before press time.

Notably, the lawsuit emphasizes there is no pressure intended on which way the LTC should decide, rather simply that trustees need to make a decision.

"The project has also required approval from provincial and federal authorities," according to the filing. "These requisite processes have either already been finalized and approved or are imminently ongoing."

Those "imminently ongoing" processes include a review of the proposal by Fisheries and Oceans Canada, who provided guidance last summer through an official Letter of Advice; and the provincial Crown land tenure application itself, which at press time remains under review after a three-month period of public comment.

The lawsuit contends a "full and complete" application was submitted in late December 2023, with Islands Trust staff and a file number not assigned to it until July 2024. According to court documents, the LTC began requesting additional information from the engineering and construction management firm Wilding retained for the project in October, and staff conducted a site visit to the property in January 2025.

That month, according to the lawsuit, "due to concerns about a delay in receiving a decision," Wilding hired counsel to correspond with the LTC.

"The provincial and federal authorities have thus far cooperated timely," read the lawsuit. "The petitioner needs this court's assistance in forcing the Trust Committee only to do its job."

SALT SPRING FIREFIGHTERS ASSOCIATION



Charitable Boot Drive  
Sunday, May 18  
11:00am to 3:00pm

Annual Boot Drive  
BBQ & Raffle  
Sunday, May 18

North Firehall (across  
from Portlock Park)  
11 am - 3 pm

Cash donations  
accepted online at  
ssiffa.org/donations

FAMILY-FRIENDLY  
ACTIVITIES  
FIRETRUCK TOURS



BBQ sponsored by  
**THRIFTY  
FOODS™**



EMERGENCY SERVICES

# South-end home destroyed by fire

No injuries reported, official praises water shuttle training

BY ROBB MAGLEY  
DRIFTWOOD STAFF

Fire officials said despite the total loss of a Beaver Point Road home, no one was injured and the fire was contained to a single structure near Weston Lake.

Salt Spring Island Fire Rescue (SSIFR) Deputy Chief Dale Lundy said firefighters raced to the scene Friday, April 25, after a caller reported dark grey smoke coming through a rooftop. But even as trucks were rolling, Lundy said, updates from dispatchers indicated the situation was worsening.

"Another caller had reported heavy flames coming out of the roof," said Lundy. "So it was pretty well involved by the time we got there."

Using about 8,000 gallons of water, Lundy said, SSIFR crews were able to contain the fire enough to save a nearby cottage — and to prevent fire from spreading into the surrounding forest.

With no hydrants in the area, crews set up to quickly refill

trucks with water from Weston Lake — notably just the kind of tender shuttle scenario SSIFR was recently reaccredited for, through the department's successful Fire Underwriters Survey evaluation in February. That 10-year accreditation is recognized by most home insurers as functionally equivalent to having a fire hydrant nearby.

"And that all worked the way it should," said Lundy. "Any fire where there's loss, it's obviously not good, but I can say the crews did a great job mitigating any further damage."

No one was home at the time of the fire, Lundy said, and a preliminary investigation indicated the fire was likely accidental.

As Salt Spring Island's wet season comes to an end, Lundy said, SSIFR is reminding islanders that residential property assessments through the fire department are available free of charge, for anyone seeking professional tips on ways to make their property less susceptible to wildfire.

"Our FireSmart team is in full force right now, doing home assessments," said Lundy. "If anybody's interested, they should definitely reach out."

The free assessments typically take about 45 minutes, Lundy said, and can be booked either online at saltspring-fire.com or by contacting the fire hall, 250-537-2531 or firesmart@saltspringfire.com.



# Vote to Build Resiliency

## A New Water Treatment Plant at Maxwell Lake will:

- ➔ Meet updated provincial health standards for drinking water
- ➔ Help us meet the challenges of climate change
- ➔ Enable new connections for much needed housing
- ➔ Be funded by loan approval of \$11.7 million
- ➔ Parcel tax increase for ratepayers of \$100 in 2026

Vote By  
May 8th

If you have any questions, you can call the office at 250-537-9902 or go to <http://www.saltspring.ca/highwaterworks/project>

### Dissolved Air Flotation (DAF)

DAF technology injects air bubbles that gently raise organics to the surface that are then skimmed off. The new plant also utilizes dual-media filtration and UV/chlorine disinfection.

