

Agenda

Salt Spring Island Fire Protection District

Board of Trustees Regular Meeting

Meeting will be held as follows:

Date: January 19, 2026

Time: 7:00 p.m.

Location: 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 territory of the Coast Salish First Nations. 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. APPROVAL OF AGENDA

3. BOARD MINUTES

3.1 Minutes of the Regular Trustee meeting held November 17, 2025 – For Approval

That the draft minutes of the Regular Trustee meeting held November 17, 2025 be adopted.

3.2 Minutes of the Special General Meeting held November 17, 2025 – For Approval

That the draft minutes of the Special General meeting held November 17, 2025 be adopted.

4. PETITIONS AND DELEGATIONS

5. 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.

6. STANDING COMMITTEE REPORTS

6.1 Communications & Marketing Committee

6.1.1 Minutes of the December 2, 2025 meeting – For Information

6.2 Finance & Audit Committee - None

6.3 Joint Occupational Health & Wellness Committee

6.3.1 Minutes of the November 26, 2025 meeting – For Information

6.4 Strategic Planning & Policy Development Committee

6.4.1 Minutes of the December 2, 2025 meeting – For Information

6.4.2 Minutes of the January 13, 2026 meeting – For Information

7. CORRESPONDENCE

7.1 Email dated 2025-12-17 Re: Request for Unified Support Regarding the Office of the Fire Commissioner’s exclusion of Improvement Districts in the New Fire Safety Act

8. REPORTS

8.1 Fire Chief’s Report – November & December 2025

8.2 Salt Spring Island Fire Fighters’ Association Report – December 2025

8.3 CAO Reports

8.3.1 Budget Report to October 31, 2025

8.3.2 Budget Report to November 30, 2025

8.3.3 Driftwood Article dated December 10, 2025 Re: New Fire Hall Opening Event

8.3.4 Driftwood Notice dated December 31, 2025 Re: 2026 Regular Meeting Schedule

8.3.5 Driftwood Article dated January 14, 2026 Re: 2025 Calls

9. OLD BUSINESS

9.1 New Fire Hall Project

9.1.1 New Fire Hall Project Update to November 30, 2025

9.1.2 New Fire Hall Project Update to December 31, 2025

9.1.3 New Fire Hall Opening Event

That the Board of Trustees accept the recommendation of the Communications and Marketing Committee to engage Return on Insight to plan the New Fire Hall opening event.

That the Board of Trustees accept the recommendation of the Communications and Marketing Committee and the New Fire Hall Project Steering Committee to plan the New Fire Hall Opening Event on May 3, 2026.

10. NEW BUSINESS

10.1 2026 Annual General Meeting & Trustee Election

That the Board of Trustees request staff to schedule the 2026 Annual General Meeting on Monday, April 13, 2026.

That the Board of Trustees appoint Anthony Kennedy as Returning Elections Officer for the 2026 Trustee Election.

11. BYLAWS

11.1 Bylaw No. 159 cited as the “Meeting Procedures Bylaw 2025 Approved & Registered – For information

12. IN-CAMERA MEETING

12.1 Motion to Close the Meeting

That the Board of Trustees close this meeting to the public subject to Community Charter Section 90 (1): (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and (c) labour relations or other employee relations; and that staff be invited to remain.

The items of business to be considered in the in-camera meeting are in camera minutes, Committee Appointments and a labour-relations matter.

12.2 Motion to Re-open the Meeting

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

12.2 Arise and Report

13. NEXT MEETING

The next Regular Meeting will be held on February 23, 2026 at the Fire Hall No. 1 Apparatus Bay as the Training Room will be used as a storage area in preparation for moving to the New Fire Hall.

14. ADJOURNMENT

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

Date: November 17, 2025

Location: Training Room, Ganges Fire Hall
105 Lower Ganges Road, Salt Spring Island and Electronic Meeting (Microsoft Teams)

Members Present: Rob Oliver, Acting Chair
David Courtney, Trustee
Mary Lynn Hetherington, Trustee
Ronald Lindstrom, Trustee
Dennis Lucarelli, Trustee
Robin Williams, Trustee

Member Regrets: Rollie Cook, Chair

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 6 members of the public (6 in person, 0 on Teams)

These minutes follow the order of the agenda although the sequence may have varied.

1. CALL TO ORDER

CAO Dieleman called the meeting to order 7:00 p.m. and acknowledged that the meeting is being held in the territory of the Coast Salish First Nations. CAO Dieleman called for a motion to appoint an Acting Chair for the meeting, as Chair Cook sent regrets. Newly elected Trustee Ron Lindstrom was welcomed to the Board of Trustees.

2025-054

MOVED by Trustee Williams, SECONDED by Trustee Lucarelli,
That Trustee Rob Oliver be appointed as Acting Chair for the November 17, 2025 Regular Meeting.
CARRIED

2. TOWN HALL

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

3. APPROVAL OF AGENDA

By general consent, the agenda was adopted.

4. BOARD MINUTES

4.1 Minutes of the Regular Trustee meeting held October 20, 2025 – For Approval

The draft minutes of the Regular Trustee meeting held October 20, 2025 were presented.

2025-055

MOVED by Trustee Lindstrom, SECONDED by Trustee Hetherington, that the draft minutes of the Regular Trustee meeting held October 20, 2025 were adopted.

CARRIED

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 October 22, 2025 meeting – For Information

The draft minutes of the Joint Occupational Health & Wellness Committee meeting held on October 22, 2025 were presented.

By general consent, the minutes were received for information.

5.4 Strategic Planning & Policy Development Committee

5.4.1 Minutes of the November 4, 2025 meeting – For Information

The draft minutes of the Strategic Planning and Policy Development Committee meeting held on November 4, 2025 were presented.

Strategic Planning and Policy Development Committee Chair Lucarelli spoke to a letter to Minister of Housing and Municipal Affairs Honourable Christine Boyle regarding provincial support for fire protection infrastructure. CAO Dieleman reported a letter regarding updating standards for fire apparatus and support for infrastructure, was presented to Minister of Housing and Municipal Affairs Honourable Christine Boyle at the Minister's visit to Salt Spring Island on October 15, 2025. Chief Holmes is in contact

with the BC Fire Chief's Association regarding updating fire apparatus standards. A Trustee suggested purchasing used fire apparatus as an option to reduce costs.

By general consent, the minutes were received for information.

6. CORRESPONDENCE - None

7. REPORTS

7.1 Fire Chief's Report – October 2025

Chief Holmes presented the Fire Chief's Report for October 2025.

By general consent, the Fire Chief's Report for October 2025 was received for information.

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

M. Dewar-McClelland presented the Salt Spring Island Fire Fighters' Association report for November 2025.

By general consent, the Salt Spring Island Fire Fighters' Association report for November 2025 was received for information.

7.3 CAO Reports

7.3.1 Budget Report to September 30, 2025

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

By general consent, the budget report to September 30, 2025 was received for information.

7.3.2 Driftwood dated Oct. 29, 2025 Re: Lithium Batteries

7.3.3 Driftwood dated Oct. 29, 2025 Re: Halloween Fireworks

7.3.4 Driftwood dated Oct. 29, 2025 Re: Notice of Special General Meeting

By general consent, the Driftwood Articles were received for information.

