

Agenda

Salt Spring Island Fire Protection District

Board of Trustees Regular Meeting

Meeting will be held as follows:

Date: **October 20, 2025**

Time: **7:00 p.m.**

Place: **Ganges Fire Hall Training Room**

105 Lower Ganges Road, Salt Spring Island and Electronic Meeting (Microsoft Teams)

1. CALL TO ORDER

We would like to begin this meeting by acknowledging that we live and work in the unceded territories of the Coast Salish Peoples. This meeting is an official forum for the Salt Spring Island Fire Protection District Board to conduct its business. This is a place of employment, and our staff have the right to a safe and respectful workplace.

2. TOWN HALL SESSION

Members of the public can address questions or comments, and we request that you direct comments to the Board and not other members of the public, speak to the issues and not individuals and be clear, concise and respectful.

3. APPROVAL OF AGENDA

4. BOARD MINUTES

4.1 Minutes of the Regular Trustee meeting held September 15, 2025 – For Approval

That the draft minutes of the Regular Trustee meeting held September 15, 2025 be adopted.

5. STANDING COMMITTEE REPORTS

5.1 Communications & Marketing Committee - None

5.2 Finance & Audit Committee - None

5.3 Joint Occupational Health & Wellness Committee

5.3.1 Minutes of the August 27, 2025 meeting – For Information

5.3.2 Minutes of the September 24, 2025 meeting – For Information

5.4 Strategic Planning & Policy Development Committee

5.4.1 Minutes of the October 7, 2025 meeting – For Information

6. CORRESPONDENCE

7. REPORTS

7.1 Fire Chief's Report – September 2025 - Pending

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

7.3 CAO Reports

7.3.1 Budget Report to August 31, 2025

7.3.2 Driftwood dated Oct. 1, 2025 Re Notice of Nominations

7.3.3 Driftwood dated Oct. 8, 2025 Re: Thank you to Firefighters

7.3.4 Driftwood dated Oct. 15, 2025 Re: Incidents

7.3.5 Driftwood dated Oct. 15, 2025 Re: Lithium Batteries

8. OLD BUSINESS

8.1 New Fire Hall Project

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

8.2 By Election for Vacant Trustee Position

9. NEW BUSINESS

9.1 Housing for Paid on Call Recruitment and Retention

At the October 7, 2025 Strategic Planning and Policy Development Committee meeting, the Committee recommended 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.

10. BYLAWS

10.1 Draft Bylaw No. 159 – Meeting Procedures Bylaw – Second Reading and Adoption

At the October 7, 2025 Strategic Planning and Policy Development Committee meeting, the Committee recommended the Board of Trustees give second reading to Draft Meeting Procedures Bylaw No. 159.

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

10.2 Draft Bylaw No. 160 – Reserve Funds Disbursement Bylaw 2025 – To Build Irrigation Pond at Hall 2 – Second Reading and Adoption

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

11. DELEGATIONS

12. IN-CAMERA MEETING

13. NEXT MEETING

The next regular meeting is scheduled on November 17, 2025 at 7:00 p.m. at the Ganges Fire Hall Training Room.

14. ADJOURNMENT

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

Minutes of the Salt Spring Island Fire Protection District Joint Occupational Health and Wellness Safety Committee Regular Meeting

Date: August 27, 2025
Time: 6:00 p.m.
Location: Fire Hall No. 2
 2470 Fulford Ganges Road, Salt Spring Island

Members Present: Jamie Holmes, Co-Chair, Fire Chief (Employer Rep)
 Gord Fraser (Employee Rep Alternate Union 2025)
 Nancy Purssell, Co-Chair (Employee Rep POC 2024-2026)
 Abe Hohn (Employee Rep POC 2025 – 2027)
 Steve Leichter (Employee Rep POC 2025 – 2027)
 Grant Gussie (Employee Alternate POC 2025)
 Jason Webster (Recruit Rep 2025)
 Sophia Kelly (Recruit Rep Alternate 2025)

Regrets: Cam Proudfoot (Employee Rep Union 2025)
 Gray Wardle (Employee Alternate POC 2025)

1. CALL TO ORDER

Co-Chair Homes called the meeting to order at 6:48 p.m. The Hall 3 Safety Inspection was completed prior to the meeting.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved.

3. MINUTES

By general consent, the minutes of the July 23, 2025 meeting were approved.

4. OLD BUSINESS

4.1 2023/2024 JOHWS Evaluation Report – no update

4.2 2025 Priorities

The 2025 Priority List is as follows:

- Mental Health Night (BCMSA – BC Frontline Worker Occupational Awareness Training Series to continue prior to Association Meetings) (Lead – Members Wardle and Purssell) – no report
- CISM and Peer Support (Leads: Purssell and Hohn) – POC check-ins are happening. D/C Lundy has checked in with the career staff.

- OG's and Policies – Health and Safety review (Lead - Member Chief Holmes) – The CRD is the AHJ (authority having jurisdiction) for inspections under the new Fire Safety Act. There will be a new CRD policy that we will be working under. The CRD burning bylaw, may replace the SSIFPD policy.
- Near Miss Reporting (Lead - Member Proudfoot) – no update
- Survey – Follow up and analysis (Lead – Member Webster) – the survey is ready to go. J. Webster will be sending an email to D/C Lundy for review.

4.3 Traffic Break Down – Member Hohn

Member Hohn reported that the last traffic breakdown at a scene, practiced an all-stop to clear the crews. First in-last out. Traffic control equipment will be put in Fire Prevention 1, as well as an FR kit.

4.4 Light at Hall 2

Chief Holmes reported that work is being done on the fascia boards at Hall 2 as well as a plan for lighting.

By general consent, the Committee agreed this item is closed.

4.5 New Alarm System at Hall 3 Training

There is a new alarm system at Hall 3 and plans will be made to alert the membership of the system.

5. NEW BUSINESS - None

6. REVIEW OF INSPECTION REPORTS

6.1 Review of Hall Inspections

First Quarter Hall Inspections:

Hall 1 – Completed prior to the Jan. 22, 2025, meeting. Issues identified: the emergency light in the training room has a dead battery; a fire extinguisher is requested for the workshop to be located under the fire extinguisher sign by the compressor.

Hall 2 – Completed prior to the Feb. 26, 2025, meeting. Issues identified: electrical outlet outside the engine bay is missing a cover plate, electrical cord on the diesel pump should be replaced (no ground on plug), no hearing protection in the tender bay, Brush 2 bay door the pressure/crush sensor is not operating, consider painting around the pit to mark the edge of the pit, spent flare and fireworks were removed from the back of the hall.

Hall 3 – Completed prior to the March 26, 2025, meeting. Issues identified: The control switch on the Nederman Unit fell off during the testing process. It was repositioned back on the unit. Request that the fire extinguishers be mounted by the exit doors.

Second Quarter Hall Inspections:

Hall 1 – Completed prior to the April 30, 2025 meeting. Issues identified: The sharps container in the FR room is full and needs to be exchanged.

Hall 2 – Completed prior to the May 28, 2025 meeting. Issues identified: Second floor A/D corner floor grating is falling failing and creating a tripping hazard. Recommend checking grates and replacing them where needed. Engine 205 is not interfacing with the Nederman exhaust system. The wooden picnic bench is deteriorating, recommend removing or replacing it. General cleanup – A bird's nest was removed from a light fixture in the training container. The rubber mats on the outside walkways of the container were removed, they are deteriorating and were creating tripping hazards. Member Hohn has recommended that going forward, all members participating in the hall inspections wear appropriate PPE.

Hall 3 – Completed prior to the June 25, 2025 meeting. Issues identified: Member Hohn noted that the fueling station does not have signage or a written procedure posted for filling and logging. Recommendation was made that the process be included in the Drivers Training Manual. The fire extinguisher in the vehicle bay is not mounted on the wall. It was noted that the cardboard boxes that had been stored at Hall 3 have been removed.

Third Quarter Hall Inspections:

Hall 1 – Completed prior to the July 23, 2025 meeting. Issues identified: The depressurized fire extinguisher in the training room was replaced with an operational fire extinguisher. The car bay electrical panel door needs a hinge repair.

Hall 2 – Completed prior to the August 27, 2025 meeting. Issues identified: Recommend moving the fire extinguisher on the work bench to a more appropriate location. Engine 204 – the Nederman exhaust system does not attach properly to 204, recommend that until repair work is completed, the Engine should not be idled in the building. The SCBA cleaning supply tote needs to be refreshed. Sim Building, top floor – check the floor vents for tripping hazards. Remove the screws from the plywood next to the propane prop. Fuel in hose/air in sea can.

7. REVIEW OF FIRST AID AND ACCIDENT/INCIDENT INVESTIGATIONS

7.1 Review of First Aid and Accident/Incident

Incident No. 2025-06-14-72 - Member Hohn noted that there had been an unreported incident involving the ladders on Reserve Engine 2. During the discussion it was noted that this has happened before. Chief Holmes asked Member Proudfoot to look for replacement springs for the ladder holder to help ensure it will not happen again. Member Proudfoot was not present at the meeting to comment on the repairs.

Incident No. 2025-06-27-71 – Incident Investigation report was completed and submitted for the bay door damage at Hall 3. Corrective actions were submitted including an update of the Emergency Operations for the bay door in case of a power failure. Member Webster will review the current posted directions and update and clarify the directions.

The incident was deemed preventable. Member Webster has completed the documentation for the manual operation of the Hall 3 bay door. He is asking members to review and comment on the information.

7.2 Appointment of Accident/Incident Investigators

Members Gussie and Purssell will be the primary investigators in September and Member Leichter and Hohn will be the alternates. Chief Holmes approved the appointments.

8. EDUCATION

8.1 Education

Recruit alternate Member Kelly will check the BCFed website to find an OSH 1 course and arrangements will be made for Member Kelly to attend the course.

9. OTHER BUSINESS

9.1 Association Safety Talk

At the September Association meeting, Member Hohn will address the following items:

- Operations of bay doors when the power is out.
- The importance of reporting all incidents and near-misses.
- Completing "Out of Service" Tags
- Chief Holmes will be changing the OG on dressing hydrants. To avoid a drop in the water pressure in the community system, "do not flush the hydrant unless it is required" will replace, "you shall flush the hydrant."

10. NEXT MEETING

The next meeting will be held on September 24, 2025 at 6:00 p.m. at Hall 3.

11. ADJOURNMENT

By general consent, the meeting adjourned at 7:22 p.m.