JAMES MACDONALD PHOTO

Ratepayers will receive mail-in ballots to approve borrowing authority in April or can vote in-person May 8th



## SSE PLAYGROUND FUNDRAISER

FUNDRAISER  
ENDS MAY 15th!

The clock is ticking!  
We have a short window of time to raise funds to make this playground truly special, and we need your help. We're asking for our community to pitch in and make something we can all be proud of.

DONATE NOW:



<http://bit.ly/ssi-play>

**Salt Spring Island Fire Protection District (SSIFPD)**  
**Staff Report**

Date: **May 12, 2025**  
 Subject: **New Fire Hall Project Status Update for April 30, 2025**  
 To: **Board of Trustees**  
 From: **Rodney Dieleman, CAO**

**Issue: New Fire Hall Project Status Update for April 30, 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 April 30, 2025, a total of \$3,909,538 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 April 30	Actuals to April 30, 2025
<b>Construction Costs</b>	\$ 8,075,200	\$ 10,841,800	\$ 3,176,003
<b>2021 cost escalation estimate</b>	\$ 1,532,900	included	
<b>Permits</b>	\$ 100,000	included	
<b>Insurance</b>	\$ 100,000	included	
<b>Construction Contingency</b>	\$ 1,391,900	\$ 333,000	
	<b>\$ 11,200,000</b>	<b>\$ 11,174,800</b>	<b>\$ 3,176,003</b>
<b>Architect</b>	\$ 858,000	\$ 837,100	\$ 728,224
<b>Project Manager</b>	\$ 560,000	Included	
<b>Contractor</b>	\$ 672,000	Included	
<b>Interim Financing</b>	\$ 410,000	\$ 581,312	\$ 5,311
	<b>\$ 2,500,000</b>	<b>\$ 1,418,412</b>	<b>\$ 733,536</b>
<b>Project Costs</b>	<b>\$ 13,700,000</b>	<b>\$ 12,593,212</b>	<b>\$ 3,909,538</b>
<b>Capital Region Community Works Grant</b>	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
<b>SSIFPD Capital Reserve Funds</b>	\$ 3,000,000	\$ 2,027,861	\$ 2,014,469
<b>CIBC interim loan</b>	\$ 9,700,000	\$ 9,274,661	\$ 895,069
	<b>\$ 13,700,000</b>	<b>\$ 12,302,522</b>	<b>\$ 3,909,538</b>

## **Owner's Representative Project Update Report**

### **1. Construction Progress:**

- The installation of the sanitary lines, storm lines and cleanouts have started.
- Concrete for the first 16ft of the hose tower is poured and forms for the next 16ft. are being installed.
- Structural steel has arrived, crews are in the process of doing layouts and will be erecting the steel.
- The chief and I are continually fine-tuning millwork and plumbing fitting requirements.

### **2. Safety and Security**

- No incidents to report.

---

### **3. Forecast (upcoming weeks)**

- Reinforcing steel and electrical for the Hose/Training Tower is proceeding.
- Continuation of the installation of the sewer line on Highways right of way will continue.
- Erection of steel and timber framing will also continue.

### **Conclusion:**

The project is progressing as planned with some adjustments.

### **Recommendation:**

That the Board of Trustees accept this report as information.



