

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

Date: September 15, 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 (TEAMS)
Dennis Lucarelli, Trustee
Rob Oliver, Trustee
Robin Williams, Trustee

Staff Members Present: Rodney Dieleman, Corporate Administrator and Financial Officer
Jamie Holmes, Fire Chief
Hans Hazenboom, New Fire Hall Project Owner's Representative
Mysha Dewar-McClelland, Salt Spring Island Fire Fighters' Association
Sarah Shugar, Recorder

Others Present: Gulf Islands Driftwood Reporter (Teams)
Approximately 4 members of the public (3 in person and 1 on TEAMS)

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 7:00 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 July 21, 2025 – For Approval

2025-041

MOVED by Trustee Oliver, SECONDED by Trustee Williams,
that the draft minutes of the Regular Trustee meeting held July 21, 2025 were adopted.
CARRIED

4.2 Minutes of the Town Hall meeting held September 8, 2025 – For Approval

2025-042

MOVED by Trustee Williams, SECONDED by Trustee Lucarelli,
That the draft minutes of the Town Hall meeting held September 8, 2025 were adopted.
CARRIED

5. STANDING COMMITTEE REPORTS

5.1 Communications & Marketing Committee – None

5.2 Finance & Audit Committee

5.2.1 Minutes of the September 9, 2025 meeting – For Information

By general consent, the minutes were received.

5.3 Joint Occupational Health & Wellness Committee

5.3.1 Minutes of the July 23, 2025 meeting – For Information

By general consent, the minutes were received.

5.4 Strategic Planning & Policy Development Committee

5.4.1 Minutes of the August 5, 2025 meeting – For Information

By general consent, the minutes were received.

6. CORRESPONDENCE

6.1 Letter Received from Dashwood Fire Department Re: Thank You for Assistance with the Wesley Ridge Fire

Chief Holmes reported Salt Spring Fire Rescue deployed two crews to assist with the Wesley Ridge Fire.

By general consent, the correspondence was received.

7. REPORTS

7.1 Fire Chief's Report – July & August 2025

Chief Holmes presented the Fire Chief Reports for July and August 2025.

By general consent, the Fire Chief Report was received.

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

M. Dewar-McClelland presented the Association report for September 2025.

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

7.3 CAO Reports

7.3.1 Budget Report to June 30, 2025

CAO Dieleman presented the budget report to June 30, 2025.

7.3.2 Budget Report to July 31, 2025

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

By general consent, the budget report was received.

7.3.3 Driftwood Dated July 30, 2025 Re 2026 Draft Budget

7.3.4 Driftwood Dated July 30, 2025 Re RV Fire

7.3.5 Driftwood dated August 13, 2025 Re Truck Fire

7.3.6 Driftwood dated August 27 and Sept. 3, 2025 Re Town Hall Notice

7.3.7 Driftwood Dated Sept. 3, 2025 Re: 2026 Draft Budget

7.3.8 Driftwood Dated Sept. 9 2025 Re New Fire Hall Site Tour

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 July 31, 2025

By general consent, the report was received.

8.1.2 New Fire Hall Project Status Update to August 31, 2025

Owner's Representative H. Hazenboom presented the New Fire Hall Project Status Update to August 31, 2025 report.

By general consent, the report was received.

9. NEW BUSINESS

9.1 By-election for Vacant Trustee Position

There has been a vacant trustee position since the April 14, 2025 Annual General meeting. Staff consulted with the Ministry staff and were advised that legislation does not prohibit an improvement district from operating with a vacant trustee position, unless quorum cannot be met. The legislation does not contemplate a vacancy due to insufficient number of nominees at an election, only that by-election must be called if a trustee position becomes vacant due to resignation. Therefore, it is at the discretion of the Board of Trustees to hold a by-election to fill the vacant trustee position. There was discussion and it was noted the vacant Trustee term is for approximately 2.5 years and would end at the AGM held in 2028.

2025-043

MOVED by Trustee Courtney, SECONDED by Chair Cook,

That the Board of Trustees direct staff to contact the Elections Officer and authorize holding a by-election for the vacant Trustee position as soon as possible.

CARRIED

Trustee Lucarelli Opposed

9.2 New Fire Hall 1 Financing Agreement – Long term Borrowing – Staff Report

CAO Dieleman presented a staff report dated September 10, 2025 regarding long-term borrowing for the new fire hall 1. In October 2022, the Salt Spring Island Fire Protection District received approval from the Inspector of Municipalities for Bylaw No. 148 – New Fire Hall Borrowing Authorization Bylaw that authorized the District to borrow up to \$9.7 million for a maximum term of 25 years for the construction of the new main fire hall. Staff have finalized the borrowing terms with the Province and prepared a financing agreement bylaw for Trustee consideration. The long-term borrowing would be a 25-year term to borrow \$9,700,000 with an interest rate of 4.4% and the annual payments would be \$636,976. The District has budgeted 650,000 for the annual payments.