8. OLD BUSINESS

8.1 New Fire Hall Project

8.1.1 New Fire Hall Project Update to October 31, 2025

Owner's Representative Hans Hazenboom presented the New Fire Hall Project update to October 31, 2025. A Trustee asked if there is anything to be done to expedite the BC Hydro design permit process. H. Hazenboom reported he is in

contact with BC Hydro and there is no additional action needed at this time.

By general consent, the New Fire Hall Project Update to October 31, 2025 was received for information.

8.2 By Election for Vacant Trustee Position

8.2.1 Notice of Election by Acclamation

A Notice of Election by Acclamation prepared by Elections Officer Anthony Kennedy dated October 20, 2025 was presented. Ron Lindstrom has been elected by acclamation for the balance of a three-year term ending at the 2028 Annual General Meeting.

By general consent, the Notice of Election by Acclamation was received for information.

9. NEW BUSINESS

9.1 2026 Meeting Schedules

9.1.1 2026 Draft Board of Trustees Meeting Schedule

A draft 2026 Board of Trustees Meeting Schedule was presented. The 2026 Board of Trustees Meeting Schedule will be provided as a notice in the Driftwood newspaper.

2025-056

MOVED by Trustee Hetherington, SECONDED by Trustee Lucarelli,
That the Board of Trustees adopt the 2026 Meeting Schedule as presented.
CARRIED

9.1.2 2026 Draft Committee Meeting Schedule – For Information

A draft 2026 Committee Meeting Schedule was presented.

By general consent, the 2026 Draft Committee Meeting Schedule was received for information.

10. BYLAWS - None

11. DELEGATIONS – None

12. IN-CAMERA MEETING - None

13. NEXT MEETING

There was discussion regarding cancelling the December 15, 2025 Regular Board Meeting. It was noted no substantial items of business are expected for the December meeting and a Special Meeting may be called if needed.

2025-057

MOVED by Trustee Williams, SECONDED by Trustee Hetherington,
That the Board of Trustees cancel the December 15, 2025 Regular meeting.
CARRIED

14. ADJOURNMENT

By general consent, the meeting adjourned at 7:50 p.m.

Rob Oliver
Acting Chair, Board of Trustees

Rodney Dieleman
Corporate Administrator

DRAFT

Minutes of the Special General Meeting of the Salt Spring Island Fire Protection District

Date: November 17, 2025

Location: Training Room, Ganges Fire Hall
105 Lower Ganges Road, Salt Spring Island and Electronic Meeting (Microsoft Teams)

Members Present: Rob Oliver, Acting Chair
David Courtney, Trustee
Mary Lynn Hetherington, Trustee
Dennis Lucarelli, Trustee
Robin Williams, Trustee

Member Regrets: Rollie Cook, Chair

Staff Members Present: Rodney Dieleman, Corporate Administrator and Financial Officer
Jamie Holmes, Fire Chief
Sarah Shugar, Recorder

Others Present: Gulf Islands Driftwood Reporter (Teams)
Approximately 6 members of the public (in person)

These minutes follow the order of the agenda although the sequence may have varied.

1. CALL TO ORDER

CAO Dieleman called the meeting to order 6:32 p.m. and acknowledged that the meeting is being held in the territory of the Coast Salish First Nations. CAO Dieleman called for a motion to appoint an Acting Chair for the meeting, as Chair Cook sent regrets.

2025-053

MOVED by Trustee Hetherington, SECONDED by Trustee Williams,

That Trustee Rob Oliver be appointed as Acting Chair for the November 17, 2025 Special General Meeting.

CARRIED

2. APPROVAL OF AGENDA

By general consent, the agenda was approved.

3. OLD BUSINESS

3.1. By-Election for Vacant Trustee Position – Notice of Election by Acclamation

Acting Chair Oliver presented the Notice of Election by Acclamation prepared by Elections Officer Anthony Kennedy, dated October 20, 2025. Ron Lindstrom has been elected by acclamation for the balance of a three-year term ending at the 2028 Annual General Meeting. Acting Chair Oliver welcomed newly elected Trustee Ron Lindstrom to the Board of Trustees.

4. NEW BUSINESS – None

5. ADJOURNMENT

By general consent, the meeting adjourned at 6:40 p.m.

Rob Oliver
Acting Chair, Board of Trustees

Rodney Dieleman
Corporate Administrator

Minutes of the Salt Spring Island Fire Protection District Communications & Marketing Committee

Meeting held: December 2, 2025
Training Room, Ganges Fire Hall
105 Lower Ganges Road, Salt Spring Island

Members Present: Robin Williams, Committee Chair
Mary Lynn Hetherington, Trustee
Rollie Cook, Board of Trustees Chair and ex-officio member
Jenny McClean, Public Member

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

Regrets: Jamie Holmes, Fire Chief

These minutes follow the order of the agenda although the sequence may have varied.

1. CALL TO ORDER

Chair Williams called the meeting to order at 11:00 a.m. and acknowledged that we live and work in the territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved.

3. APPROVAL OF MINUTES

3.1 Minutes of the Meeting held July 8, 2025

By general consent, the draft minutes of the Communications and Marketing Committee meeting held July 8, 2025 were adopted.

4. OLD BUSINESS

4.1 New Fire Hall Opening

A draft itinerary for the New Fire Hall Opening Event was presented.

In discussion the following items were noted:

- The event will start with a vehicle parade leaving at 11:30 a.m. from the Ganges Fire Hall and arriving at the New Fire Hall before noon. The vehicle parade could include Community Safety Groups such as CRD neighbourhood POD's, RCMP, BC Ambulance, CRD Emergency Planning Services;
- 12:00 p.m. arrival and welcome;

- Staff will work with Chief Holmes to determine staffing needed and associated costs to staff the event. The preference will be to not pay overtime to staff the event.
- Elected Officials to invite include CRD Director Gary Holman, MLA Rob Botterell, Islands Trust Trustees Laura Patrick and Jamie Harris, the CRD LCC, MP Elizabeth May;
- Invite former Fire Chief's;
- The Master of Ceremonies will acknowledge the elected officials and former Fire Chief's;
- Invite First Nations representative to lead a land acknowledgment;
- CAO Dieleman reported there is \$8,000 in the budget for the event;
- There will be an official ribbon cutting;
- Return on Insight prepared a preliminary plan for the New Fire Hall Opening event and could be engaged to complete the plan.

By general consent, the Communications and Marketing Committee directed staff to engage Return on Insight to complete planning the New Fire Hall Opening Event and the event budget is \$8,000. Staff will invite Return on Insight Bruce Cameron to the January Committee meeting. The intention will be to approve the event plan and itinerary at the January 13, 2025 meeting and then staff will proceed with invitations.

By general consent, the Communications and Marketing Committee agreed Chair Williams will present the draft New Fire Hall Opening Event itinerary to the January Salt Spring Island Fire Rescue Association Meeting and ask the Association for feedback on participation in the Event.

R. Cook left the meeting at 11:45 a.m.

4.2 Aerial Apparatus (Ladder Truck)

CAO Dieleman reported a briefing note was sent to Minister of Housing and Municipal Affairs Honourable Christine Boyle regarding provincial support for fire protection infrastructure.