## Project Overview

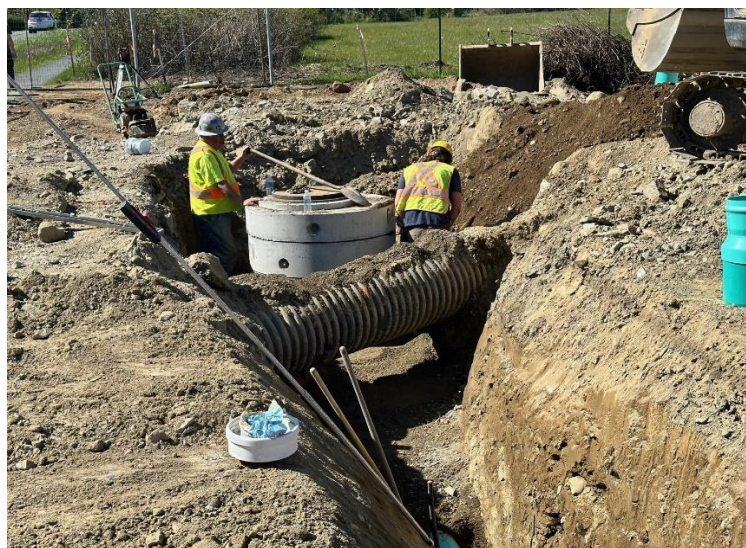
### ACTIVITY DESCRIPTION/PICTURES



Hose/Training Tower Concrete Pour



Crane-In Next 16' of Forms



Installation of Storm Drains

## Forecast (Upcoming Week's)

- Reinforcing steel and electrical for the Hose/Training Tower is proceeding.
- Continuation of the installation of the sewer line and storm drains will continue.
- Erection of steel and timber framing will also continue.



Project Overview

ACTIVITY DESCRIPTION/PICTURES



Sewer Line Install



Sewer line install



Steel Layout



Project Overview

ACTIVITY DESCRIPTION/PICTURES



Steel Column with Knife Plates



Column Base Plates



Ariel View 1



Ariel View 2



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

Section	Governance
Policy Number	AG-5301-02
Policy Title	Freedom of Information and Protection of Privacy

**POLICY OBJECTIVE**

The purpose of this policy is to establish clear procedures for responding to Freedom of Information (FOI) requests in compliance with British Columbia's Freedom of Information and Protection of Privacy Act (FIPPA). This policy ensures transparency, accountability, and the protection of personal privacy while facilitating access to public records.

**DEFINITIONS**

**"Access to Information Request"** is a formal request submitted under FIPPA to obtain records held by SSIFPD.

**"Exemptions"** are specific provisions under FIPPA that allow or require SSIFPD to withhold certain information (e.g., personal privacy, law enforcement matters, or third-party business interests).

**"FIPPA"** is British Columbia's Freedom of Information and Protection of Privacy Act

**"FOI Officer"** is the individual designated as responsible for compliance with FOI legislation, typically the Chief Administrative Officer (CAO).

**"Personal Information"** is recorded information about an identifiable individual, including name, address, phone number, financial details, and personal correspondence.

**"Third Party"** is any individual, business, or organization external to SSIFPD whose information may be contained in a requested record.

**"Time Limits"** is the statutory time frame (30 calendar days) within which SSIFPD must respond to a FOI request.

**SCOPE OF POLICY**

This policy applies to all records in the custody or under the control of the Salt Spring Island Fire Protection District, including electronic and paper records, communications, and other information sources.

**1. POLICY AND PROCEDURE: FOI REQUEST****1.1 Receiving and Acknowledging Requests**

- Requests must be submitted in writing or by digital submission such as email and directed to the designated FOI Officer.
- The FOI Officer must log the request immediately upon receipt, assigning it a tracking number.
- Acknowledgment of receipt must be sent within five (5) business days, confirming the request, expected timelines, and any applicable fees.

## **1.2 Clarifying and Narrowing Requests**

- If a request is unclear or overly broad, the FOI Officer must contact the applicant within ten (10) business days to aid in refining the request.
- Applicants must be advised of their right to narrow or revise the scope to expedite processing.

## **1.3 Searching and Locating Records**

- Relevant departments must be notified and given a search deadline (e.g., 10-15 business days) to locate responsive records.
- If no records exist, a formal response must be issued stating that no records matching the request were found.

## **1.4 Reviewing and Redacting Information**

- The FOI Officer must review records for potential exemptions under FIPPA (e.g., privacy, legal privilege, third-party business interests).
- A redaction log should be created, documenting the reasons for withholding or redacting information.
- If third-party information is involved, affected parties must be notified within twenty (20) business days and given an opportunity to object before disclosure.

