

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

Date: July 21, 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
Mary Lynn Hetherington, Trustee
Dennis Lucarelli, Trustee
Rob Oliver, Trustee
Robin Williams, Trustee

Staff Members Present: Rodney Dieleman, Corporate Administrator and Financial Officer
Jamie Holmes, Fire Chief (Teams)
Hans Hazenboom, New Fire Hall Project Owner's Representative
Sarah Shugar, Recorder

Others Present: Gulf Islands Driftwood Reporter (Teams)
Approximately 4 members 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 7:00 p.m. and acknowledged that the meeting is being held in the unceded territories of the Coast Salish Peoples.

2. TOWN HALL

Chair Cook opened the town hall at 7:01 p.m. There were no speakers in the town hall portion of the agenda.

3. APPROVAL OF AGENDA

By general consent, the agenda was adopted.

4. BOARD MINUTES

4.1 Minutes of the Regular Trustee meeting held June 16, 2025 – For Approval

By general consent, the draft minutes of the Regular Trustee meeting held June 16, 2025 were adopted.

5. STANDING COMMITTEE REPORTS

5.1 Communications & Marketing Committee

5.1.1 Minutes of the July 8, 2025 meeting – For Information

By general consent, the minutes were received.

5.2 Finance & Audit Committee

5.2.1 Minutes of the July 15, 2025 meeting – For Information

By general consent, the minutes were received.

5.3 Joint Occupational Health & Wellness Committee

5.3.1 Minutes of the June 25, 2025 meeting – For Information

By general consent, the minutes were received.

5.4 Strategic Planning & Policy Development Committee

5.4.1 Minutes of the July 8, 2025 meeting – For Information

By general consent, the minutes were received.

6. CORRESPONDENCE

6.1 Email from Kaleden Irrigation District dated June 30, 2025 Re: Mass Email No. 3

The correspondence was received.

7. REPORTS

7.1 Fire Chief's Report – June 2025

Chief Holmes presented the Fire Chief Report for June 2025.

By general consent, the Fire Chief Report was received.

7.2 Salt Spring Island Fire Fighters' Association Report – July 2025

The Association report for July 2025 was presented.

By general consent, the Salt Spring Island Fire Fighters' Association report was received.

7.3 CAO Reports

7.3.1 Budget Report to May 31, 2025

CAO Dieleman presented the budget report to May 31, 2025.

By general consent, the budget report was received.

7.3.2 Driftwood dated June 25, 2025 Re: UBCM Funding

7.3.3 Driftwood dated July 2, 2025 Re: New Fire Hall Aerial Photo

7.3.4 Driftwood dated July 16, 2025 Re: Maxwell Shed Fire

By general consent, the Driftwood Articles were received.

8. OLD BUSINESS

8.1 New Fire Hall Project

8.1.1 New Fire Hall Project Status Update to June 30, 2025

Owner's Representative H. Hazenboom presented the New Fire Hall Project Status Update to June 30, 2025 report.

By general consent, the report was received.

8.2 Business Plan for Satellite Halls

CAO Dieleman presented a high-level, preliminary business plan for a satellite hall in the North End of the island. CAO Dieleman reported this preliminary business plan will be presented at the Town Hall meeting for public feedback.

In discussion the following items were noted:

- The Finance Committee has recommended to allocate funds in the 2026 draft budget for planning and design of a satellite hall in the North End.
- A Trustee asked if Chief Holmes could provide a report on what is needed for a satellite hall.
- A member of the public spoke to the process of subdividing land for a new satellite hall in the North End of the island.

2025-034

MOVED by R. Williams, SECONDED by M. Hetherington,

That the Board of Trustees direct staff to present the Proposed Satellite Fire Hall Project Timeline and Implementation Plan report at the Town Hall meeting.