By general consent, the Communications and Marketing Committee requested staff to draft a letter to Minister of Housing and Municipal Affairs Honourable Christine Boyle regarding grant funds for infrastructure for Committee review at the next Communications Committee Meeting.

5. NEXT MEETING

The next meeting of the Communications and Marketing Committee will be held on January 13, 2026 at 2:00 p.m.

6. ADJOURNMENT

By general consent, the meeting adjourned at 12:30 p.m.

Robin Williams
Chair, Communications and Marketing Committee

Rodney Dieleman
Corporate Administrator

DRAFT

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

Date: November 26, 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)
 Cameron Proudfoot (Employee Rep 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)

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

1. CALL TO ORDER

Co-Chair Chief Holmes called the meeting to order at 6:49 p.m. The Hall 2 Safety Inspection was completed prior to the meeting.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved.

3. MINUTES

3.1 Receive and Approve the October 22, 2025 minutes

By general consent, the minutes of the October 22, 2025 meeting were approved.

4. OLD BUSINESS

4.1 2023/2024 JOHWS Evaluation Report

The report has been completed by Members Holmes and Hohn for 2023/2024 and 2025.
 The report was reviewed by the committee members.
 ITEM CLOSED

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) - Mental Health Night 2 was well received by the membership on November 25, 2025. Member Wardle sent a report of the evening. The report was reviewed by the committee and will be discussed further at the next meeting.
- CISM and Peer Support (Leads: Purssell and Hohn) - The Department is looking at building the CISM and Peer Support program. There is a CISM SGI team members meeting scheduled in January.
- OG's and Policies – Health and Safety review (Lead - Member Chief Holmes) - No Report
- Near Miss Reporting (Lead - Member Proudfoot) - No Report
- Survey – Follow up and analysis (Lead – Member Webster) - Member Webster sent a report of the results of the survey to-date. The report was reviewed by the committee.

4.3 Traffic Break Down – Member Hohn - No Report

4.4 New Alarm System at Hall 3 Training

It was noted not all members are aware of the new alarm system yet.

5. NEW BUSINESS

5.1 Scented products in the workplace

There was discussion regarding using unscented products going forward.

6. REVIEW OF INSPECTION REPORTS

6.1 Review of Hall Inspections

Fourth Quarter Hall Inspections:

Hall 1 – Completed prior to the October 22, 2025 meeting. The fire extinguisher holder in the training room does not hold the fire extinguisher securely. Recommended purchasing a “grabber” to pick up garbage outside.

Hall 2 - Completed prior to the November 26, 2025 meeting. Outside power receptacle in the back of the building is stuck in the reset mode. The heater in the vehicle bay is not working properly. The ladder placement to enter the mezzanine should be readjusted so the ladder does not rest on the water filtration system. The dryer vent is not secured to the outside vent. The hall was very clean and tidy. Report has been sent to building maintenance for review.

7. REVIEW OF FIRST AID AND ACCIDENT/INCIDENT INVESTIGATIONS

7.1 Review of First Aid and Accident/Incident

7.1.1 Drone – September 16, 2025 #2025-09-16-73

Has been sent to Operations for follow up. ITEM CLOSED

7.1.2 #2025-10-04-74 – October 14, 2025 – Fluid splash

The department has provided “pick up” devices for members to use and appropriate PPE. Preventable. ITEM CLOSED

7.2 Appointment of Accident/Incident Investigators

Members Purssell and Leichter will be the primary investigators in December, and Member Gussie will be the alternate investigator. Chief Holmes approved the appointments.

8. EDUCATION

8.1 Education

Member Kelly will be attending the OSH1 course on December 2, 2025.

9. OTHER BUSINESS

9.1 Association Safety Talk

Member Hohn will present the Safety Talk at the Association meeting. The topics will be winter awareness when responding to calls and reminder of the speed limit when driving on Fulford Ganges Road in construction areas.

10. NEXT MEETING

The next meeting will be held on January 21, 2026 at Hall 3. The January meeting and priority meeting will be January 28, 2025 at Hall 1. Updated times will be sent out closer to the meeting dates.

11. ADJOURNMENT

By general consent, the meeting adjourned at 7:38 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: December 2, 2025
Training Room, Ganges Fire Hall
105 Lower Ganges Road, Salt Spring Island

Members Present: Dennis Lucarelli, Committee Chair
Mary Lynn Hetherington, Trustee
Keith Ballantyne, Public Member

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

Others Present: Ron Lindstrom, Trustee

Regrets: Rollie Cook, Board of Trustees Chair and Ex officio member
Jamie Holmes, Fire Chief

These minutes follow the order of the agenda although the sequence may have varied.

1. CALL TO ORDER

Chair Lucarelli called the meeting to order at 9:05 a.m. and acknowledged that we live and work in the territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved.

3. MINUTES

3.1 Minutes of the Regular Meeting held November 4, 2025

By general consent, the draft minutes of the Strategic Planning and Policy Development Committee regular meeting held on November 4, 2025 were adopted.

4. OLD BUSINESS

4.1 Draft Inspections Policy Update – Chief Holmes – No Update

4.2 Aerial Apparatus Standards – Chief Holmes – No Update

5. NEW BUSINESS

5.1 Draft Communicable Disease Response and Remote Work Policy No. AE-2409-01 to replace COVID-19 Work from Home Policy No. AE-2406-01 and the COVID Isolation Policy No AE-2407-01

CAO Dieleman presented the draft Communicable Disease Response and Remote Work Policy No. AE-2409-01 that would replace COVID-19 Work from Home Policy No. AE-2406-01 and the COVID Isolation Policy No AE-2407-01. The COVID-19 Work from Home Policy No. AE-2406-01 and the COVID Isolation Policy No AE-2407-01 were specific to COVID-19 and the draft Communicable Disease Response and Remote Work Policy No. AE-2409-01 will have a broader scope and follow Provincial Guidelines.

In discussion the following comments were noted:

- Define “communicable disease events”;
- Define “BC Health authorities”;
- There was a question as to the protocol for an “all hands-on deck” emergency. It was noted this would be a question for Chief Holmes.
- Scope section: The policy scope should include the Board of Trustees;
- Replace “staff” with “employees”;
- Will there be an accommodation for religion, health etc.;
- Preventative Measures: Replace with “BC CDC and WorksafeBC guidance” with “BC Health authorities”;
- Replace “communicable disease plan” with “staffing call out protocol”;
- The policy should be consistent with either “encourage” or “must”;
- Define “exposures”;
- Define “home safety standards”.

By general consent, the Strategic Planning and Policy Development Committee directed staff to update the draft Communicable Disease Response and Remote Work Policy No. AE-2409-01 with the proposed changes and bring it back to the next Committee meeting for review.

5.2 New Format for Financial Report to Board of Trustees – CAO Dieleman

CAO Dieleman reported the 5-year Strategic Plan includes an objective to “create clear and concise informational materials such as brochures or infographics, explaining the budgetary challenges and the potential impacts of tax increases”. The improved format will be presented at the January 2026 Board of Trustees meeting.

By general consent, the Strategic Planning and Policy Development Committee approve the new format for the monthly Financial Report to Board of Trustees.