## **1.5 Response and Disclosure of Records**

- Requests must be completed within thirty (30) business days unless an extension of time is required (e.g., large volumes of records, third-party consultations).
- The FOI Officer must provide the applicant with:
  - The records (in full or redacted form).
  - A written explanation of any exemptions applied.
  - Information on the right to request a review by the Office of the Information and Privacy Commissioner (OIPC).

## **1.6 Fees and Payment Processing**

- The first three (3) hours of search time are free; additional time may be charged as per provincial fee schedules.
- A fee estimate must be provided if the request will exceed the free search limit.
- Applicants have thirty (30) days to accept or dispute the fee estimate before processing begins.

## **1.7 Appeals and Complaints**

- If an applicant disputes a decision, they must be informed of their right to request a review by the OIPC.
- The FOI Officer must maintain detailed records of the request, correspondence, and redaction justifications to facilitate the review process.

## **1.8 Records Management and Retention**

- All FOI requests, responses, and related correspondence must be retained for at least two (2) years.
- Secure destruction of sensitive records must be conducted in accordance with BC's records retention policy.

# **2. POLICY AND PROCEDURE: EXTENDING TIME LIMIT FOR RESPONDING TO REQUESTS**

## **2.1 Purpose**

This policy outlines the procedures for extending the time limit to respond to records requests under the Freedom of Information and Protection of Privacy Act (FIPPA).

## **2.2 General Time Limit**

The FOI Officer must respond to a request for records within thirty (30) days of receiving the request unless:

- The time limit is extended under Section 10 of FIPPA.
- The request is transferred to another public body under Section 11;
- The FOI Officer applies for authorization to disregard the request under Section 43.
- A fee estimate has been issued and no payment has been made.
- The applicant or a third party requests a review.

## **2.3 Grounds for Extension**

The FOI Officer may extend the response time by up to thirty (30) additional days if:

- The request lacks sufficient detail to identify the records (s.10(1)(a)).
- A large volume of records must be searched, interfering with operations (s.10(1)(b)).
- Consultation with a third party or another public body is necessary (s.10(1)(c)).
- The applicant has consented to an extension (s.10(1)(d)).

## **2.4 Requesting Further Extensions**

If more than sixty (60) days are needed, the FOI Officer must request permission from the Office of the Information and Privacy Commissioner (OIPC).

- The OIPC may grant extensions if the circumstances warrant or if it is deemed fair and reasonable (s.10(2)(b)).
- Requests for extensions must be submitted before the expiry of the initial or extended time limit.

## **2.5 Notification Requirements**

If an extension is granted, the FOI Officer must notify the applicant in writing, including:

- The reason for the extension.
- The expected response date.
- A copy of the OIPC's approval letter (if applicable).
- A plan for staged disclosure of records, where feasible.

## **2.6 Complaints and Investigations**

Under Part 4 of FIPPA, the OIPC may investigate complaints related to:

- Failure to comply with FIPPA requirements.
- Improper time extensions.
- Inappropriate fees or denial of fee waivers.
- Unjustified refusal to correct personal information.
- Unauthorized collection, use, or disclosure of personal information.

## **2.7 Complaint Process**

- Complaints must be submitted in writing to the OIPC (or orally if necessary).
- The complainant must provide their name, contact information, details of the complaint, and any correspondence with the FOI Officer.
- The OIPC may refer the complainant back to the FOI Officer if they have not attempted resolution first.

## **2.8 Investigation and Reconsideration**

- Complaints may be assigned to a Case Review Officer for early resolution or an Investigator for full review.
- Investigations ensure all parties have an opportunity to be heard.
- An investigation may be discontinued if criteria outlined by the OIPC are met.
- Either party may request reconsideration under limited grounds, such as clerical errors, breaches of fairness, or new evidence.

## **2.9 Appeals**

- If the OIPC declines to investigate or discontinues an investigation, the complainant may request reconsideration within fifteen (15) days.
- Reconsideration is not an appeal but a review of process fairness.
- This policy ensures compliance with FIPPA while allowing for flexibility in responding to complex information requests.

