

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

Meeting held: June 3, 2025
Training Room, Ganges Fire Hall
105 Lower Ganges Road, Salt Spring Island

Members Present: Dennis Lucarelli, Committee Chair
Mary Lynn Hetherington, 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
Jamie Holmes, Fire Chief
Sarah Shugar, Recorder

Others Present: Rob Oliver, Trustee

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 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 items were presented as additions to the agenda:

- 4.4 Fulford Irrigation Pond Update
- 5.1 Business Plan for Satellite Halls
- 5.2 UBCM Funding Opportunity

By general consent, the agenda was approved as amended.

3. MINUTES

3.1 Minutes of the Regular Meeting held May 6, 2025

By general consent, the draft minutes of the Strategic Planning and Policy Development Committee regular meeting held on May 6, 2025 were adopted.

4. OLD BUSINESS

4.1 Draft Meeting Procedures Bylaw 2025

The Draft Meeting Procedures Bylaw was presented. The changes to the updated bylaw include the order of items of the Regular Meetings and the Electronic meeting attendance section and a few “housekeeping” items.

MOVED by R. Cook,

that the Strategic Planning and Policy Development Committee recommend the Board of Trustees approve the draft Meeting Procedures Bylaw as presented.

CARRIED

4.2 Draft Payroll Policy – No update

4.3 Draft Fire Safety Inspections Policy

Chief Holmes reported the CRD is creating a bylaw for fire safety inspections due to the new BC Fire Safety Act. Currently, the Assistant Chief and Deputy Chief conduct the complex fire safety inspections and the duty crew conduct the regular fire safety inspections and proactively work with businesses on any safety concerns identified. It is uncommon to have to write an inspection order for non-compliance. The options being considered by the CRD are that the CRD would be responsible for fire inspections; the CRD would assign inspections to the District; or the District would conduct “safety audits” instead of fire safety inspections. Staff recommendation is to continue discussions with the CRD and advocate for the District to have the mandate to do fire safety inspections. It is expected that requests for fire safety inspections will increase due to business insurance requirements. Chief Holmes will provide updates at future meetings as information becomes available.

4.4 Fulford Hall Water Irrigation Pond

Chief Holmes reported the Board has directed staff to proceed with building an irrigation pond at the Fulford Hall property. Chief Holmes has contacted Engineer Brad Fossen to assist with the process. A lined pond may be the best option for the irrigation pond and a preliminary approximate cost for engineering and project management is \$10,000.

5. NEW BUSINESS

5.1 Business Plan for Satellite Halls

There was discussion regarding whether a business plan for a satellite hall that would replace Hall 3 could be done by staff or should be done by a professional consultant. The Committee agreed staff could prepare the business plan.

Provincial regulations require that fire halls must be built to post disaster standards

and therefore would need to be designed by an architect and engineer. The Committee would like to see a business plan prepared that would be presented at the Town Hall meeting in September 2025. There was discussion regarding staffing the future satellite fire halls and it was noted that it would be important to include that there are no plans to staff the satellite halls that would require additional hiring. Plans for the satellite halls would not include accommodations although one option would be to include an RV pad for firefighters. It will be important to have a project "shovel ready" to be ready for infrastructure funding opportunities.

MOVED by R. Cook,

The Strategic Planning and Policy Development Committee recommend the Board of Trustees direct staff to prepare a business plan to relocate the North End satellite fire hall and renovate the Fulford fire Hall to meet post disaster standards, and that the business plan would include a phased approach and that staff prepare a business plan summary document to be presented at the Town Hall meeting in September 2025.

CARRIED

5.2 UBCM Funding Opportunity

CAO Dieleman reported that fire halls and apparatus may be eligible for UBCM Canada Community Building Fund funding. There is a plan to replace an engine with a ladder truck in 2030 although the cost of ladder trucks is increasing faster than the budget allocations. A ladder truck could support Islands Trust to allow for higher density in the Ganges Village.

MOVED by R. Cook,

The Strategic Planning and Policy Development Committee recommend the Board of Trustees direct staff to prepare applications for the UBCM Canada Community building Fund for a new ladder truck and a new satellite fire hall for the North End.

CARRIED

6. NEXT MEETING

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

7. ADJOURNMENT

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



Dennis Lucarelli

Chair, Strategic Planning & Policy Development Committee



Rodney Dieleman

Corporate Administrator