

# **Agenda**

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

### **Strategic Planning and Policy Development Committee Meeting**

**Meeting will be held as follows:**

**Date:** June 3, 2025  
**Time:** 9:00 a.m.  
**Place:** Training Room, Ganges Fire Hall  
105 Lower Ganges Road, Salt Spring Island and Electronic Meeting

**Committee Members:**

Dennis Lucarelli, Committee Chair  
Mary Lynn Hetherington, Trustee  
Rollie Cook, Board of Trustees Chair and Ex officio member  
Keith Ballantyne, Public Member  
Jamie Holmes, Fire Chief  
Rodney Dieleman, Corporate Administrative Officer

**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.

**2. APPROVAL OF AGENDA**

**3. MINUTES**

**3.1 Minutes of the Regular Meeting held May 6, 2025**

That the draft minutes of the Strategic Planning and Policy Development Committee regular meeting held on May 6, 2025 be adopted.

**4. OLD BUSINESS**

**4.1 Draft Meeting Procedures Bylaw 2025**

**4.2 Draft Payroll Policy**

**4.3 Draft Inspections Policy**

**5. NEW BUSINESS**

**6. NEXT MEETING**

The next meeting is scheduled on July 8, 2025 at 9:00 a.m.

**7. ADJOURNMENT**

# **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