# **3. POLICY AND PROCEDURE: REQUESTS FOR REVIEW**

## **3.1 Purpose**

This policy outlines the process for requesting a review under the Freedom of Information and Protection of Privacy Act (FIPPA).

### **3.2 Requesting a Review**

- Requests for review must be submitted in writing to the Office of the Information and Privacy Commissioner (OIPC), either by email or mail.
- If an applicant has difficulty writing due to a disability, an oral request may be made, which the OIPC will document for acknowledgment by the applicant.
- A request must include a) The applicant's name, address, and contact information. b) A copy of the original access request. c) A brief explanation of the review request. d) A copy of the FOI Officer's decision.
- The request must be submitted within thirty (30) days of receiving the FOI Officer's decision unless an extension is granted due to extenuating circumstances.
- The OIPC may require the applicant to attempt resolution with the FOI Officer before proceeding with an inquiry.

### **3.3 Declining a Review**

- The OIPC may decline to review a request under specific circumstances, detailed at [oipc.bc.ca/CIP](http://oipc.bc.ca/CIP).
- If a review is declined, the applicant may appeal within fifteen (15) business days by submitting a "request for reconsideration" with supporting reasons.

### **3.4 Notification of Review**

The OIPC will notify the head of the FOI Officer and any other relevant parties of the review request.

### **3.5 Application of New Exceptions**

If the FOI Officer applies a new exception to disclosure during mediation, it must inform the applicant and OIPC in writing as soon as practicable.

### **3.6 Mediation Process**

- The OIPC may refer a review request to mediation to facilitate resolution before an inquiry.
- Mediation is intended to ensure fair access to records as per FIPPA.
- The OIPC may extend mediation if deemed necessary.
- If mediation fails, the matter may proceed to an inquiry.

### **3.7 Discontinuing a Review**

- An Investigator may discontinue a review under certain conditions, detailed at [oipc.bc.ca/CIP](http://oipc.bc.ca/CIP).
- Applicants can appeal a discontinuation decision within fifteen (15) business days by requesting reconsideration.

### **3.8 Inquiry Process Under Section 56 of FIPPA**

- If a review is not resolved, the OIPC may decide whether it will proceed to an inquiry.
- Factors considered include:
  - Whether the review has no reasonable prospect of success.

- If the request is frivolous, vexatious, or an abuse of process.
- Whether a meaningful remedy is available.
- If the issue is better addressed in another process.
- Before a final decision, parties will be given an opportunity to be heard.

## **4. INQUIRIES**

### **4.1 General**

An inquiry is a formal process where the Commissioner or an Adjudicator reviews disputed issues, makes a decision, and issues an order. Inquiries are typically conducted in writing.

### **4.2 Investigator's Fact Report**

Before an inquiry, the Investigator prepares a fact report that:

- Provides a chronology of the request, review, and inquiry processes.
- Outlines facts and identifies any disputed information.
- Describes records and issues in dispute, as well as any resolved matters.
- Specifies the relevant provisions of FIPPA.

The fact report excludes details of mediation efforts but notes settled issues. Parties receive the fact report before the Notice of Inquiry and may raise objections within a specified timeframe.

### **4.3 Notice of Inquiry**

If the matter proceeds to inquiry, the OIPC issues a Notice of Inquiry along with the finalized fact report to all parties. Parties may submit written submissions according to a provided schedule. Additional information on the inquiry process is available on the OIPC website.

## **5. DEEMED REFUSAL REVIEWS**

Under section 53(3) of FIPPA, if the FOI Officer fails to respond to a records request within the required timeframe, it is considered a "deemed refusal." The OIPC follows an expedited process to review such cases.

### **5.1 OIPC Review of Deemed Refusal Cases**

Upon receipt of a deemed refusal review, the OIPC assesses whether:

- The applicant provided a copy of the original access request.
- The applicant included a copy of the FOI Officer's acknowledgment letter (if available).
- The issue qualifies as a deemed refusal under the OIPC's process.
- Additional information is needed to confirm the review relates solely to a deemed refusal.

The OIPC then calculates response times, considering any extensions or fee-related delays.