Nancy Purssell, Committee Co-Chair

Jamie Holmes, Fire Chief & Committee Co-Chair

Minutes of the Salt Spring Island Fire Protection District Joint Occupational Health and Wellness Safety Committee Regular Meeting

Date: September 24, 2025
Time: 6:00 p.m.
Location: Fire Hall No. 3
 110 Vesuvius Bay Road, Salt Spring Island

Members Present: Jamie Holmes, Co-Chair, Fire Chief (Employer Rep)
 Nancy Purssell, Co-Chair (Employee Rep POC 2024-2026)
 Abe Hohn (Employee Rep POC 2025 – 2027)
 Steve Leichter (Employee Rep POC 2025 – 2027)
 Grant Gussie (Employee Alternate POC 2025)
 Cameron Proudfoot (Employee Rep Union 2025)
 Jason Webster (Recruit Rep 2025)

Regrets: Gord Fraser (Employee Rep Alternate Union 2025)
 Sophia Kelly (Recruit Rep Alternate 2025)
 Gray Wardle (Employee Alternate POC 2025)

1. CALL TO ORDER

Co-Chair Holmes called the meeting to order at 6:48 p.m. The Hall 3 Safety Inspection was completed prior to the meeting.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved.

3. MINUTES

The following amendment was presented for consideration:

- Call to Order - replace "Hall 3 Safety Inspection was completed prior to the meeting." with "The Hall 2 Safety Inspection was completed prior to the meeting."

By general consent, the minutes of the August 27, 2025 meeting were approved as amended.

4. OLD BUSINESS

4.1 2023/2024 JOHWS Evaluation Report

Members Holmes and Hohn have set a date to complete the report.

4.2 2025 Priorities

The 2025 Priority List is as follows:

- Mental Health Night (BCMSA – BC Frontline Worker Occupational Awareness Training Series to continue prior to Association Meetings) (Lead – Members Wardle and Pursell) - Member Wardle was unable to attend the meeting and sent an email update to the committee. Member Hohn suggested a BCMSA zoom mental health presentation could be included during Mental Health Night.
- CISM and Peer Support (Leads: Pursell and Hohn) - Member Hohn told the committee that check-ins are continuing.
- OG's and Policies – Health and Safety review (Lead - Member Chief Holmes) - An OG focused on the use of the drone will be developed.
- Near Miss Reporting (Lead - Member Proudfoot) – no update. - Member Pursell suggested that the current form being used to report Near Misses, could be looked at to determine if the wording needs to be changed, and the best way to report an incident. Members Holmes and Proudfoot will discuss the best way to move forward.
- Survey – Follow up and analysis (Lead – Member Webster) - Member Webster has met with DC Lundy. The survey is being refocused to reflect OSH initiatives. New questions will be sent out to the committee.

4.3 Traffic Break Down – Member Hohn

Member Hohn asked about the purchase of new traffic cones. Some cones have been ordered and put on trucks. Member Hohn discussed having a laminated card placed with traffic cones showing the proper layout of the buffer zone to transition lane. Member Hohn will research the information in the Emergency Scene Traffic Control Handbook.

4.4 New Alarm System at Hall 3 Training

The alarm at Hall 3 is a heat sensor alarm. If it alarms, it will need to be reset, and the alarm company number called. A laminated card will need to be produced describing the process to follow.

5. NEW BUSINESS - None

6. REVIEW OF INSPECTION REPORTS

6.1 Review of Hall Inspections

First Quarter Hall Inspections:

Hall 1 – Completed prior to the Jan. 22, 2025, meeting. Issues identified: the emergency light in the training room has a dead battery; a fire extinguisher is requested for the workshop to be located under the fire extinguisher sign by the compressor.

Hall 2 – Completed prior to the Feb. 26, 2025, meeting. Issues identified: electrical outlet outside the engine bay is missing a cover plate, electrical cord on the diesel pump should be replaced (no ground on plug), no hearing protection in the tender bay, Brush 2 bay door

the pressure/crush sensor is not operating, consider painting around the pit to mark the edge of the pit, spent flare and fireworks were removed from the back of the hall.

Hall 3 – Completed prior to the March 26, 2025, meeting. Issues identified: The control switch on the Nederman Unit fell off during the testing process. It was repositioned back on the unit. Request that the fire extinguishers be mounted by the exit doors.

Second Quarter Hall Inspections:

Hall 1 – Completed prior to the April 30, 2025 meeting. Issues identified: The sharps container in the FR room is full and needs to be exchanged.

Hall 2 – Completed prior to the May 28, 2025 meeting. Issues identified: Second floor A/D corner floor grating is falling failing and creating a tripping hazard. Recommend checking grates and replacing them where needed. Engine 205 is not interfacing with the Nederman exhaust system. The wooden picnic bench is deteriorating, recommend removing or replacing it. General cleanup – A bird's nest was removed from a light fixture in the training container. The rubber mats on the outside walkways of the container were removed; they are deteriorating and were creating tripping hazards. Member Hohn has recommended that going forward, all members participating in the hall inspections wear appropriate PPE.

Hall 3 – Completed prior to the June 25, 2025 meeting. Issues identified: Member Hohn noted that the fueling station does not have signage or a written procedure posted for filling and logging. Recommendation was made that the process be included in the Drivers Training Manual. The fire extinguisher in the vehicle bay is not mounted on the wall. It was noted that the cardboard boxes that had been stored at Hall 3 have been removed.

Third Quarter Hall Inspections:

Hall 1 – Completed prior to the July 23, 2025 meeting. The depressurized fire extinguisher in the training room was replaced with an operational fire extinguisher. The car bay electrical panel door needs a hinge repair.

Hall 2 – Recommend moving the fire extinguisher on the work bench to a more appropriate location. Engine 204 – the Nederman exhaust system does not attach properly to 204, recommend that until repair work is completed, the Engine should not be idled in the building. The SCBA cleaning supply tote needs to be refreshed. Sim Building, top floor – check the floor vents for tripping hazards. Remove the screws from the plywood next to the propane prop. Fuel in hose/air in sea can.

Hall 3 – The hall was in good order. Two deficits noted: a wasp nest in the GFI outlet behind the boat sea can and small rip in the flooring in the main office.

7. REVIEW OF FIRST AID AND ACCIDENT/INCIDENT INVESTIGATIONS

7.1 Review of First Aid and Accident/Incident

7.1.1 Near Miss Report – Drone – September 16, 2025 #2025-09-16-73 - Assigned to the October investigators, Members Hohn and Gussie.

7.1.2 Wooden ladder at Hall 1 – Chief Holmes has asked that an appropriate ladder for Hall 1 be sourced, and the wooden ladder replaced.

7.1.3 09.2025 - Member Webster has completed the documentation for the manual operation of the Hall 3 bay door. The document was approved. Copies will be laminated and posted at the hall. (CLOSED)

7.2 Appointment of Accident/Incident Investigators

Members Hohn and Gussie will be the primary investigators in October, and Member Purssell will be the alternate. Chief Holmes approved the appointments.

8. EDUCATION

8.1 Education

Member Kelly will attend an on-line OSH 1 course.

9. OTHER BUSINESS

9.1 Association Safety Talk

Chief Holmes will discuss with the membership the importance of reporting safety issues, so the committee can work towards a safer workplace.

10. NEXT MEETING

The next meeting will be held on October 22nd, 2025 at 6:00 p.m. at Hall 1.

11. ADJOURNMENT

By general consent, the meeting adjourned at 7:22 p.m.

Nancy Purssell, Committee Co-Chair

Jamie Holmes, Fire Chief & Committee Co-Chair

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 unceded territories of the Coast Salish Peoples. 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

Strategic Planning & Policy Development Committee
Regular Meeting Minutes
October 7, 2025

DRAFT

October 2025 Association Report

Dear SSIFPD Trustees,

September is a busy month for the SSIFFA with the resumption of meetings after our summer break and preparing to wrap up the year with a final push of our internal committee goals.

In September, we took photos for our annual Fire Fighter Calendar, which raises funds for the Burn Fund. We expect sales to begin before the end of October this year.

The entertainment committee hosted a fun boating trip to Russell Island and is planning our Platoon Pizza Challenge, as well as our annual adult and kid Christmas parties in December.

Finally, everything is organized for our Hallowe'en fireworks show. This year is a bit nostalgic - likely the last time we give out hot dogs and drinks at our downtown Ganges Fire Hall. As a result, it gives us an excuse to fire off our biggest show yet!

As always, I would like to thank the Trustees for their continued support of the SSIFFA.

