

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

Meeting held: October 7, 2025
 Staff Lounge, 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
 Jamie Holmes, Fire Chief
 Sarah Shugar, Recorder

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 9:05 a.m. and acknowledged that we live and work in the territory of the Coast Salish First Nations. The meeting is being held in the staff lounge as the training room was booked for a training session.

2. APPROVAL OF AGENDA

The following items were presented for consideration:

- 5.3 Letter to Minister Boyle regarding Fire Protection Infrastructure
- 5.4 Fulford Irrigation Pond
- 5.5 Housing at Fields Store

By general consent, the agenda was approved as amended.

3. MINUTES

3.1 Minutes of the Regular Meeting held August 5, 2025

By general consent, the draft minutes of the Strategic Planning and Policy Development Committee regular meeting held on August 5, 2025 were adopted.

4. OLD BUSINESS

4.1 Draft Meeting Procedures Bylaw No. 159

CAO Dieleman reported draft Bylaw No. 159 cited as the "Meeting Procedures Bylaw

2025” has been reviewed by the Province and received first reading at the September 15, 2025 Board meeting.

By general consent, the Strategic Planning and Policy Development Committee recommend the Board of Trustees give second reading to Draft Meeting Procedures Bylaw No. 159.

4.2 Draft Payroll Policy No. AE-2110-01

CAO Dieleman reported payroll accruals and use of time banks are delegated by the IAFF contract and senior management employment contracts.

By general consent, the Strategic Planning and Policy Development Committee agreed a payroll policy is not needed as payroll accruals and use of time banks are delegated by the IAFF contract and senior management employment contracts.

4.3 Draft Fire Safety Inspections Policy

Chief Holmes reported the CRD is drafting a Fire Inspections Policy.

5. NEW BUSINESS

5.1 Aerial Apparatus Standards and Request to Worksafe BC

CAO Dieleman presented a staff report dated August 18, 2025 regarding Aerial Apparatus Standards and Request to Worksafe BC. There was discussion.

By general consent, the Strategic Planning and Policy Development Committee requested Chief Holmes to discuss the Aerial Apparatus Standards and Request to Worksafe BC with the Fire Chief’s Association of BC.

5.2 By-Election for Vacant Trustee Position – Update

CAO Dieleman reported Elections Officer Tony Kennedy is overseeing the By-election to fill one vacant Trustee position. The notice of nominations is in the October 1, 2025 and October 8, 2025 Driftwood and is on the SS Exchange. The nomination period is open between October 1 to October 16, 2025. The by-election will be held on November 15, 2025 if more than one nomination is received.

5.3 Letter to Minister Boyle regarding Fire Protection Infrastructure

CAO Dieleman presented a draft letter to Minister of Housing and Municipal Affairs Honourable Christine Boyle regarding provincial support for fire protection infrastructure. It was noted the Province declared paramountcy in development of the Drake Road Housing four-storey supportive housing project and bypassed the local referral process. The District does not have a ladder truck that can access the top levels of the building for fire protection. Transition Salt Spring is coordinating Minister Boyle’s visit to Salt Spring Island on October 15, 2025.

By general consent, the Strategic Planning and Policy Development Committee agreed to amend the letter to add the Drake Road Housing supportive housing project.

By general consent, the Strategic Planning and Policy Development Committee agreed to send the letter regarding provincial support for fire protection infrastructure to Minister of Housing and Municipal Affairs Honourable Christine Boyle .

By general consent, the Strategic Planning and Policy Development Committee agreed Chair Cook will advocate for provincial support for fire protection infrastructure at Minister Boyle's visit.

5.4 Fulford Hall Irrigation Pond

Chief Holmes reported the pond construction is underway.

5.5 Housing at Fields Store

CAO Dieleman reported the Field's store has six housing units available and noted acquiring staff housing is not currently in the Strategic Plan. Chief Holmes reported the housing could be used for Paid on Call housing at Hall 2 (Fulford) that could help with Paid On Call recruitment and retention at Hall 2. The costs would include transporting the houses, foundations and services including hydro and septic. Concerns were expressed regarding the capacity to manage rental housing, and it may be a preferred to plan for tiny homes or RV pads.

By general consent, the Strategic Planning and Policy Development Committee request staff to decline the offer to purchase the houses at the Fields Store.

By general consent, the Strategic Planning and Policy Development Committee recommend the Board of Trustees plan for up to three tiny home or RV pads at both Hall 2 and a new Satellite Hall in the north end to help with Paid On Call recruitment and retention.

6. NEXT MEETING

The next meeting is scheduled on November 4, 2025 at 9:00 a.m.

7. ADJOURNMENT

By general consent, the meeting adjourned at 10:30 a.m.



Dennis Lucarelli

Chair, Strategic Planning & Policy Development Committee



Rodney Dieleman

Corporate Administrator