### **5.2 Public Body Assessment**

If deemed refusal applies, the OIPC contacts the FOI Officer to:

- Confirm receipt of the access request and file status.
- Verify timelines, extensions, and outstanding fee issues.

- Determine reasons for delay and any required consultations.
- Obtain an estimated response time.
- Discuss the possibility of a consent order.

### **5.3 Mediation and Consent Orders**

The OIPC seeks to mediate a response date, which may include a consent order if both parties agree. The consent order must be signed by both parties and approved by the Deputy Commissioner.

### **5.4 Expedited Inquiry Process**

If mediation is unsuccessful or a consent order is not pursued, the OIPC initiates an expedited inquiry. A Notice of Inquiry is issued, and both parties may submit written statements. The Adjudicator then reviews submissions and issues a decision.

### **5.5 Partial or Phased Release**

If the FOI Officer agrees to release records in phases, the OIPC continues monitoring the case until the full response is completed, unless the applicant agrees to close the review.

## **6. PROCEDURE FOR AUTHORIZATIONS TO DISREGARD ACCESS REQUESTS**

### **6.1 Purpose**

To establish a process for requesting authorization to disregard access requests or correction requests that meet the criteria under Section 43 of FIPPA.

### **6.2 Request Submission**

The FOI Officer must submit a written request to the OIPC and notify the access applicant. The request must include:

- A copy of the request(s) at issue.
- An explanation of how responding to the request(s) would unreasonably interfere with operations due to their repetitious or systematic nature and/or how the request is frivolous or vexatious.
- The proposed remedy sought by the public body.

### **6.3 OIPC Review Process**

- The OIPC will review the request and attempt to resolve the matter.
- If the matter is not resolved, the OIPC will issue a notice of inquiry.

### **6.4 Inquiry and Decision**

- Parties will be allowed to submit written statements.
- The Commissioner or an Adjudicator will review the submissions, decide, and issue an order.

## ATTACHMENTS

Salt Spring Island Fire Protection District Freedom of Information (FOI) Request Form

## APPROVALS

Approval date:		Approved by:	
1. Amendment date:		Approved by:	
2. Amendment date:		Approved by:	
3. Amendment date:		Approved by:	





**Salt Spring Island Fire Protection District**  
**Freedom of Information (FOI) Request Form**  
Pursuant to the *Freedom of Information and Protection of Privacy Act (FIPPA)*

**1. Applicant Information**

Please complete all required fields (\*).

**Full Name\*:**

**Organization (if applicable):**

**Mailing Address\*:**

**City\*:**

**Province\*:**

**Postal Code\*:**

**Phone Number\*:**

**Email Address:**

**2. Type of Request**

Please check one:

- ☐ Request for Access to General Records  
☐ Request for Access to Personal Information

**3. Description of Records Requested**

Please describe the records you are requesting as clearly and specifically as possible. Include relevant dates, file numbers, subject matter, departments involved, or any other information to assist with the search. (Attach additional pages if necessary.)

## Preferred Method of Access

Please check one:

- ☐ Receive electronic copies via email (where possible)
  - ☐ Pick up paper copies
  - ☐ View records in person (by appointment)
- 

## 5. Signature and Declaration

I understand that fees may apply to cover the cost of locating, retrieving, producing, and/or copying records, as permitted under Section 75 of the *Freedom of Information and Protection of Privacy Act*. I agree to be contacted if additional clarification is required.

Signature\*: \_\_\_\_\_

Date\*: \_\_\_\_\_


---

## Submit Your Request To:

### Chief Administrative Officer

Salt Spring Island Fire Protection District  
105 Lower Ganges Road, Salt Spring Island, BC V8K 2T1

 Email: [corpadmin@saltspringfire.com](mailto:corpadmin@saltspringfire.com)

 Phone: 250-537-2531

 Website: [www.saltspringfire.com](http://www.saltspringfire.com)

---

## Office Use Only

- Date Received: \_\_\_\_\_
- Request #: \_\_\_\_\_
- Response Due: \_\_\_\_\_
- Fee Estimate Issued: ☐ Yes ☐ No