In discussion the following comments were noted:

- A Trustee noted it is wise to secure the financing and reduce the risk of increasing interest rates.
- A Trustee expressed concerns regarding the 25-year term.
- A Trustee asked for more information regarding the financing. CAO Dieleman reported this is the financing that fits within the budget and would not raise taxes.

10. BYLAWS

10.1 Draft Bylaw No. 158 – 2026 Fire Protection Taxation Bylaw – Second Reading and Adoption

The Board of Trustees held a town hall meeting on September 8, 2025 to present and receive feedback from ratepayers regarding the Draft 2026 Budget. At the September 9, 2025 Finance and Audit Committee meeting, the Committee recommended the Board of Trustees give second reading to the 2026 Fire Protection Taxation Bylaw as presented. Draft Bylaw No. 158 cited as the “2026 Fire Protection Taxation Bylaw” was presented.

2025-044

MOVED by Trustee Williams, SECONDED by Trustee Lucarelli,

That Draft Bylaw No. 158 cited as the "2026 Fire Protection Taxation Bylaw" be read a second time and adopted.

CARRIED

10.2 Draft Bylaw No. 161 – New Fire Hall 1 Financing Agreement Bylaw – First Reading, Second Reading and Adoption

At the September 9, 2025 New Fire Hall Project Steering Committee and the Finance and Audit Committee meetings, the New Fire Hall Project Steering Committee and the Finance and Audit Committee recommended that the Board of Trustees approve financing for the new fire hall project through a 25-year bond at 4.4%, as recommended by the Province. Trustees agreed to read Draft Bylaw No. 161 cited as the "New Fire Hall 1 Financing Agreement Bylaw" a second time to meet the financing schedule set by the Province.

2025-045

MOVED by Trustee Williams, SECONDED by Trustee Lucarelli,

That Draft Bylaw No. 161 cited as the "New Fire Hall 1 Financing Agreement Bylaw" be read a first time.

CARRIED

2025-046

MOVED by Trustee Williams, SECONDED by Trustee Oliver,

That Draft Bylaw No. 161 cited as the "New Fire Hall 1 Financing Agreement Bylaw" be read a second time and adopted.

CARRIED

10.3 Draft Bylaw No. 160 – Reserve Funds Disbursement Bylaw 2025 – To Build Irrigation Pond at Hall 2 - First Reading

At the May 26, 2025 Board meeting, the Board of Trustees directed staff to build an irrigation pond at the Fulford Fire Hall (Hall 2) using appropriate procedures and consultants. Draft Bylaw No. 160 cited as the "Reserve Funds Disbursement Bylaw 2025" was presented. In discussion the following comment was noted:

- A Trustee asked for more information regarding project bids. Chief Holmes reported four bids were received from local contractors and the cost range for the excavation portion of the project is \$30,000 to \$75,000.

2025-047

MOVED by Trustee Lucarelli, SECONDED by Trustee Williams,

That Draft Bylaw No. 160 cited as the "Reserve Funds Disbursement Bylaw 2025" be read a first time.

CARRIED

10.4 Draft Bylaw No. 159 – Meeting Procedures Bylaw – First Reading

Draft Bylaw No. 159 cited as the "Meeting Procedures Bylaw 2025" was presented. The Board of Trustees directed staff to amend the meeting procedures bylaw "electronic meeting"

section and it was determined that several additional updates were required. Staff have worked with the Ministry of Housing and Municipal Affairs staff to draft a meeting procedures bylaw that meets the Ministry guidelines and requirements.

2025-048

MOVED by Trustee Lucarelli, SECONDED by Trustee Oliver,

That Draft Bylaw No. 159 cited as the "Meeting Procedures Bylaw 2025" be read a first time.

CARRIED

11. DELEGATIONS – None

12. IN-CAMERA MEETING - None

13. NEXT MEETING

The next regular meeting is scheduled on October 20, 2025 at 7:00 p.m. at the Ganges Fire Hall Training Room.

14. ADJOURNMENT

By general consent, the meeting adjourned at 8:00 p.m.



Rollie Cook
Chair, Board of Trustees



Rodney Dieleman
Corporate Administrator