Thanks,

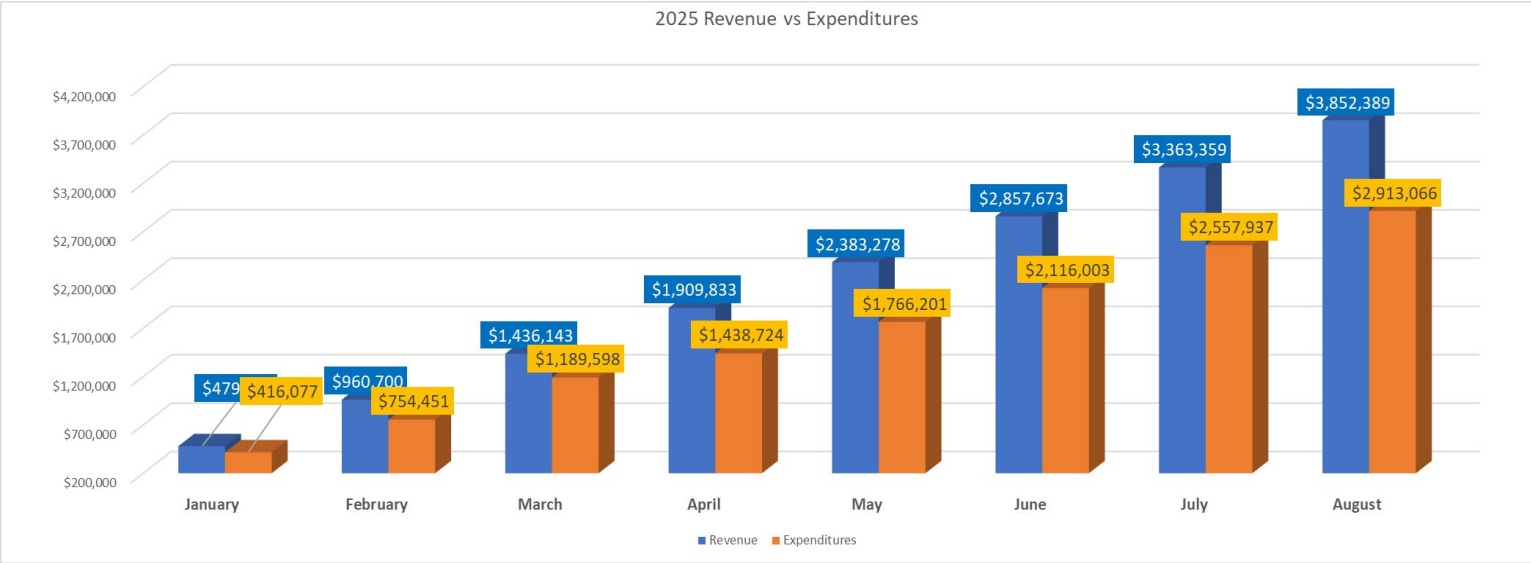
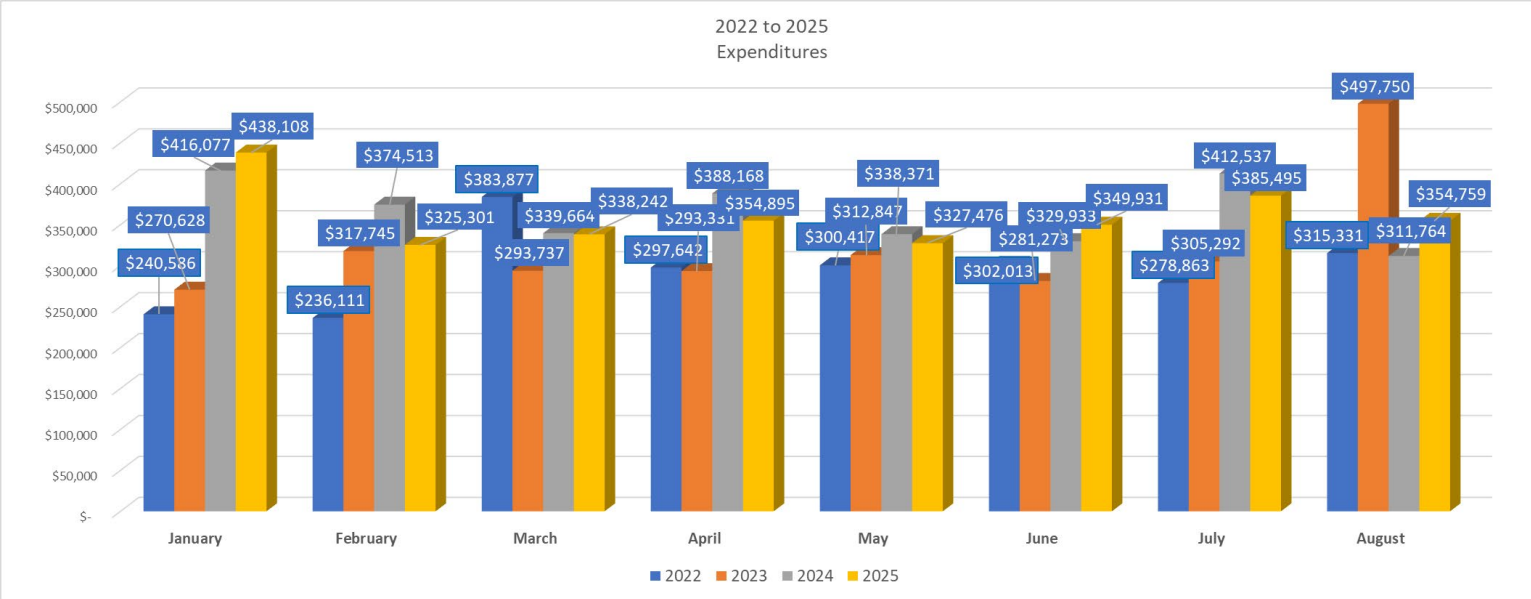
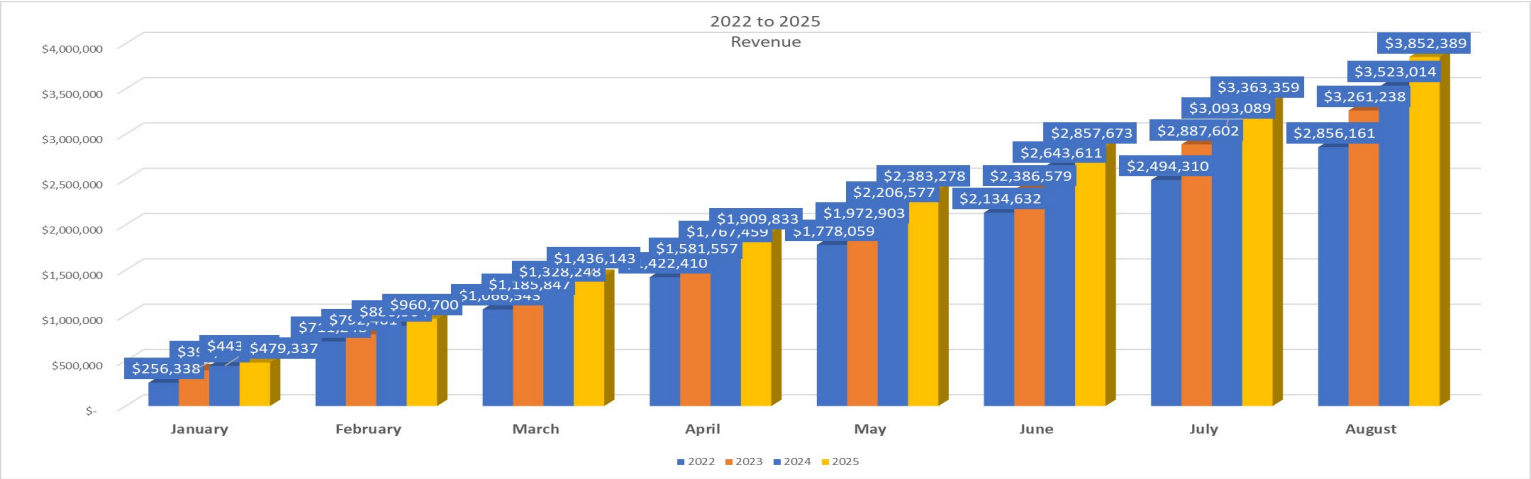
David Demner
SSIFFA President

Salt Spring Island Fire Protection District
Financial Results (unaudited)
August 31, 2025

New Line #		2024 Approved Actuals	2025 Approved Actuals	2025 Approved Budget
1		Consolidated	Consolidated	Consolidated
2	Income			
3	Interest General	\$ 51,793	\$ 50,425	\$ 6,750
4	Interest CWRRF	\$ 47,041	\$ 29,520	\$ -
5	Miscellaneous Income	\$ 10,090	\$ 46,988	\$ 55,000
6	Tax Revenue - LTD Interest	\$ -		\$ -
7	Tax Revenue- LTD Retirement	\$ -		\$ -
8	Tax Revenue	\$ 3,428,000	\$ 3,725,456	\$ 5,588,184
9	Total Income	\$ 3,536,924	\$ 3,852,389	\$ 5,649,934
10				
11	Administration Expenses			
13	Advertising	\$ 2,556	\$ 8,265	\$ 3,500
14	Advertising - Elections, AGM, Board Meetings and Announcements	\$ 35,081	\$ 5,497	\$ 30,000
15	Annual Appreciation Dinner	\$ 7,707	\$ 8,164	\$ 8,000
16	Audit & Related Fees	\$ 17,000	\$ 19,561	\$ 15,300
17	Bank Charges/Credit Card Fees/Telpay Fees/Finance Charges	\$ 1,387	\$ 1,975	\$ 1,750
18	Communications - Phone	\$ 11,647	\$ 11,495	\$ 20,000
19	Communications & Miscellaneous	\$ -		\$ 7,200
20	Community Relations	\$ 1,883	\$ 2,957	\$ 1,500
21	Conferences	\$ 4,359	\$ 3,455	\$ 5,000
22	Consulting Fees	\$ 3,224	\$ 3,508	\$ 25,500
23	Dues & Subscriptions	\$ 797	\$ 1,841	\$ 5,100
24	Fireworks			\$ 5,000
25	Freight/Postage	\$ 3,161	\$ 2,623	\$ 4,500
26	Insurance	\$ 34,502	\$ 36,972	\$ 54,000
27	Labour Relations	\$ 17,397	\$ 14,246	\$ 24,000
28	Legal	\$ 9,677	\$ 5,555	\$ 15,300
29	Licenses, leases & Rentals	\$ 9,996	\$ 8,863	\$ 18,000
30	New Fire Hall Planning & Public Engagement	\$ -		\$ -
31	New Fire Hall Referendum	\$ -		\$ -
32	Office Supplies & Equipment	\$ 6,337	\$ 6,750	\$ 15,500
33	Professional Development - Excluded Staff			\$ 2,000
34	Technical Support	\$ -		\$ -
35	Total Administration Expenses	\$ 166,712	\$ 141,726	\$ 261,150
36				
37				
38	Amortization	\$ 136,667	\$ 150,000	\$ 225,000
39				
40	Clothing - Career	\$ 3,374	\$ 10,371	\$ 17,000
41	Clothing - Paid on Call	\$ 11,150	\$ 2,824	\$ 15,450
42	Clothing - Protective	\$ 2,949	\$ 4,832	\$ 60,000
43	Computer, Hardware, Software & Supplies	\$ 17,774	\$ 15,476	\$ 15,450
44	Employee/ POC Recognition	\$ 204	\$ 1,898	\$ 10,300
45	Equipment - Repair & Maintenance	\$ 2,632	\$ 4,474	\$ 11,000
46	Equipment Purchase - Small Tools	\$ 6,634	\$ 1,611	\$ 11,000
47	Fire Department Record System	\$ 3,743		\$ 4,000
48	Fire Prevention & Public Education	\$ 3,857	\$ 6,850	\$ 15,500
49	Fire Station Repair & Maintenance	\$ 10,260	\$ 22,234	\$ 69,000
50	Fire Station Utilities	\$ 22,382	\$ 27,427	\$ 39,500
51	First Responder	\$ 11,162	\$ 8,711	\$ 16,000
52	Foam	\$ 3,218		\$ 3,750
53	Health & Wellness	\$ 2,032	\$ 2,693	\$ 5,665
54	Hydrant Install/Repair		\$ 47,768	\$ 9,270
55	Landscaping	\$ 5,370	\$ 4,212	\$ 7,800
56	Miscellaneous			\$ 9,000
57	Paid-on-call recruitment & Retention	\$ 385	\$ 67	\$ 5,000
58	Radio Equipment Repair & Supplies	\$ 753	\$ 28	\$ 2,500
59	Self Contained Breathing Apparatus	\$ 12,753	\$ 23,014	\$ 10,300
60	Supplies & Sundries	\$ 3,344	\$ 5,880	\$ 10,300
61	Training - Paid-on-call & Career	\$ 50,252	\$ 64,347	\$ 77,500
62	Vehicle Operating	\$ 57,388	\$ 77,061	\$ 103,500
63	Total Operating Expenses	\$ 231,618	\$ 331,777	\$ 528,785
+				
65	Interest - LTD & Lease (SCBA)	\$ 12,846		\$ -