CARRIED

Trustee Courtney Opposed

8.3 UBCM Canada Community Building Fund for a new elevated device and a new satellite fire hall for the North End – Update

At the July 8, 2025 Committee meeting, the Communications and Marketing Committee recommended that the Board of Trustees authorize Chair Cook to send a letter to MLA Rob Botterell to seek a meeting with Emergency Management and Climate Readiness Minister

Kelly Greene and send a letter to Municipal Affairs and Housing Minister Ravi Kahlon to advocate for funding for an aerial apparatus. It was noted the UBCM Canada Community Building Fund application deadline is in September 2025. CAO Dieleman reported that the cabinet has been shuffled, a new Minister of Municipal Affairs and Housing has been appointed and Honourable Minister Kahlon's visit to Salt Spring Island has been cancelled.

9. NEW BUSINESS

9.1 Town Hall Meeting – September 8, 2025 at 6:30 p.m.

CAO Dieleman advised the Town Hall meeting is an opportunity to present the 2026 Draft Budget, a Strategic Plan including a report on Satellite fire halls update, a New Fire Hall Project update to the public.

2025-035

MOVED by Trustee Williams, SECONDED by Trustee Lucarelli,

That the Board of Trustees direct staff to schedule a Town Hall Meeting on September 8, 2025 at 6:30 p.m. to present the 2026 Draft Budget, a Strategic Plan including a report on Satellite fire halls update, a New Fire Hall Project update.

CARRIED

9.2 2026 Draft Budget

The 2026 draft budget was presented. Finance and Audit Committee Chair Williams reported the proposed 2026 draft budget is a 6.9% increase over the 2025 budget.

2025-036

MOVED by Trustee Williams, SECONDED by Trustee Lucarelli,

That the Board of Trustees accept the recommendation of the Finance and Audit Committee to present the Draft 2026 Budget for public consultation at the Town Hall meeting.

CARRIED

9.3 Housing and Municipal Affairs Minister Ravi Kahlon visit to Salt Spring Island

At the July 8, 2025 Committee meeting, the Strategic Planning and Policy Development Committee recommended the Board of Trustees request Chair Cook to present a letter to request support for a grant for a ladder truck to Housing and Municipal Affairs Minister Ravi Kahlon. CAO Dieleman reported that the cabinet has been shuffled, a new Minister of Municipal Affairs and Housing has been appointed and Honourable Minister Kahlon's visit to Salt Spring Island has been cancelled.

9.4 Signing Officers on District Bank Accounts

CAO Dieleman reported the signing officers on District bank accounts need to be updated.

2025-037

MOVED by Trustee Lucarelli, SECONDED by Trustee Hetherington,

That the Board of Trustees remove former Trustee Wynona Cook as a signor on District Bank Accounts and that Rollie Cook, Jamie Holmes, Rodney Dieleman and Rob Oliver be appointed as signing officers on the District accounts.

CARRIED

10. BYLAWS

10.1 Draft Bylaw No 158 – 2026 Fire Protection Taxation Bylaw

Recording Secretary Shugar read draft bylaw 158 cited as the “2026 Fire Protection Taxation Bylaw” into the record.

2025-038

MOVED by Trustee Williams, SECONDED by Trustee Hetherington,

That Draft Bylaw No. 158 cited as the “2026 Fire Protection Taxation Bylaw” be read a first time.

CARRIED

11. DELEGATIONS – None

12. IN-CAMERA MEETING

12.1. Motion to Close the Meeting

2025-039

MOVED by Trustee Courtney, SECONDED by Trustee Hetherington,

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 Employment Contracts.

The meeting moved in camera at 8:00 p.m.

12.2 Motion to Re-open the Meeting

2025-040

MOVED by Trustee Courtney, SECONDED by Trustee Hetherington,

That the Board of Trustees re-open this meeting to a public session.

CARRIED

The regular meeting re-convened at 8:26 p.m.

12.2. Arise and Report

The Board of Trustees extended CAO Dieleman's Employment Contract.

13. NEXT MEETING

The next regular meeting is scheduled on August 12, 2025 at 7:00 p.m. at the Ganges Fire Hall Training Room. A Town Hall meeting is scheduled on September 8, 2025 at 6:30 p.m. The following regular meeting is scheduled on September 15, 2025 at 7:00 p.m. at the Ganges Fire Hall Training Room.

14. ADJOURNMENT

By general consent, the meeting adjourned at 8:30 p.m.



Rollie Cook
Chair, Board of Trustees



Rodney Dieleman
Corporate Administrator