6. NEXT MEETING

The next meeting is scheduled on January 13, 2026 at 11:00 a.m. to accommodate vacation schedules.

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

DRAFT

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

Meeting held: January 13, 2026
Training Room, Ganges Fire Hall
105 Lower Ganges Road, Salt Spring Island

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

Staff Members Present: Rodney Dieleman, Corporate Administrator and Financial Officer
Jamie Holmes, Fire Chief
Sarah Shugar, Recorder

Regrets: Mary Lynn Hetherington, Trustee

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 11:05 a.m. and acknowledged that we live and work in the territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

The following items were presented for consideration:

- 5.1 Draft Workplace Readiness Policy
- 5.2 Draft Diversity, Equity and Inclusion Policy
- 5.3 Memorandum of Understanding (MOU) - SSIFPD and CRD For Space In New Fire Hall and Satellite Fire Halls
- 5.4 Trustee Governance and Strategic Planning Workshop

By general consent, the agenda was approved as amended.

3. MINUTES

3.1 Minutes of the Regular Meeting held December 2, 2025

By general consent, the draft minutes of the Strategic Planning and Policy Development Committee regular meeting held on December 2, 2025 were adopted.

4. OLD BUSINESS

4.1 Draft Inspections Policy Update – Chief Holmes

Chief Holmes reported he received a draft CRD Inspections policy entitled “Fire Safety Inspections & Investigations Manual Policy”. Chief Holmes advocated for a risk-based inspection model and the next step is for the District to provide the CRD with parameters for risk based and enhanced inspections for Salt Spring Island. There will be a cost recovery process for inspections although the fee structure is still in development. Chief Holmes recommends providing inspections at no cost and that inspection costs would only be charged to businesses that repeatedly violate inspection recommendations. The draft CRD Fire Safety Inspections & Investigations Manual Policy will be provided to the Committee when it is ready.

MOVED by R. Cook,

That the Strategic Planning and Policy Development Committee recommend Chief Holmes continue negotiations with the CRD regarding the CRD Fire Safety Inspections & Investigations Manual Policy and recommend negotiating a fee structure that is complimentary for the first inspection and include nuisance fees for subsequent complaints.

CARRIED

4.2 Aerial Apparatus Standards Update – Chief Holmes

Chief Holmes reported he continues communication with other Department Fire Chief's to garner support for change to Worksafe BC aerial apparatus standards. Worksafe BC requires aerial apparatus standards to meet NFPA standards.

4.3 Draft Communicable Disease Response and Remote Work Policy No. AE-2409-01 to replace COVID-19 Work from Home Policy No. AE-2406-01 and the COVID Isolation Policy No. AE-2407-01

CAO Dieleman presented the draft Communicable Disease Response and Remote Work Policy No. AE-2409-01. This draft includes the Committee recommendations from the last meeting. CAO Dieleman will continue to research compliance and the draft policy will be brought forward at the next Committee meeting for approval.

5. NEW BUSINESS

5.1 Draft Workplace Readiness Policy

CAO Dieleman presented a draft Workplace Readiness Policy. There was discussion.

By general consent, the Strategic Planning and Policy Development Committee request staff to continue to work on the Workplace Readiness Policy and consult with the GVLRA.

5.2 Draft Diversity, Equity and Inclusion Policy

CAO Dieleman presented a draft Diversity, Equity and Inclusion Policy. There was discussion.

By general consent, the Strategic Planning and Policy Development Committee request staff to continue to work on the Diversity, Equity and Inclusion Policy and consult with staff and the GVLRA.

5.3 Memorandum of Understanding (MOU) - SSIFPD and CRD For Space In New Fire Hall and Satellite Fire Halls

There was discussion regarding developing an MOU with the CRD regarding space required in the new fire hall and satellite fire halls.

By general consent, the Strategic Planning and Policy Development Committee request staff to follow up with the CRD regarding future cooperation, integration and cost recovery for space required in the new fire hall and satellite fire halls.

5.4 Trustee Governance and Strategic Planning Workshop

It was noted staff are planning a Trustee Governance and Strategic Planning Workshop following the 2026 Annual General Meeting and Paid on Call and career staff representatives will be invited.

6. NEXT MEETING

The next meeting is scheduled on February 3, 2026 at 9:00 a.m.

7. ADJOURNMENT

By general consent, the meeting adjourned at 12:15 p.m.

Dennis Lucarelli
Chair, Strategic Planning & Policy Development Committee

Rodney Dieleman
Corporate Administrator

December 17, 2025

To: Boards of Trustees, Administrators and Fire Chief's of British Columbia Improvement Districts

Subject: Request for Unified Support Regarding the Office of the Fire Commissioner's exclusion of Improvement Districts in the New Fire Safety Act

Dear Colleagues,

We are writing to seek your support and collaboration regarding a matter of significant concern to all Improvement Districts that operate, oversee, or fund fire protection services within their communities. As you are aware, the Office of the Fire Commissioner (OFC) has excluded Improvement Districts as it relates to fire inspections and investigations. This development represents a substantial shift in how Improvement Districts are classified and governed in relation to provincial fire service oversight.

Historical Context and Our Unique Governance Model

Improvement Districts have long held a distinct place within local governance in British Columbia. Established under the Local Government Act, Improvement Districts were created specifically to give unincorporated and rural communities a means to self-govern essential services—water, fire protection, street lighting, and more—under the authority of locally elected trustees. This structure intentionally places Improvement Districts outside of municipal jurisdiction while still providing a framework for accountability, taxation authority, and service delivery.

For decades, the governance, obligations, and regulatory requirements of Improvement Districts have been clearly separated from those of municipalities and regional districts. This separation has been recognized by the Province and reflected in policy, legislation, and the historical role of the Inspector of Municipalities.

Because of this longstanding distinction, Improvement Districts have traditionally not been included alongside municipalities in provincial fire service legislation nor regulatory frameworks unless expressly stated or explicitly intended.

Concerns with the Exclusion

The OFC's decision to exclude Improvement Districts in the Fire Safety Act raises several concerns:

Lack of consultation: Improvement Districts were not consulted or engaged during the drafting of the proposed changes, despite the significant operational and financial implications.

1. Governance ambiguity: The exclusion appears to conflate Improvement Districts with municipalities, disregarding the legislative differences that define our authority and limitations.
2. Potential financial and operational impacts: New mandates, reporting requirements, and compliance obligations may place undue strain on Improvement Districts without clear funding mechanisms or recognition of our structural constraints.
3. Precedent-setting changes: This shift could fundamentally alter the role and autonomy of Improvement Districts in the Province, with long-term consequences extending beyond the fire service.

Given these issues, it is unclear whether the OFC has the legislative authority to unilaterally apply municipal-oriented obligations to Improvement Districts without amendments to the governing statutes or formal consultation with Improvement District stakeholders.

Need for a Unified Response

We believe this issue cannot be addressed individually. The implications are broad and affect all Improvement Districts—those that provide fire protection directly, those that contract it out, and even those who do not currently operate fire services but may be affected by future changes in governance or regulation.