Salt Spring Island Fire Protection District
Financial Results (unaudited)
August 31, 2025

New Line #		2024 Approved Actuals	2025 Approved Actuals	2025 Approved Budget
1		Consolidated	Consolidated	Consolidated
66				
67	Wage & Related Expenses			
68	Career/Excluded/Casual Staff Wages & Salaries	\$ 1,683,880	\$ 1,695,597	\$ 2,539,873
69	Paid-on-call Members Wages	\$ 188,557	\$ 179,047	\$ 278,500
70	Total Wages	\$ 1,872,437	\$ 1,874,644	\$ 2,818,373
71	Statutory & Group Benefits			
72	Employee Allowances			\$ 1,750
73	Employee Group Health, Dental Plans & LTD	\$ 101,404	\$ 84,301	\$ 152,530
74	Employer CPP Expense	\$ 60,397	\$ 71,180	\$ 72,775
75	Employer EI Expense	\$ 24,146	\$ 26,437	\$ 28,553
76	Employer Health Tax	\$ 39,837	\$ 39,992	\$ 58,114
77	Employer Registered Pension Plan & Supp. Pension Benefit	\$ 213,773	\$ 197,863	\$ 332,022
78	Fire Fighter Employee Assistance Plan	\$ 2,246	\$ 3,270	\$ 51,000
79	Group Life, AD&D & WCB	\$ 86,478	\$ 83,825	\$ 96,756
80	HUB Health Benefits (POC members)	\$ 39,282	\$ 41,579	\$ 92,000
81	Matching RRSP	\$ 20,257	\$ 16,471	\$ 15,000
82	Total Statutory & Group Benefits	\$ 587,820	\$ 564,918	\$ 900,500
83	Total Wages & Benefits	\$ 2,460,256	\$ 2,439,563	\$ 3,718,873
84				
85	Extraordinary Expense/ Contingency Reserve	\$ -	\$ -	\$ 57,000
86				
87	Total Expenses	\$ 3,008,100	\$ 3,063,066	\$ 4,790,808
88	Surplus Before Capital Expenses	\$ 528,825	\$ 789,323	\$ 859,125
89				
90	Capital Account			
91	Budget Capital Expenses Funded by Operating Fund (SCBA Lease)			\$ -
92	Budget Capital Expenses Funded by Operating Fund (Small Capital)			-\$ 30,000
93	Budget Capital Expenses Funded by Operating Funds (Water Supply)			-\$ 50,000
94	Budget Capital Expenses Funded by Reserves (Apparatus)		\$ -	-\$ 50,000
95	Budget Capital Expenses Funded by Reserves (Small Capital)		\$ -	\$ -
96	Transfer to General Capital Purposes Reserve Fund (Apparatus)		-\$ 27,589	\$ -
97	Transfer to General Capital Purposes Reserve Fund (New Fire Hall Reserve)			-\$ 340,000
98	Transfer to General Capital Purposes Reserve Fund (Unspecified)		\$ -	-\$ 564,125
99	Transfer to General Capital Purposes Reserve Fund (Halls 2 & 3 Remediation)			\$ -
100	Transfer to General Capital Purposes Reserve Fund (SCBA)		\$ -	-\$ 50,000
101	Transfer to General Capital Purposes Reserve Fund (Digital Pagers)		\$ -	\$ -
102	Transfer to Operating Fund from General Capital Purposes (Soft Costs New Fire Hall)		\$ -	\$ -
103	Transfer to Operating Fund from General Capital Purposes (2019 Digital Pagers)		\$ -	\$ -
104	Transfer to Operating Fund from Payroll Reserve Fund		\$ -	\$ -
105	Total Capital Expenses & Transfers to/from Reserve Funds	\$ -	-\$ 27,589	-\$ 1,084,125
106				
107	Principal Payments - LTD & Lease (SCBA)	-\$ 54,225	\$ -	\$ -
108				
109	Surplus After Capital Expenses & Principal Payments LTD	\$ 474,600	\$ 761,734	-\$ 225,000
110	Non Cash Expense (Amortization)	\$ 136,667	\$ 150,000	\$ 225,000
111	Change in Working Capital (Current Assets - Current Liabilities)	\$ 611,267	\$ 911,734	\$ 0



TRANSITION SALT SPRING

Clothing swaps counter to throwaway culture

Part of a youth edition of *Transition Salt Spring's Lighter Living series*

BY MELODY SILVA

FOR TRANSITION SALT SPRING

Imagine a world where your back-to-school clothes shopping costs zero dollars. A world where you don't have to waste your hard-earned summer job money on the latest fashion trends.

It sounds idealistic and impossible; every parent and teen's dream come true, but that could not be further from the truth. Enter clothing swaps: an economical practice that is taking the island by storm.

You might be asking yourself — what exactly is a clothing swap? It's actually quite straightforward. The first step is finding a group of friends, family, colleagues or anyone who wants to freshen up their closet. It works best with people who have similar size and taste in clothing. The next step is to go through your clothes and decide which ones to part with; get rid of anything that doesn't "spark joy" in your life. Set a date and turn it into a fun get-together! This is not only a chance to get free clothes but catch up with friends and eat good food.

I recently went to a clothing swap orga-

nized by a friend and I have only good things to say about it! It is a great, low-effort way to take climate action, refresh your wardrobe and hang out with friends. When I arrived, the house smelled of fresh focaccia and cookies, and music was playing in the background. We dumped the clothes on the floor and set about digging through the pile, looking for hidden gems, and laughing when we came across the occasional out-of-date piece. With many of my friends moving away to university in a few weeks, they turned the tedious task of clearing out their closets into a super fun, eco-friendly gathering.

As a teen growing up in a time when we are starting to feel the effects of climate change firsthand — think wildfires, droughts, heat waves and atmospheric rivers — it is easy to feel helpless. Climate anxiety is becoming increasingly common among teens. We are a unique demographic simply because of the fact that we have contributed to the climate crisis the least, but we will bear the brunt of its impact.

The Journal of Climate Change and Health conducted a study on the impacts of the climate crisis on the overall wellbeing of 1,000 youth (people aged 16 to 25) and the results speak for themselves. Around 56 per cent of



PHOTO COURTESY TSS

Locals look through a pile of clothes at a past Transition Salt Spring clothing swap event.

youth expressed "feeling afraid, sad, anxious and powerless" while 78 per cent reported that climate change negatively impacts their mental health.

To throw some more stats at you, the fashion industry causes at least eight to 10 per cent of global carbon emissions per year and that number is expected to keep rising. That is, unless we take action. This is where small lifestyle changes like only buying second hand come into play. Clothing swaps are not only a fun and economical thing to do, but an act of resistance against a world that

urges us to constantly consume and discard. It also helps people to manage their climate anxiety because it is a way to control our personal environmental impact.

Clothing swaps have had striking success on a higher scale as well, with Transition Salt Spring (TSS) — a local environmental non-profit — hosting them at least once a year. In 2024 alone, TSS served over 1,300 free shoppers at clothing swaps after a whopping 2,819 pounds of clothing was donated for the event. Another pro of the TSS community clothing swaps is that everyone can shop for free, even if they do not donate. Clothing swaps have also been adopted by the local high school Earth Club who organize at least two per year.

I encourage everyone reading to try a clothing swap for themselves — whether that is taking part in a community swap with Transition Salt Spring, or organizing your own! The next community clothing swap offered by TSS is scheduled for October. Friday the 24th will be for clothing donations and Saturday October 25th will be a free shopping day, Everyone is Welcome! Hope to see you there at Meadon Hall!

Sign up for more free access to *Lighter Living* content at tinyurl.com/Lighter-Living.



Islands Trust

NOTICE OF FIRST READING

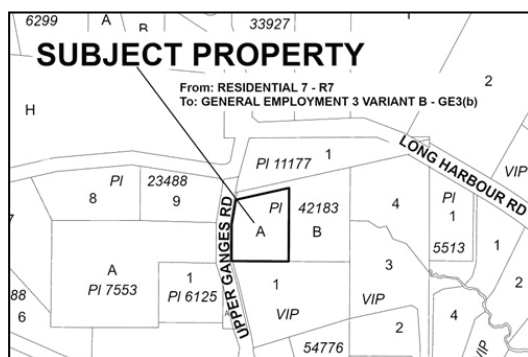
Draft Bylaw No. 544 & 545

SALT SPRING ISLAND LOCAL TRUST COMMITTEE

NOTICE is hereby given pursuant to Section 466 of the Local Government Act, that the Salt Spring Island Local Trust Committee (LTC) invites the public to attend a Public Hearing beginning at 10:30 am, Thursday, October 16, 2025, Meaden Hall, 120 Blain Road, Salt Spring Island, to hear your views regarding Proposed Bylaw Nos. 544 & 545.

The bylaw amendments propose to alter the Salt Spring Island Land Use Bylaw (LUB) to legalize commercial uses permitted by a Temporary Use Permit and also amend the Official Community Plan (OCP) designation from Residential Neighbourhood to Non-village commercial and General Employment land use designation at 248 Upper Ganges Road, Salt Spring Island.

The properties are legally described as LOT A, SECTION 4, RANGE 4 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 42183 (PID: 001-308-408). The general location of the subject property is shown on the following map:



A copy of the proposed bylaw, the Public Hearing Binder and other information may be inspected at the Islands Trust Office, 200 - 1627 Fort Street, Victoria, B.C. between the hours of 8:30 a.m. to 4:30 p.m. Monday to Friday, excluding statutory holidays, and on the Islands Trust website <https://islandstrust.bc.ca/island-planning/salt-spring/current-applications/> under SS-RZ-2019.1, commencing October 1, 2025 and continuing up to and including October 15, 2025.

An electronic Community Information Meeting will be held on Tuesday October 14, 2025 at 6pm. To learn more about the bylaws and to ask questions use the following meeting link: <https://islandstrust.zoom.us/j/62632664071>

Enquiries may be directed to Oluwashogo Garuba, Islands Trust Planner by email ogaruba@islandstrust.bc.ca, or phone at 250-537-9144. For toll-free access, request a transfer to the above telephone number via Service BC: in Vancouver at 604-660-2421 and elsewhere in BC at 1-800-663-7867.

