

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

Meeting held: August 5, 2025
Training Room, Ganges Fire Hall
105 Lower Ganges Road, Salt Spring Island

Members Present: Dennis Lucarelli, Committee Chair
Rollie Cook, Board of Trustees Chair and Ex officio member
Keith Ballantyne, Public Member
Mary Lynn Hetherington, Trustee

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

Regrets: Jamie Holmes, Fire Chief

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 9:02 a.m. and acknowledged that we live and work in the unceded territories of the Coast Salish Peoples.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved.

3. MINUTES

3.1 Minutes of the Regular Meeting held July 8, 2025

By general consent, the draft minutes of the Strategic Planning and Policy Development Committee regular meeting held on July 8, 2025 were adopted.

4. OLD BUSINESS

4.1 Draft Payroll Policy No. AE-2110-01

CAO Dieleman reported payroll accruals and use of time banks is delegated by the IAFF contract and senior management employment contracts and staff is in process of contacting the Greater Victoria Labour Relations Association (GVLRA) regarding the draft payroll policy.

4.2 Draft Fire Safety Inspections Policy

CAO Dieleman reported Chief Holmes is working with the CRD regarding authority for fire safety inspections.

4.3 Draft Meeting Procedures Bylaw Update

CAO Dieleman reported staff have forwarded the draft Meeting Procedures Bylaw to the Ministry for comment.

4.4 Town Hall Meeting – September 8, 2025

CAO Dieleman reported the Town Hall meeting will be held on Monday, September 8, 2025. There was discussion regarding a press release in addition to the Town Hall meeting notice to provide more information and clarification regarding the plan for a satellite fire hall.

MOVED by R. Cook,

That the Strategic Planning and Policy Development Committee agreed that R. Cook and K. Ballantyne will prepare a press release for the Salt Spring Exchange outlining the agenda for the upcoming Town Hall meeting that will include details on the draft 2026 budget, the Strategic Plan update, and the Timeline and Implementation Plan for a satellite fire hall, in addition to the formal meeting notice.

CARRIED

4.5 Proposed Satellite Fire Hall for North End – Timeline and Implementation Plan

CAO Dieleman reported the Proposed Satellite Fire Hall for the North End – Timeline and Implementation Plan presentation was approved by the Board of Trustees and will be presented at the Town Hall meeting.

4.6 Letter to Minister Kahlon Re Ladder Truck Funding – Update

CAO Dieleman reported the cabinet has been shuffled and Minister Kahlon's visit to Salt Spring Island was cancelled. The new Minister of Housing and Municipal Affairs is Honourable Christine Boyle and a new meeting date has not been set. The District is planning the next major apparatus purchase in 2028. There was discussion regarding the NFPA certified equipment requirements.

MOVED by R. Cook,

That the Strategic Planning and Policy Development Committee recommend that the Board of Trustees send a letter to Premier David Eby, the Honourable Jennifer Whiteside, Minister of Labour, and the BC Fire Chief's Association, requesting clarification on the following: "In light of the current trade challenges between the United States and Canada, could WorkSafeBC's policy requiring the purchase of NFPA-certified equipment be amended to allow for international alternatives when procuring equipment for the District?"

CARRIED

5. NEW BUSINESS - None

6. NEXT MEETING

By general consent, the Strategic Planning and Policy Development Committee agreed to cancel the September 2, 2025 meeting.

The next meeting is scheduled on October 7, 2025 at 9:00 a.m.

7. ADJOURNMENT

By general consent, the meeting adjourned at 10:00 a.m.



Dennis Lucarelli
Chair, Strategic Planning & Policy Development Committee



Rodney Dieleman
Corporate Administrator