To ensure our collective interests are protected, we propose the following:

1. Form a coalition of Improvement Districts willing to collectively petition the OFC's interpretation and application of the Fire Safety Act in relation to Improvement Districts.
2. Request a formal meeting with the OFC and the Ministry of Public Safety to clarify intent, rationale, and impacts. There has been some pushback from individual authorities to the Province and the OFC requesting clarification and justification, but the explanations to those concerned Improvement Districts have not been fulsome nor satisfactory.
3. Present a united front to ensure that any legislative or regulatory changes recognize the historical, legal, and functional role of Improvement Districts in BC.

Request for Your Support

We respectfully request that your Improvement District:

1. Indicate whether you support forming a collective group to address this issue.
2. Provide a point of contact for ongoing communication.

The decisions made now will shape the future governance of Improvement Districts across British Columbia. A unified, informed response is essential to ensure that our communities' interests are protected and that any regulatory changes are appropriate, justified, and developed collaboratively.

Please respond at your earliest convenience so that we may coordinate next steps.

Thank you for your consideration and your ongoing commitment to serving your communities.

Sincerely,

Jeannine Caldbeck, Fire Chief - Thetis Island
Keith Shields, Fire Chief - Shawnigan Lake
Dean Stennes, Fire Chief - Cowichan Bay
Chris McNerney, Fire Chief - Mill Bay
Sharon Clandening, Fire Chief – Quadra Island

Via email:

ATLIN COMMUNITY IMPROVEMENT DISTRICT
atlincid@gmail.com

BLUE RIVER IMPROVEMENT DISTRICT
Brid55@telus.net

CHERRY CREEK WATERWORKS DISTRICT
ccww@shaw.ca

COWICHAN BAY IMPROVEMENT DISTRICT
cbid@cbvfr.com

CRANBERRY FIRE PROTECTION DISTRICT
cranberrydistrict@gmail.com

DEEP BAY IMPROVEMENT DISTRICT
admin@dbid.ca

DODGE CREEK IMPROVEMENT DISTRICT
rebekahleakey@hotmail.com

GABRIOLA FIRE PROTECTION DISTRICT
gabfire@shaw.ca
250-247-9677

GILLIES BAY IMPROVEMENT DISTRICT
admin@gillies-bay.ca

HEDLEY IMPROVEMENT DISTRICT
Hid825@telus.net

MAYNE ISLAND IMPROVEMENT DISTRICT
info@maineid.ca

MILL BAY FIRE PROTECTION DISTRICT
dmurphy@arbutusridge.com

MOUNTAIN FIRE PROTECTION DISTRICT
clem@mountainfireprotection.ca
250-618-2643

NORTH CEDAR IMPROVEMENT DISTRICT
info@ncid.bc.ca

OSOYOOS RURAL FIRE PROTECTION DISTRICT
Robertappleby14@telus.net

PENDER HARBOUR FIRE PROTECTION DISTRICT
phfire@dccnet.com

PIERS ISLAND IMPROVEMENT DISTRICT
piid@piersisland.ca

SALT SPRING ISLAND FIRE PROTECTION DISTRICT
corpadmin@saltspringfire.com

SAVONA IMPROVEMENT DISTRICT
savonadistrict@telus.net

SECHelt FIRE PROTECTION DISTRICT
chief@secheltfire.ca

SHAWNIGAN IMPROVEMENT DISTRICT
bereczki@shaw.ca

SHIPS POINT IMPROVEMENT DISTRICT
Shipspt1@shaw.ca
250-335-0551

SHUSWAP RIVER FIRE PROTECTION DISTRICT
Earl.shipmaker@ipcc.org

SOUTH QUADRA FIRE PROTECTION DISTRICT
quadrafd@gicable.com

SPENCES BRIDGE IMPROVEMENT DISTRICT
Nina.shyba@gmail.com

THETIS ISLAND IMPROVEMENT DISTRICT
gotoannemarie@hotmail.com

VAN ANDA IMPROVEMENT DISTRICT
contact@vananda-id.ca

Salt Spring Island Fire Rescue

Fire Chief's Report

Nov / Dec 2025



Vision

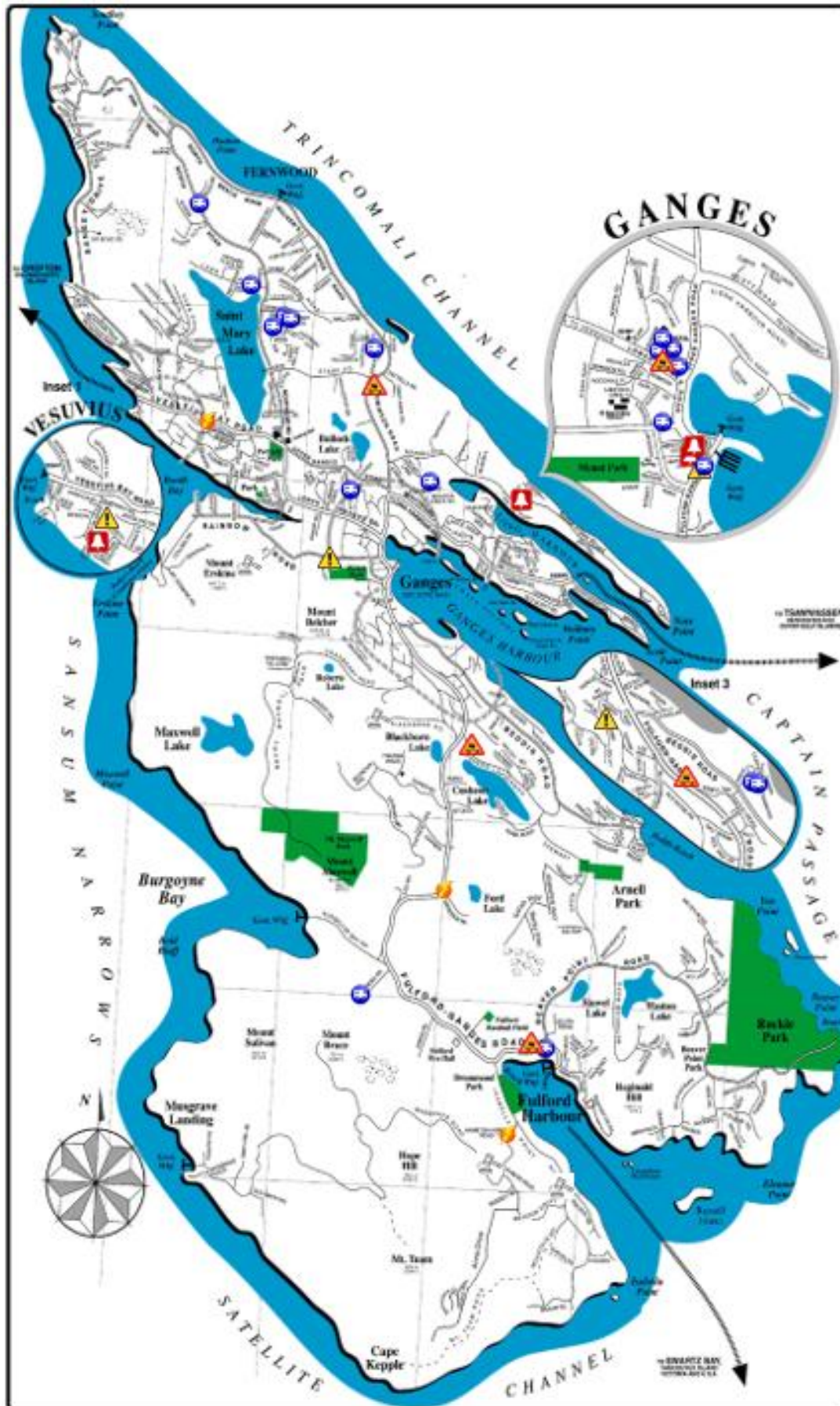
A responsive and sustainable fire-rescue service, effectively meeting community needs and valued by those we serve.