If you are unable to attend the Public Hearing you may submit a written statement. Written submissions must be received via email to ssiinfo@islandstrust.bc.ca or mail 4 - 121 McPhillips Ave Salt Spring Island, BC V8K 2T6, no later than 4:00 p.m. Wednesday, October 15, 2025. Written comments made in response to this notice will also be available for public review.



SALT SPRING ISLAND FIRE PROTECTION DISTRICT CALL FOR NOMINATIONS FOR ELECTION OF ONE TRUSTEE

NOTICE OF THE NOMINATION AND VOTING PROCESS FOR TRUSTEES IS
HEREBY GIVEN TO OWNERS OF LAND WITHIN THE SALT SPRING ISLAND
FIRE PROTECTION DISTRICT

TRUSTEE POSITION

The Trustee position is for the balance of a three-year term commencing at the end of the Regular Meeting to be held on Monday, November 17, 2025 and terminating at the end of the Annual General Meeting to be held in the year 2028.

NOMINATION PROCESS

Nomination forms may be obtained on the Salt Spring Fire Rescue website <https://saltspringfire.com/> or at the Ganges Fire Hall, 105 Lower Ganges Road between Wednesday, October 1st, 2025 and Thursday, October 16th, 2025. Qualified candidates must be nominated by two qualified electors of the Salt Spring Island Fire Protection District.

Completed nomination forms must be received by 4:00 p.m. on Thursday, October 16th, 2025.

QUALIFICATIONS FOR VOTING AND NOMINATING

You are qualified to serve as a Trustee, nominate Trustees, and vote as an Elector if you are:

1. A Canadian Citizen;
2. Eighteen (18) years of age or older by November 15, 2025;
3. A resident of British Columbia for at least six months prior to election day of November 15, 2025;
4. A registered owner of land located within the boundaries of the Salt Spring Island Fire Protection District, or the authorized agent, or legal representative of a deceased owner of such land;
5. Not otherwise disqualified under section 29 of the Election Act;
6. Have not voted before in the same election; and
7. Each corporation or society that owns land within the Salt Spring Island Fire Protection District has one vote and must designate, in writing, a person to vote on its behalf. That person can also be an owner of other property in the Salt Spring Island Fire Protection District. If so, that person could vote twice, once on their own behalf as a landowner and as the agent authorized on behalf of the land-owning corporation or society. Details of the documentation required for corporations or societies wishing to vote will be available during the nominating/voting period from the Ganges fire hall.

TRUSTEE ELECTION PROCESS

Questions on the nominating process and voting as a registered landowner or documentation required to vote as an agent of a Board or Corporation, may be directed to the Returning Officer.

Dated at Salt Spring Island, B.C. this 23rd day of September 2025.

Anthony A. Kennedy, Returning Officer

295 Mountain Park Drive
Salt Spring Island, BC V8K 1G3

Home phone: 250-537-8815 Cell phone: 1-647-284-2900

THANK YOU TO OUR

FIREFIGHTERS



JAMIE HOLMES
FIRE CHIEF

IN THE FIRE SERVICE SINCE
1996



DALE LUNDY
DEPUTY CHIEF

IN THE FIRE SERVICE SINCE
1992



KEN AKERMAN
ASSISTANT CHIEF

IN THE FIRE SERVICE SINCE
1994



CODY HUNSBERGER
CAREER CAPTAIN

IN THE FIRE SERVICE SINCE
2009



WARREN NUYENS
CAREER CAPTAIN

IN THE FIRE SERVICE SINCE
2011



CLAYTON AKERMAN
CAREER CAPTAIN

IN THE FIRE SERVICE SINCE
2010



PATRICK BYRNE
CAREER CAPTAIN

IN THE FIRE SERVICE SINCE
2016



GORDON FRASER
CAREER FIREFIGHTER

IN THE FIRE SERVICE SINCE
2016



DOUG PONSFORD
PLATOON CHIEF

IN THE FIRE SERVICE SINCE
2003



DOMINIQUE GAUDET
CAPTAIN

IN THE FIRE SERVICE SINCE
2005



COLBY SAWCHUK
CAPTAIN

IN THE FIRE SERVICE SINCE
2007



PETER ADDRESS
PLATOON SUPERVISOR

IN THE FIRE SERVICE SINCE
2008



ABE HOHN
LIEUTENANT

IN THE FIRE SERVICE SINCE
2012



GRANT GUSSIE
FIREFIGHTER

IN THE FIRE SERVICE SINCE
2006



STEVE LEICHTER
FIT TEAM LEAD

IN THE FIRE SERVICE SINCE
2007



NANCY PURSELL
FIT TEAM LEAD

IN THE FIRE SERVICE SINCE
2010



NEIL MARTIN
FIELD INCIDENT TECH.

IN THE FIRE SERVICE SINCE
2014



JODI BANFORD
FIREFIGHTER

IN THE FIRE SERVICE SINCE
2022



MYSHA DEWAR-MCCLELLAND
FIREFIGHTER

IN THE FIRE SERVICE SINCE
2022



RYAN SHEPARD
FIREFIGHTER

IN THE FIRE SERVICE SINCE
2022



JOVIAN WIEFELSPUETT
FIREFIGHTER

IN THE FIRE SERVICE SINCE
2022



IVAN ROSSMAN
FIREFIGHTER

IN THE FIRE SERVICE SINCE
2022



ADAM EVANIK
FIREFIGHTER

IN THE FIRE SERVICE SINCE
2022



PETER VERHEUL
FIREFIGHTER

IN THE FIRE SERVICE SINCE
2022



ALEX HASENFRATZ
FIELD INCIDENT TECH.

IN THE FIRE SERVICE SINCE
2022



MICHAEL BIRKETT
FIREFIGHTER

IN THE FIRE SERVICE SINCE
2023



EWAN HOLMES
FIREFIGHTER

IN THE FIRE SERVICE SINCE
2023



LEWIS MUIRHEAD
FIREFIGHTER

IN THE FIRE SERVICE SINCE
2024



DANIEL PACHKOWSKY
FIREFIGHTER

IN THE FIRE SERVICE SINCE
2024



GRAY WARDLE
FIREFIGHTER

IN THE FIRE SERVICE SINCE
2024



HAYDEN CHURCHILL
FIREFIGHTER

IN THE FIRE SERVICE SINCE
2024



ADAM LYNES-FORD
FIREFIGHTER RECRUIT

IN THE FIRE SERVICE SINCE
2025



PETER BYRNE
FIREFIGHTER RECRUIT

IN THE FIRE SERVICE SINCE
2025



JASON WEBSTER
FIREFIGHTER RECRUIT

IN THE FIRE SERVICE SINCE
2025



SOPHIA KELLY
FIREFIGHTER RECRUIT

IN THE FIRE SERVICE SINCE
2025

THANK YOU FOR YOUR COMMITMENT TO OUR COMMUNITY

Salt Spring Island
Bumper to Bumper
CANADA'S PARTS PEOPLE

106 JACKSON AVENUE | 250-537-5507

*You saved our building on
February 7, 2023...
Thank you!*

SALT SPRING LINEN & DRYCLEANERS
205-537-2241 116 Hereford Ave.
Tuesday - Friday 8:30am-4:30pm

SAANICH-GULF ISLANDS

*"THANK YOU TO THOSE WHO
KEEP OUR COMMUNITY SAFE."*

Elizabeth May
ELIZABETHMAYM.P.CA
9711 4TH ST. SIDNEY, BC V8L 2Y8
250 657-2000

SSI Fire Rescue Fire Prevention Week Open House

SAT., OCT. 11, 9am - 2 pm
GANGES FIRE HALL



JOSH LINDSTROM
CAREER FIREFIGHTER
IN THE FIRE SERVICE SINCE
2017



DAN SMITH
CAREER FIREFIGHTER
IN THE FIRE SERVICE SINCE
2018



CAMERON PROUDFOOT
CAREER FIREFIGHTER
IN THE FIRE SERVICE SINCE
2015



KRYSTAL CAPRANOS
CAREER FIREFIGHTER
IN THE FIRE SERVICE SINCE
2018



BREE STURDY
SENIOR FIREFIGHTER
IN THE FIRE SERVICE SINCE
2018



CYRUS ANDRESS
FIREFIGHTER
IN THE FIRE SERVICE SINCE
2018



DAVID BUNKOWSKI
FIELD INCIDENT TECH.
IN THE FIRE SERVICE SINCE
2019



DAVID DEMNER
FIREFIGHTER
IN THE FIRE SERVICE SINCE
2019



IAN PATTENDEN
FIREFIGHTER
IN THE FIRE SERVICE SINCE
2023



ERIC CORLISS
FIREFIGHTER
IN THE FIRE SERVICE SINCE
2023



JESSICA CARON
FIREFIGHTER
IN THE FIRE SERVICE SINCE
2023



BEN SHUGAR
FIREFIGHTER
IN THE FIRE SERVICE SINCE
2023



MAX AKERMAN
FIREFIGHTER
IN THE FIRE SERVICE SINCE
2023



ARSHDEEP SINGH
FIREFIGHTER RECRUIT
IN THE FIRE SERVICE SINCE
2025



CHRIS JOYNSON
ASSISTANT
IN THE FIRE SERVICE SINCE
2002



RODNEY DIELEMAN
CHIEF ADMINISTRATIVE OFFICER
IN THE FIRE SERVICE SINCE
2022



COLIN MEDHURST
FIELD INCIDENT TECH
IN THE FIRE SERVICE SINCE
2023

Thank you
for keeping our
community safe
SSIFR!

250-537-1220
w: emergency.crd.ca
e: ssiepc@crd.bc.ca



**THANK YOU
FIREFIGHTERS**

Windsor Plywood

FINISHING... & BUILDING SUPPLIES



RAINBOW ROAD, Ph: 250-537-5564 / Fax: 250-537-1207 / Mon-Fri 7am-5pm / Sat 8am-5pm / Closed Sundays & holidays

BEDDIS ROAD / Mon - Fri 6:30m-4pm / Sat 8am-4pm / Closed Sundays & holidays

inside:



9 Dry farming methods shared at local event



6 Barb Aust Family Room dedicated at Greenwoods



7 Fibre artists weave SSNAP panel discussion

Arts and Entertainment.....	7
Classifieds	10
Editorial	4
Island Life	9
Letters.....	5
Sports.....	12
What's On	8

INSERTS:

- Canadian Tire
- No Frills
- Country Grocer
- Pharmasave
- London Drugs
- Thrifty Foods

Indigenous Fundraiser

Ask in store



GROW YOUR COMMUNITY



Driftwood

GULF ISLANDS

Wednesday,
Oct. 15, 2025

65th year
Issue 42
\$2.00

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PHOTO BY ROB LOWRIE

Isell and Micah enjoy a sense of accomplishment (and a cookie) with Salt Spring Island Fire Rescue firefighter Mysha Dewar-McClelland, after successfully completing a mock rescue exercise with the dummy held by Dewar during the fire department's annual Fire Prevention Week open house at Ganges Fire Hall on Saturday, Oct. 11. See page 2 for another photo and safety information from the event.