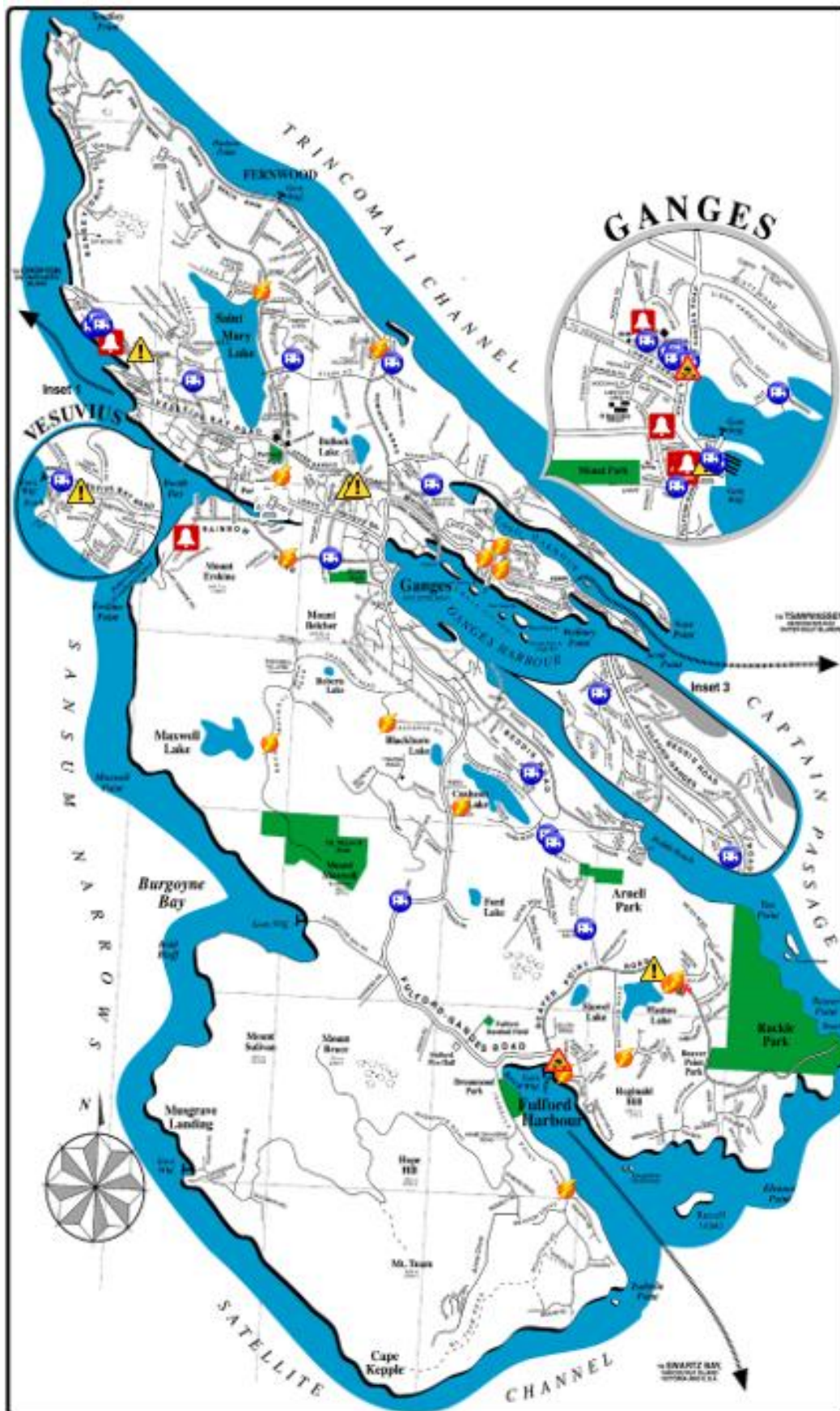
Mission

Always learning, engaging and adapting to be response ready.

Response Report

INCIDENT LEGEND		Dec-25									TOTAL CALLS: 729
		JAN	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
Act/Bylaw	Complaint	5	12	13	9	13	8	5	5	4	85
Aircraft	Emergency										0
Alarm	Alarm	2	3	8	9	10	10	7	5	7	71
Assistance	Assistance	1	4	11	3	3	9	4	4	6	55
Explosion	Explosion										0
Fire	Brush		1	1	1	1	5			1	11
	Chimney	2						1			4
	Misc			5							7
	Structure	2	1	1	1		2	1			11
	Boat		1								1
	Vehicle			1		1					2
HazMat	HazMat		1			1					4
Hydro	Hydro	1	1	1	2	8	4	3	3	17	48
Medical	Medical	29	23	31	31	39	33	37	18	25	357
MVI	MVI	7	5	2	4	4	2	5	5	2	43
Rescue	Rescue	1	2		1	1		1			8
Smoke/Smell/Sighting	Brush		1	2	1	4	1	1			13
	Structure	2	1	2	1	1	1				9
Total Calls for the month:		52	56	78	63	86	75	65	40	62	729
	2016	46	72	50	59	88	52	65	52	48	647
	2017	63	74	55	72	76	58	44	45	63	701
	2018	47	62	59	71	108	79	49	34	183	816
	2019	59	61	58	52	58	66	32	54	44	655
	2020	62	30	38	40	60	81	73	39	89	674
	2021	43	43	81	93	103	65	64	63	46	759
	2022	33	85	42	78	77	66	62	61	50	668
	2023	55	75	96	81	77	81	37	45	48	735
	2024	60	49	64	78	69	58	47	62	52	700
	2025	52	56	78	63	86	75	65	40	62	729
	2025										
	FIRE	9	10	21	15	26	23	13	8	25	181
	RESCUE	8	7	2	5	5	2	6	5	2	51
	MEDICAL	29	23	31	31	39	33	37	18	25	357
	ASSISTANCE	6	16	24	12	16	17	9	9	10	140
	TOTAL	52	56	78	63	86	75	65	40	62	729





Operations

No calls of note for November or December. The winter winds picked up in December and increased our Hydro line but nothing atypical.

New Firehall #1: The new firehall build continues to take most of my time with many walk throughs with sub trades to ensure everyone is on the same page.



Water Supply Pond Fulford: The 750,000-gallon pond behind the Fulford Firehall is complete and full. A dry hydrant has been installed and will provide water for both drills and emergency calls for the island. Fencing is now up and a dock will be added in the spring for drafting drills with portable pumps.

Salt Spring Island Fire Rescue Roster



■ Career ■ POC Officers ■ POC Firefighters ■ POC FIT ■ Recruit FF

Prevention

Fire Smart

Once again November was very busy for Fire Smart with 13 Assessments. We also hosted a Wildfire Mitigation Specialist course, 7 members of Salt Spring Fire Rescue and visitor from the CRD participated. It was a great course with a high level of training that will improve the Fire Smart Program.

December slowed down for Fire Assessment with only 3 for the month and it was also a slow month for Fire and Life Safety.

But the year in review was a huge success. SSIFR performed 79 Fire Smart Home Assessment and currently has 6 Neighbour Hoods working towards a Neighbour Hood Recognition.

Public Education

One group of kindergarten through grade 2 students came for a Hall visit and some class education.

SSIFR attended many public events over the year to teach a variety of Fire and Life Safety subjects, some of which are Seedy Saturday, Ruckle Farm Day, Canada Day Car Show, Emergency Fair, and Fire Safety Week.

I would like to thank everyone that helped in Fire and Life Safety as well as Fire Smart for the 2025 year.



Training



November was an extremely busy month for training within the department. **1190.25 hours** of training happened collectively

The regular members worked on First Responder skills, ropes & knots, as well as rope rescue systems.

The FIT group also spent an evening taking an on-line course in Helicopter Landing Zone set-up for BCEHS, in the event we have to land a helicopter somewhere other than LMH.

The entire department spent an evening focusing on Mental Wellness. A registered clinician was brought in for support and educational purposes.

On the recruit training front, the class spent the entire month taking their First Responder course, upwards to 75 hours of training each to achieve their certification.

December training hours were lower compared to the rest of 2025, largely due to the extended holiday break that allowed members to spend valuable time with their family and friends. Even with the reduced schedule, the department still committed **516.50 hours** to training efforts. This total does not include the additional online training completed independently by several recruits throughout the month.

Aside from mental wellness initiatives and monthly meeting, December's primary training focused on driving and apparatus handling. Crews spent an evening rotating through the fleet, becoming more familiar with each vehicle and reinforcing operational readiness. The department officers also hosted the annual officer dinner, providing firefighters with a well-earned meal and an opportunity to unwind. This event marked the close of the 2025 training year. After dinner, crews and officers reflected on the past year, filling the whiteboards with the "good", "bad" and the "future" of 2025. The insights gathered offered the administration team clear direction and priorities to carry into the new year.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "JL HBL".

Jamie Holmes, Fire Chief



Salt Spring Island Firefighter Association Report

December 2025

Dear SSIFPD Trustees,

December is an exciting month for the Salt Spring Island Fire Fighters Association. We have our much-anticipated Holiday Party, this year held again at Harbour House hotel. We were very pleased that so many Trustees and others were able to make it to the event and celebrate with us.

In addition, we have our kids' Holiday party held at Hall 1. It was well attended with fun and games for all ages.

It's hard not to reflect on the year behind while looking forward to the year ahead. I'm already feeling a bit nostalgic for the 'last of' events at the current Fire Hall – last fireworks, last Christmas party, last officer party, soon last member dinner and last association meeting.

December is also a time to look forward to the new year and the executives have many goals we would like to achieve in 2026. And on that note ...

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

Thanks,

David Demner
SSIFFA President

Salt Spring Island Fire Protection District Summary Financial Package

For the Period Ending: October 31, 2025
These Financial Statements are DRAFT, without Audit or Annualized Adjustments

Salt Spring Island Fire Protection District

Summary Financial Package

For the Period Ending: October 31, 2025
These Financial Statements are DRAFT, without Audit or Annualized Adjustments

Line #		2024	2025		
		10 Months Actuals	10 Months Actuals	10 Month Budget	2025 Budget
9	Total Income	\$ 4,410,304	\$ 4,801,969	\$ 4,708,278	\$ 5,649,934

35	Total Administration Expenses	\$ 190,277	\$ 164,444	\$ 217,625	\$ 261,150
63	Total Operating Expenses	\$ 346,870	\$ 387,476	\$ 440,654	\$ 528,785
83	Total Wages & Benefits	\$ 2,977,972	\$ 3,033,415	\$ 3,099,061	\$ 3,718,873
85	Extraordinary Expense/ Contingency Reserve	\$ -	\$ -	\$ 47,500	\$ 57,000
38	Amortization	\$ 170,833	\$ 187,500	\$ 225,000	\$ 225,000
65	Interest - LTD & Lease (SCBA)	\$ 12,846	\$ -	\$ -	\$ -
87	Total Expenses	\$ 3,698,798	\$ 3,772,836	\$ 4,029,840	\$ 4,790,808

88	Surplus Before Capital Expenses	\$ 711,506	\$ 1,029,133	\$ 678,438	\$ 859,125
110	Non Cash Expense (Amortization)	\$ 170,833	\$ 187,500	\$ 225,000	\$ 225,000
105	Total Capital Expenses & Transfers to/from Reserve Funds	\$ 945,000	\$ 1,084,125	\$ 125,313	\$ 1,084,125
107	Principal Payments - LTD & Lease (SCBA)	-\$ 58,889	\$ -	\$ -	\$ -

Change in Working Capital, Capital and Reserve Fund Allocations		-\$ 121,550	\$ 132,508	\$ 778,125	\$ 0
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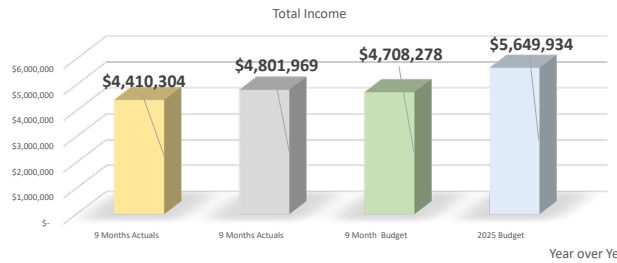
Executive Summary

The District continues to demonstrate strong financial performance, with revenues growing and expenses remaining well-controlled. **Total Income increased from \$4.41M in 2024 to \$4.80M in 2025 (10-month actuals), with the 2025 Budget projecting \$5.65M in total revenue.**

Operating expenses have remained stable and aligned with service needs. **Total Expenses increased modestly from \$3.70M (2024 actuals) to \$3.77M (2025 actuals), and are budgeted at \$4.79M for 2025,** primarily due to wage and benefit increases and higher operating demands.