EMERGENCY RESPONSE

Incidents keep crews hopping

Fulford-Ganges Road traffic briefly snarled more than usual

BY ROBB MAGLEY
DRIFTWOOD STAFF

Two nearly simultaneous incidents on Friday, Oct. 10 sent emergency responders to both ends of Salt Spring's long-running Fulford-Ganges Road improvement project at practically the same time.

And despite lunchtime traffic, compounded by single-lane alternating flows around construction sites on the island's busiest road, crews from Salt Spring Island Fire Rescue (SSIFR), BC Ambulance and RCMP were quick to arrive at each, according to SSIFR Deputy Chief Dale Lundy, who said both Friday afternoon accidents resulted in patients being transported to Lady Minto Hospital.

The first call for help went out on behalf of a man whose mobility scooter didn't successfully navigate the corner of Drake and Fulford-Ganges roads, Lundy said, carrying him into the newly excavated ditch — and impeding the rider beneath.

"[The scooter] had landed partially on him," said Lundy. "Our crews extricated him from the ditch, provided initial care and supported BC Ambulance once they arrived."

Lundy said he was less involved in response to the second scene — in which a pedestrian had "some interaction" with a vehicle at Fulford-Ganges Road's intersection with Cranberry Road. That call came within five minutes of the first, Lundy said. A SSIFR member responded in their own vehicle, he added, and assisted BC Ambulance and RCMP with traffic and patient care. The patient was already loading into the ambulance when Lundy arrived, he said, and additional SSIFR resources were redirected back to the first scene.

Traffic was flowing again quickly after crews cleared each scene — at least, as much as it had been before.



Zen Master Wolfgang says:

"If an issue is made complicated enough,
most will say they understand."

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SERVICE & REPAIRS FOR ALL DOMESTIC & IMPORT CARS & LIGHT TRUCKS

Salt Spring Island Fire Protection District Board of Trustees • Page 28 of 40

Regular Meeting Agenda October 20, 2025



BATTERY BASICS

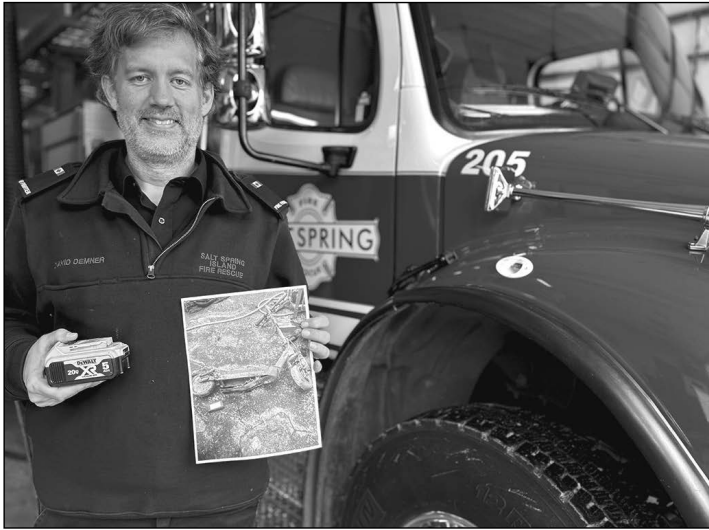


PHOTO BY ROB LOWRIE

Seen at Saturday's Fire Prevention Week open house event at Ganges Fire Hall, Salt Spring Island Fire Rescue firefighter David Demmer holds a safe lithium-ion battery that meets North American safety standards and a photo of a burned electric bike that he said was charged too long with a suspect battery on Salt Spring. Demmer said it's important for people to use high-quality batteries, and replace damaged batteries with the same kind that came with the product. The same thing goes with chargers, which should also be in good condition when used. Batteries should also be charged on a hard, cool surface, which allows the heat to dissipate.

In other fire safety news, backyard burning is still prohibited on Salt Spring and will be allowed after Oct. 31 with a valid permit.

ISLANDS TRUST

Trust seeks members for accessibility group

Committee work about to get 'a bit more meaty'

BY ROBB MAGLEY
DRIFTWOOD STAFF

The newest committee within the Islands Trust is seeking new members to help Trust Council identify, remove and prevent barriers for people who interact with it.

The Accessibility Committee hopes islanders will reach out to join the group's mission of creating greater equality and inclusiveness for all Trust area residents, employees and clients, according to legislative and information services director David Marlor, who told current members at a special Oct. 7 meeting that any new members would only be committing their time until next year.

"So it'd be from now until the election, and then we would be going out and actually advertising for a new set of members for the committee," said Marlor, noting that there were currently just four voting members. "One or two more might help spread the load, because obviously not everybody can be at every meeting — and with a small number, it can be a problem."

The purpose of the Accessibility Committee is to promote inclusive and accessible practices by making accessibility and inclusion-related recommendations to policies, procedures, bylaws and infrastructure; it currently meets four times per year for a two-hour time slot that so far hasn't been fully utilized, Marlor said, but that's likely to change once a consultant was engaged and a draft accessibility plan was brought forward.

"It could get a bit more meaty for this committee," said Marlor. "To really start to spread its wings, so to speak, and take off — finding our feet and the best way to utilize the committee."

The committee's existence and structure is mandated by the Accessible British Columbia Act, and requires a minimum of one — and up to four — representatives from "organizations that support people with disabilities, or who have disabilities, in the Islands Trust Area" as well as a minimum of one person who is Indigenous and one or two additional people from the Islands Trust Area.

For information or to express interest visit islandstrust.bc.ca/about-us/governance/accessibility-committee/.

BYLAW ENFORCEMENT

CRD simplifies process for minor bylaw offences

Salt Spring 'rooster regulations' included in new procedures being monitored for effectiveness

BY ROBB MAGLEY
DRIFTWOOD STAFF

A change nearly two years in the making came to fruition last week, and the Capital Regional

District (CRD) Board has voted to pivot from a 35-year-old municipal ticketing system for minor infractions to one incorporating early case-by-case screening and an independent adjudicator.

With the switch, the CRD is adopting a Bylaw Notice Enforcement and Adjudication (BNE) scheme as an alternative to the existing Municipal Ticket Information (MTI) system — a change first proposed last summer to bring forward a simplified, fairer and more cost-effective way to deal with relatively minor bylaw infractions.

Specific to Salt Spring Island, per the new bylaw, those will notably include contraventions of two so-called "rooster regulations" — Salt Spring Island Noise Suppression Bylaw No. 1, 2006, also known as CRD Bylaw 3384; and Animal Regulation and Impounding Bylaw No. 1, 1986, also known as CRD Bylaw 1465.

Salt Spring's Local Community Commission has said it is exploring the "process and implications" of exempting the island from part of Bylaw 1465, possibly elevating Bylaw 3384 as the "sole animal noise bylaw applicable to Salt Spring Island." That came in response to concerns within the agricultural community as some small poultry operations ran afoul of bylaw enforcement in recent years.

But regardless, and despite what CRD staff said would be a gradual rollout of the change, the relative cost savings for the regional district should be seen quickly. The BNE is expected to be easier to administer, meaning less staff time — and should lead to less spending.

By reducing the number of ticket disputes heard in provincial court, according to a staff report, as most notices can likely be addressed with existing staff and the adjudicator — a cost covered by charging \$25 to the person disputing a notice.

Under the MTI system, disputes could only be adjudicated at the provincial court level. Staff have said previously that about 30 tickets are disputed each year, some prosecuted by bylaw staff and some — at additional expense — by outside legal counsel, depending on how complicated the cases became. Enforcement proceedings often spanned more than a year, according to a CRD bylaw notice enforcement report, including delays from attempts to contact out-of-town property owners — who had to be personally served their tickets — scheduling witnesses, evidentiary procedures and general court congestion.

"The adjudicator is appointed by the province, not by the CRD, so the adjudicator is a neutral party."

GARY HOLMAN
Salt Spring CRD director

In contrast, the BNE bylaws passed by the board Wednesday, Oct. 8 allow notices to be sent by mail, or "affixed to a stationary object" — for example, the front door of a dwelling or a vehicle windshield. District Meaningful Savings for residents

who run afoul of relatively minor bylaw enforcement issues will come in part from not automatically having to defend their dispute in court, and partly from the maximum penalty for these contraventions dropping from \$3,000 to \$500.

And even before adjudication, these kinds of notices will now be reviewed by a new screening officer, who can cancel bylaw enforcement notices if they believe a violation did not occur as alleged or a notice was otherwise insufficient.

They can also cancel them if they have concerns over fairness, and if they believe a notice is unlikely to be upheld if it reaches adjudication.

While that flexibility can swing the other direction — the screening officer can also recommend legal action if they think a matter sufficiently serious — they can implement "education resulting in a reduction" in fines, or entering into a year-long compliance agreement.

But in general, these kinds of disputes will now go to adjudication, rather than courts, to be decided on a "balance of probabilities" standard.

"The adjudicator is appointed by the province, not by the CRD," said Salt Spring Island Electoral Area director Gary Holman. "So the adjudicator is a neutral party."

CRD staff will be monitoring the new scheme's effectiveness and will be reporting back to the Planning and Protective Services Committee after a full year of implementation, quantifying things like cost savings, compliance rates and number of notices leading to adjudication, rather than the courts — and how those cases are ultimately resolved.

Remembrance Day Special
Feature publishing November 5

HONOUR THE
MEMORY
OF THOSE
WHO SERVED

Email your photos of WW1, WW2, Korea
Vietnam, Gulf Wars and Peacetime to
news@gulfislandsdriftwood.com

Please submit photos
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Regular Meeting Agenda October 20, 2025

Salt Spring Island Fire Protection District (SSIFPD)
Staff Report

Date: **October 6, 2025**
 Subject: **New Fire Hall Project Status Update for September 30, 2025**
 To: **Board of Trustees**
 From: **Rodney Dieleman, CAO**

Issue: New Fire Hall Project Status Update for September 30, 2025

The Project Steering Committee continues to oversee project development, ensuring consultants adhere to established specifications, budget limitations, and community expectations. Regular updates are provided to the Board of Trustees and shared on the Salt Spring Island Fire Rescue website to maintain transparency. The project remains on track within its approved funding of \$13.7 million.

Project Budget & Expenditures:

As of September 30, 2025, a total of \$6,932,968 has been allocated to design, engineering, and construction. This month's expenses include related steel/wood and wood framing, roof and wall sheeting and roof truss installation and cement floors poured. Plumbing and electrical work has begun. Further details on progress and expenditures can be found in the Owner's Representative Report below.

Salt Spring Island Fire Protection District
New Fire Hall at 455 Lower Ganges Road

Description	Project Charter Budget	Budget at August 31	Actuals to August 31, 2025
Construction Costs	\$ 8,075,200	\$ 11,035,300	\$ 6,044,065
2021 cost escalation estimate	\$ 1,532,900	included	included
Permits	\$ 100,000	included	included
Insurance	\$ 100,000	included	included
Construction Contingency	\$ 1,391,900	\$ 139,500	included
	\$ 11,200,000	\$ 11,174,800	\$ 6,044,065
Architect	\$ 858,000	\$ 837,100	\$ 752,758
Project Manager	\$ 560,000	\$ 194,900	\$ 136,145
Contractor	\$ 672,000	Included	included
Interim Financing	\$ 410,000	\$ 643,200	\$ -
	\$ 2,500,000	\$ 1,675,200	\$ 888,903
Project Costs	\$ 13,700,000	\$ 12,850,000	\$ 6,932,969
Capital Region Community Works Grant	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
SSIFPD Capital Reserve Funds	\$ 3,000,000	\$ 2,234,600	\$ 2,123,366
CIBC interim loan	\$ 9,700,000	\$ 9,615,400	\$ 3,809,602
	\$ 13,700,000	\$ 12,850,000	\$ 6,932,968

Owner's Representative Progress Report

Construction Progress Report

1. Construction Progress

The new fire hall project continues to advance on schedule and within budget. Key accomplishments to date include:

- **Weather Barriers:**
 - Moisture protection has been installed on exterior walls and roof areas.
- **Mechanical Systems:**
 - Installation of plumbing and drainage piping is ongoing.
 - Ductwork for heating and ventilation continues to progress.
 - Installation of the fire suppression system is underway.
- **Electrical Work:**
 - Layout and placement of electrical devices and equipment have begun.
- **Civil Work:**
 - Installation and connection of the six-inch and three-inch main waterlines to the building have been completed.
- **Infrastructure:**
 - BC Hydro design drawings are expected to be issued within the next two weeks.

2. Safety and Security

No safety or security incidents have been reported this month. Site safety protocols continue to be diligently followed by all contractors and trades.

3. Forecast and Upcoming Activities

Planned activities for the next reporting period include:

- Installation of exterior building insulation.
- Window and door installation.
- Continuation of plumbing and mechanical rough-ins.
- Ongoing fire suppression and electrical system installation.
- Pouring of the second-floor concrete topping.

Conclusion

The project remains **on schedule and within the approved budget**. Progress across structural, mechanical, and electrical systems continues steadily, with upcoming milestones focused on weatherproofing and utilities.

Project Overview

ACTIVITY DESCRIPTION/PICTURES



Vapour Barrier Installed



Water Connection Made to Main



Water Connection to Building



Plumbing and HVAC Duct Being Installed

**Salt Spring Island Fire Protection District (SSIFPD)
Staff Report**

Date: **October 16, 2025**
Subject: **2025 By Election for Vacant Trustee Position**
To: **Board of Trustees**
From: **Rodney Dieleman, CAO**

Background

There has been a vacant trustee position since the April 14, 2025 Annual General meeting. Staff consulted with the Ministry of Municipal Affairs and Housing and 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. The vacant Trustee term is for approximately 2.5 years and would end at the Annual General Meeting held in 2028.

Update

At the September 15, 2025 Regular Board Meeting, the Board directed staff to contact the Elections Officer and authorized holding a by-election for the vacant Trustee position as soon as possible.

Elections Officer Anthony Kennedy is overseeing the By-election to fill one vacant Trustee position. The notice of nominations was published in the October 1, 2025 and October 8, 2025 Driftwood Newspaper and on the SS Exchange on October 1, 2025. The nomination period opened on October 1, 2025 and will close on October 16, 2025 at 4PM. The election will be held on November 15, 2025 and advanced voting will be held on November 12, 2025.

Recommendation:

That the Board of Trustees of the Salt Spring Island Fire Protection District receive this report as information.

SALT SPRING ISLAND FIRE PROTECTION DISTRICT

BYLAW NO. 159

A bylaw to establish the procedures for the calling of meetings of the board, its committees and the annual general meeting, and for the conduct of business at the meetings.

The Trustees of the Salt Spring Island Fire Protection District ENACT AS FOLLOWS:

Definitions

1. In this bylaw,

“chair” means the person elected by the trustees to the position of chair, or the acting chair presiding at a meeting, as the context requires.

“corporate officer” means the person appointed by the board whose position is established by bylaw and is assigned the responsibility of corporate administration under Section 738.2 of the *Local Government Act*.

“board” means the trustees holding office as provided under Section 736 of the *Local Government Act* including the trustee elected as chair.

“electronic meeting” is a meeting held via video or teleconference.

“trustees” means the trustees holding office as provided under Section 736 of the *Local Government Act* including the trustee elected as chair.

Regular Board Meetings

2. Regular board meetings will be held on the third (3rd) Monday of each month and begin at seven (7:00) PM).
3. Regular board meetings may be cancelled by the board; and be postponed to a different day, time and place by the chair, provided the trustees are provided at least two (2) days written notice.
4. The trustees must elect one of their number as chair at the first meeting in each year and at the first meeting after a vacancy occurs in the office.

Inaugural Meeting

5. The first meeting in each year of the Board must be held after, but not later than thirty (30) days after the date in the year on which the annual general meeting of the district.
6. The time and place of the first meeting in each year must be set by the corporate officer, or by a majority of the trustees.

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Special Board Meetings

7. A special board meeting can be called by the chair at their discretion.
8. The chair must call a meeting of the trustees for any purpose when requested in writing by a majority of the trustees, or the Inspector of Municipalities.

Notice of Board Meetings

9. Public notice of board meetings must be given by posting the annual Regular meeting schedule on the District website and publication in local print or electronic media.
10. Notice of board meetings must be given in writing to each member of the board by the chair or the corporate officer by emailing trustees at least three (3) days in advance of the meeting.

Electronic Meetings

11. Meetings may be held electronically by video or teleconference and the facilities must:
 - a. Enable the meeting's participants to hear, or watch and hear, the meeting;
 - b. Except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the meeting
12. Electronic participation is permitted for trustees who cannot attend due to medical or travel reasons.
13. Trustees attending electronically shall be counted for quorum and have full voting rights.
14. Trustees are limited to attend fifty (50) percent of regular meetings electronically per calendar year per trustee.
15. Trustees are limited to attend three (3) consecutive regular meetings electronically per year.
16. No more than fifty (50) percent of trustees may attend electronically at one time.

Attendance of the Public at Meetings

17. All meetings of the board are open to the public except where the board passes a resolution to close the meeting, or a portion of it, to the public. The resolution must state in general terms the reason(s) for closing the meeting.

Meeting Minutes

18. Accurate minutes of all board meetings must be legibly recorded. The minutes must be adopted with such corrections as necessary by a majority of trustees at the following meeting of the board before being certified as correct by the corporate officer and signed by the chair.
19. The minutes of all board meetings are available to the public except for those meetings or parts of meetings that are closed to the public.
20. The corporate officer must maintain the minutes of board meetings and keep them safe.

Opening Procedures

21. As soon after the time appointed for the meeting, the chair will call the meeting to order. If the chair does not attend within ten (10) minutes after the time appointed for the meeting, an acting chair must be appointed from the trustees present who will preside until such time as the chair arrives.
22. A quorum is a majority of all trustees. If there is no quorum within thirty (30) minutes after the time appointed for the meeting, the corporate officer must record in the minute book the names of the trustees present and that the meeting did not convene.

Agenda

23. Prior to each board meeting, the agenda must be prepared by the Chair and/or the Corporate Officer and emailed to the trustees least three (3) days before the meeting. The delivery requirement may be waived by unanimous consent of the trustees.
24. The deadline for submissions to be included in the agenda is at least three (3) days prior to the meeting.
25. A substantive item of business not included on the circulated agenda must not be considered unless otherwise directed by two-thirds (2/3) majority vote of the trustees present at the time allocated for the adoptions of the agenda. A Motion to add a Substantive Item to an adopted agenda requires a unanimous vote of trustees present. Information pertaining to late items must be distributed to the trustees. Items of business for which special notice is required must not be added to a meeting agenda.

Order of Proceedings and Business

26. Immediately after the chair has called the meeting to order, the minutes of the preceding board meeting are to be read by the corporate officer so that any errors or omissions may be corrected. The reading may be dispensed with if each trustee received a copy of the minutes at least eight (8) hours before the meeting.
27. The agenda for regular board meetings is as follows unless otherwise directed by two-thirds of the trustees present at the meeting:
 - a. Call to Order
 - b. Approval of Agenda
 - c. Adoption of Minutes
 - d. Petitions and Delegations
 - e. Town Hall Session
 - f. Committee Reports
 - g. Correspondence
 - h. Reports (Chair, CAO, Committees)
 - i. Old Business
 - j. New Business
 - k. Bylaws
 - l. In-Camera Session (if required)
 - m. Adjournment

28. An item of business not included on the agenda must not be considered unless introduction of the late item is approved by the board at the time allocated on the agenda for late items. Information pertaining to late items must be distributed to the trustees.

Voting on Questions

29. If a trustee believes that they have a direct or indirect pecuniary interest in a matter before the board that is not held in common with electors of the improvement district generally, the trustee must:
- Declare their interest in the matter;
 - Not take part in the discussion or vote on any question related to the matter;
 - Immediately leave the meeting or that part of the meeting during which the matter is under consideration; and,
 - Not attempt in any way, whether before, during, or after the meeting, to influence the voting on the question.
30. If a trustee refrains from voting when a question is put, they are deemed to have voted in the affirmative and their vote will be counted accordingly.
31. All acts authorized or required by the *Local Government Act* to be done by the board, and all other questions, including questions of adjournment, that may come before the board must, except where otherwise stated, be done and decided by the majority of the trustees who are present at a meeting.
32. In all cases where the votes of the trustees present, including the vote of the chair, are equal for and against a question, the question is decided in the negative, and it is the duty of the chair to so declare it. The names of those who vote for and against the question must be entered upon the minutes whenever requested by a trustee.
33. When the question under consideration contains distinct propositions, upon request of any trustee, the vote upon each proposition can be taken separately.
34. The following procedures apply to voting at board meetings:
- When debate on a matter is closed the chair must put the matter to a vote of the trustees;
 - When the board is ready to vote, the chair must put the matter to a vote by stating: "Those in favour raise your hands." and then "Those opposed raise your hands."
 - When the chair is putting the matter to a vote under paragraphs (a) and (b) a trustee must not: cross or leave the room; make a noise or other disturbance; or interrupt the voting procedure under paragraph (b) unless they are raising a point of order;
 - After the chair finally puts the question to a vote under paragraph (b), a trustee must not speak to the question or make a motion concerning it;
 - The chair's decision about whether a question has been finally put is conclusive;
 - Whenever a vote on a matter is taken, each trustee must signify their vote by raising their hand; and,
 - The chair must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.

Delegations

35. The board may allow an individual or a delegation to address the board at the meeting on the subject of an agenda item provided written application has been received by the corporate officer at least

twenty-four (24) hours prior to the scheduled start time of the meeting. Each address must be limited to ten (10) minutes unless a longer period is agreed to by the unanimous vote of the trustees present.

36. Where written application has not been received by the corporate officer as prescribed in section 35, an individual or delegation may address the meeting if approved by the unanimous vote of the trustees present.
37. The corporate officer may schedule delegations to another board meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
38. The corporate officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of the board. If the delegation wishes to appeal the corporate officer's decision, the information must be distributed under separate cover to the board for its consideration.

Rules of Conduct and Debate

39. Every trustee must address the chair before speaking to any question or motion. Trustees must address the chair as "Mr. or Madam Chair" and refer to each other as "Trustee". No trustee may speak more than once to the same question without leave of the trustees, except in explanation of a material part of their speech which may have been misconceived, and in doing so they may not introduce any new matter.
40. No trustee may interrupt a member who is speaking except to raise a point of order.
41. Trustees must use respectful language; must not use offensive gestures or signs; must speak only in connection with the matter being debated; may speak about a vote of the board only for the purpose of making a motion that the vote be rescinded; and must adhere to the rules of procedure established under this bylaw and to the decisions of the chair and board in connection with the rules and points of order.
42. A trustee may speak to a question, or may speak in reply, for longer than a total time of five (5) minutes only with the permission of the board.

Motions

43. Motions other than routine motions (including motions to adopt a report, to receive and file, to refer to a committee or an official, to introduce or pass a bylaw, or adjourn) must be seconded before being debated or put from the chair.
44. A motion that has been seconded must be read by the chair or corporate officer before debate if requested by a trustee.
45. When a question is under consideration, no motion will be received except for the following to:
 - a. Refer to committee;
 - b. Amend;
 - c. Lay on the table;
 - d. Postpone indefinitely;
 - e. Postpone to a certain time;
 - f. Move the previous question; or,

g. Adjourn.

46. The seven motions listed in Section 45 have precedence in the order in which they are named, and the last five are neither amendable nor debatable.
47. A trustee may, without notice, move to amend a motion that is being considered at a meeting.
48. An amendment may propose removing, substituting for, or adding to the words of an original motion.
49. Amendments to a motion must be decided before the main question is put to a vote. Only one amendment is allowed to an amendment.
50. An amendment that has been defeated by a vote of the board cannot be proposed again.
51. A motion to commit the subject matter to a committee, until it is decided, precludes all amendments of the main question.
52. A motion to close the debate is always in order, but if such motion is negative, no second motion to the same effect may be made until some intermediate business or matter has been disposed of.
53. Notice of specific motions must be included in the agenda circulated for a meeting. Motions for which special notice is required include:
 - a. Proposed amendments to the Letters Patent;
 - b. Amendment or repeal of an adopted bylaw(s), or introduction and adoption of a new bylaw;
 - c. Introduce, propose amendments or repeal Board policy;
 - d. Amendment, or rescission, of a Resolution passed at a previous meeting of the Board;
 - e. Approval of the annual budget; and
 - f. Renewal of a Motion decided in the negative at a previous meeting of the Board.

Special notice may be waived with the consent of all trustees who are present and the written consent of those who are absent.

Points of Order

54. The chair will preserve order and decide all points of order which may arise, but subject to an appeal of the other trustees present.
55. If a trustee appeals the decision of the chair, the question must be immediately put by the trustee, and decided without debate. "Shall the chair be sustained?" and the chair is governed by the vote of the majority then present (exclusive of himself or herself), and the names of the trustees voting for or against the question "Shall the chair be sustained?" will be recorded on the minutes.
56. If the chair refuses to put the question "Shall the chair be sustained?" the trustees must immediately appoint one of its number to preside temporarily in lieu of the chair and the member so temporarily appointed will proceed in accordance with the prior section.
57. Any resolution or motion carried under the circumstances mentioned above is as effectual and binding as if carried under the precedence of the chair.

Bylaws

58. Every bylaw must be read a first time upon motion “that the (bylaw citation) now be introduced and read a first time”. The title and intended object of the bylaw will be given and the question will be decided without amendment or debate.
59. The provisions of a bylaw may be debated upon second reading with such changes as appear necessary. The bylaw may then be passed upon the motion “that the (bylaw citation) be adopted”. The board may give first and second readings and adopt a bylaw at the same meeting.
60. Bylaws must be signed by the corporate officer and by the chair at the meeting at which the bylaw is passed.
61. The corporate officer must maintain all bylaws and keep them safe. Copies of bylaws must be made available to the public.

Standing and Select Committees

62. The board may establish standing and select committees. The chair of a committee will be determined by a majority of the committee members. The board must establish the purpose of a committee by resolution at the time of the creation of a committee.
63. The Board makes the Committee appointments. The Board may appoint persons who are not trustees to select and standing committees. There must be at least one trustee on each Committee.
64. The quorum for a committee is a majority of all of its members.
65. A motion made at a meeting of a committee is not required to be seconded.
66. Standing committees must consider, inquire into, report, and make recommendations to the board about matters that are related to the general subject indicated by the name of the committee and matters that are assigned by the board.
67. Standing committees must report and make recommendations to the board when required by the board, or at the next board meeting, if a time is not specified.
68. Select committees must consider, inquire into, report and make recommendations to the board about the matter(s) referred to the committee by the board.
69. Select committees must report and make recommendations to the board at the next board meeting unless the board specifies a different date and time. Upon completion of its assignment, a select committee is dissolved, unless decided otherwise by the board.
70. Notice of select and standing committee meetings must be given by the chair of the committee to the committee members by giving notice in writing or by other means three (3) days in advance of the meeting.
71. Accurate minutes of all committee meetings must be legibly recorded. The minutes must be adopted with such corrections as necessary by a majority of committee members at the following meeting before being certified as correct by the corporate officer and signed by the chair of the committee.

72. The minutes of all committee meetings must be open to public inspection except for those meetings or parts of meetings that are closed to the public.
73. The corporate officer must maintain the minutes of committee meetings and keep them safe.
74. In conducting its business, all standing and select committees must adhere as far as possible to the rules established in this bylaw governing board meetings.

Notice of Annual General Meeting and General Meetings

75. Public notice of the date, time, and place of the annual general meeting must be given at least fourteen (14) days in advance by advertising in a local newspaper and publishing on the District's website and/or by mail to all eligible electors of the District.

Order of Proceedings and Conduct of Business at the Annual General Meeting

76. The agenda for the annual general meeting is as follows unless otherwise directed by two-thirds of the Trustees present at the meeting:
 1. Call to order
 2. Approval of the Agenda
 3. Appoint Recording Secretary and Parliamentarian
 4. Chair of the Board of Trustees Annual Report
 5. Audited Financial Report
 6. Appointment of Auditor
 7. Fire Chief Annual Report
 8. Salt Spring Island Fire Fighters Association Annual Report
 9. Trustee Remuneration
 10. Election of Trustees
 11. Adjournment
77. The annual general meeting must be open to all members of the public.
78. Accurate minutes of the annual general meeting must be legibly recorded and adopted with such corrections as necessary by a majority of Trustees at the following meeting of the board before being certified as correct by the corporate officer and signed by the chair.
79. The minutes of the annual general meeting are available to the public.
80. The corporate officer must maintain the minutes of the annual general meeting and keep them safe.

Unprovided Cases

81. In all situations not provided for in this bylaw regarding the proceedings of a meeting, the rules contained in the current edition of Robert's Rules of Order Newly Revised shall apply to the proceedings to the extent that those Rules are applicable in the circumstances and are not inconsistent with the provisions of this bylaw or the *Local Government Act*.

Repeal of Bylaws

82. That the Salt Spring Island Fire Protection District Meeting Procedures Bylaw No. 146 cited as “Meeting Procedures Bylaw 2021” is repealed.

Citation

83. This bylaw may be cited as the “Salt Spring Island Fire Protection District Meeting Procedures Bylaw, 2025”.

INTRODUCED and given first reading by the Trustees on the 15th day of September, 2025

RECONSIDERED and finally passed by the Trustees on 20th day of October, 2025

I hereby certify that this is a true copy of Bylaw No. 159

Roland Cook, Chair of the Trustees

Rodney Dieleman, Corporate Administrator for the Trustees

SALT SPRING ISLAND FIRE PROTECTION DISTRICT

BYLAW NO. 160

A bylaw to authorize the disbursement of monies in the General Capital Purposes Reserve Fund (unspecified reserve fund).

WHEREAS there is an unappropriated balance in the General Capital Purposes Reserve Fund of two hundred and seventy-nine thousand and forty dollars (\$279,040) as of December 31, 2024.

AND WHEREAS it is deemed desirable to expend monies imposed under Bylaw No. 134 - General Capital Purposes Reserve Fund Establishment Bylaw for the purpose of constructing an irrigation pond at Salt Spring Island Fire Hall No. 2, 2470 Fulford-Ganges Road, Salt Spring Island, BC.

The Trustees of the Salt Spring Island Fire Protection District in open meeting assembled, ENACT AS FOLLOWS:

1. The maximum sum of \$75,000 is hereby appropriated from the General Capital Purposes Reserve Fund for the purpose of constructing an irrigation pond at Salt Spring Island Fire Hall No. 2, 2470 Fulford-Ganges Road, Salt Spring Island, BC.
2. The expenditure to be carried out by the monies hereby appropriated will be specified and authorized by resolution of the Trustees.
3. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance will be returned to the credit of the said General Capital Purposes Reserve Fund to a maximum of the amount appropriated under Section 1.
4. This bylaw may be cited as the "Reserve Funds Disbursement Bylaw No. 160, 2025".

INTRODUCED and given first reading by the Trustees on the 15th day of September 2025

RECONSIDERED and finally passed by the Trustees on 20th day of October, 2025

I hereby certify that this is a true copy of Bylaw No. 160

Roland Cook, Chair of the Trustees

Rodney Dieleman, Corporate Administrator for the Trustees

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