Income

Line #		2024	2025		
		9 Months Actuals	9 Months Actuals	9 Month Budget	2025 Budget
2	Income				
3	Interest General	\$ 62,864	\$ 61,875	\$ 5,625	\$ 6,750
4	Interest CWRRF	\$ 52,045	\$ 34,482	\$ -	\$ -
5	Miscellaneous Income	\$ 10,395	\$ 48,788	\$ 45,833	\$ 55,000
8	Tax Revenue	\$ 4,285,000	\$ 4,656,824	\$ 4,656,820	\$ 5,588,184
9	Total Income	\$ 4,410,304	\$ 4,801,969	\$ 4,708,278	\$ 5,649,934

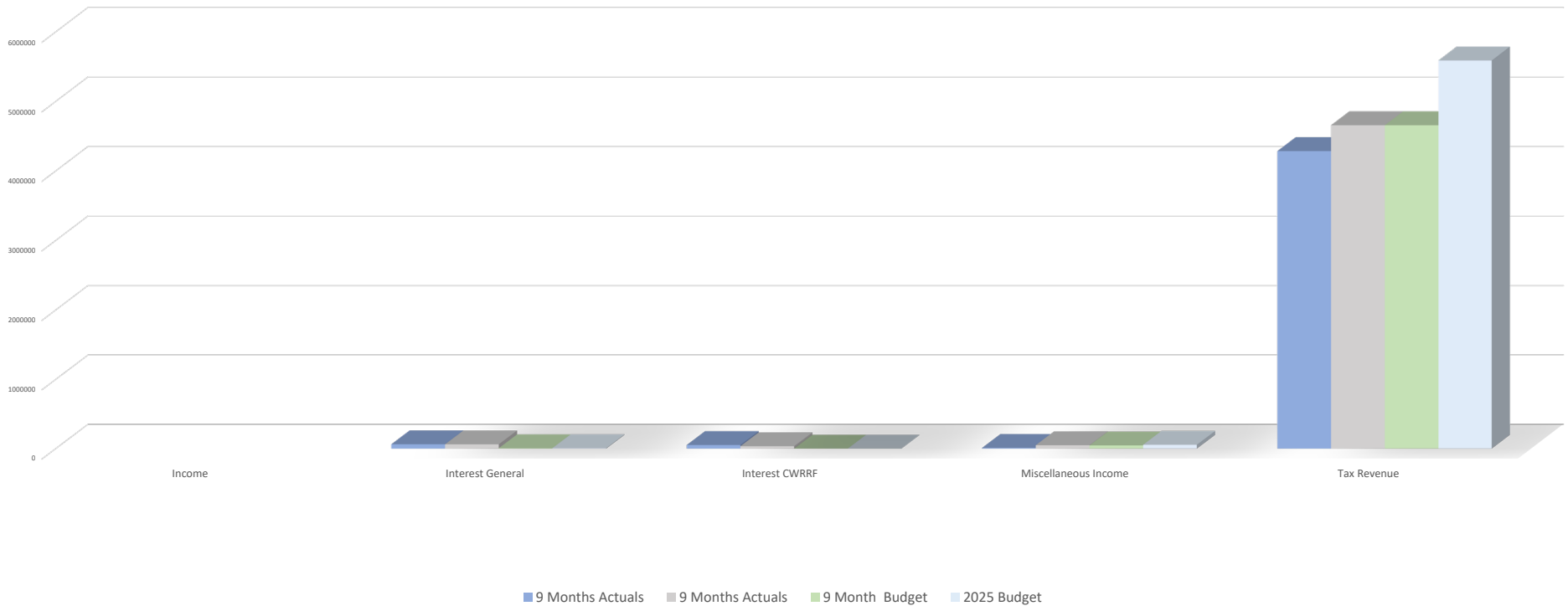


Executive Summary

The District's income position at the nine-month mark remains strong and stable. Total income recorded is **\$4.80M**, which is ahead of expectations and reflects reliable performance across all major revenue sources. Tax revenue continues to track precisely to forecast, providing a predictable foundation for operations.

Interest earnings—both general and CWRRF—are notably higher than projected due to stronger cash balances and favourable rates, generating unplanned supplementary revenue that enhances financial flexibility. Miscellaneous income is also performing slightly above expectations, driven by steady activity in non-tax sources.

Overall, the District's year-to-date revenue performance positions us well for year-end outcomes and supports ongoing operational and capital commitments without pressure on the financial plan.



Administration Expenses

Executive Summary

Administration expenses for the first nine months of 2025 total **\$165,115**, which is well below the comparable period last year and reflects disciplined cost management across all administrative functions. Most categories are tracking comfortably within expected levels, with several areas—such as consulting, dues and subscriptions, legal, labour relations, and office supplies—showing notably low year-to-date activity. These variances are primarily timing-related and do not indicate operational risk.

Core recurring expenses, including audit fees, insurance, phone communications, and bank charges, remain stable and consistent with service requirements. Election-related advertising is significantly lower than in 2024, as expected, given the absence of major electoral activities in the current year.

Overall, the 9-month results demonstrate **strong expenditure control**, with administrative costs well managed and aligned with operational needs, providing continued budget flexibility for the remainder of the year.

Line #		2024	2025		
		9 Months Actuals	9 Months Actuals	9 Month Budget	2025 Budget
13	Advertising	\$ 2,934	\$ 8,671	\$ 2,917	\$ 3,500
14	Advertising - Elections, AGM, Board Meetings and	\$ 35,081	\$ 7,161	\$ 25,000	\$ 30,000
15	Annual Appreciation Dinner	\$ 8,013	\$ 8,164	\$ 6,667	\$ 8,000
16	Audit & Related Fees	\$ 17,000	\$ 19,561	\$ 12,750	\$ 15,300
17	Bank Charges/Credit Card Fees/Telpay Fees/Finan	\$ 1,706	\$ 2,571	\$ 1,458	\$ 1,750
18	Communications - Phone	\$ 14,401	\$ 13,454	\$ 16,667	\$ 20,000
19	Communications & Miscellaneous	\$ -	\$ -	\$ 6,000	\$ 7,200
20	Community Relations	\$ 1,883	\$ 4,230	\$ 1,250	\$ 1,500
21	Conferences	\$ 4,359	\$ 3,531	\$ 4,167	\$ 5,000
22	Consulting Fees	\$ 3,224	\$ 4,235	\$ 21,250	\$ 25,500
23	Dues & Subscriptions	\$ 1,950	\$ 2,032	\$ 4,250	\$ 5,100
24	Fireworks	\$ 4,666	\$ 837	\$ 4,167	\$ 5,000
25	Freight/Postage	\$ 3,356	\$ 3,077	\$ 3,750	\$ 4,500
26	Insurance	\$ 43,752	\$ 46,167	\$ 45,000	\$ 54,000
27	Labour Relations	\$ 17,397	\$ 14,246	\$ 20,000	\$ 24,000
28	Legal	\$ 10,662	\$ 5,708	\$ 12,750	\$ 15,300
29	Licenses, leases & Rentals	\$ 12,507	\$ 12,752	\$ 15,000	\$ 18,000
32	Office Supplies & Equipment	\$ 7,386	\$ 8,049	\$ 12,917	\$ 15,500
33	Professional Development - Excluded Staff	\$ -	\$ -	\$ 1,667	\$ 2,000
35	Total Administration Expenses	\$ 190,277	\$ 164,444	\$ 217,625	\$ 261,150

% of Total Expenditures

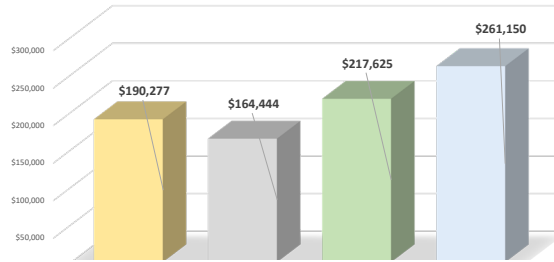
5.1%

4.4%

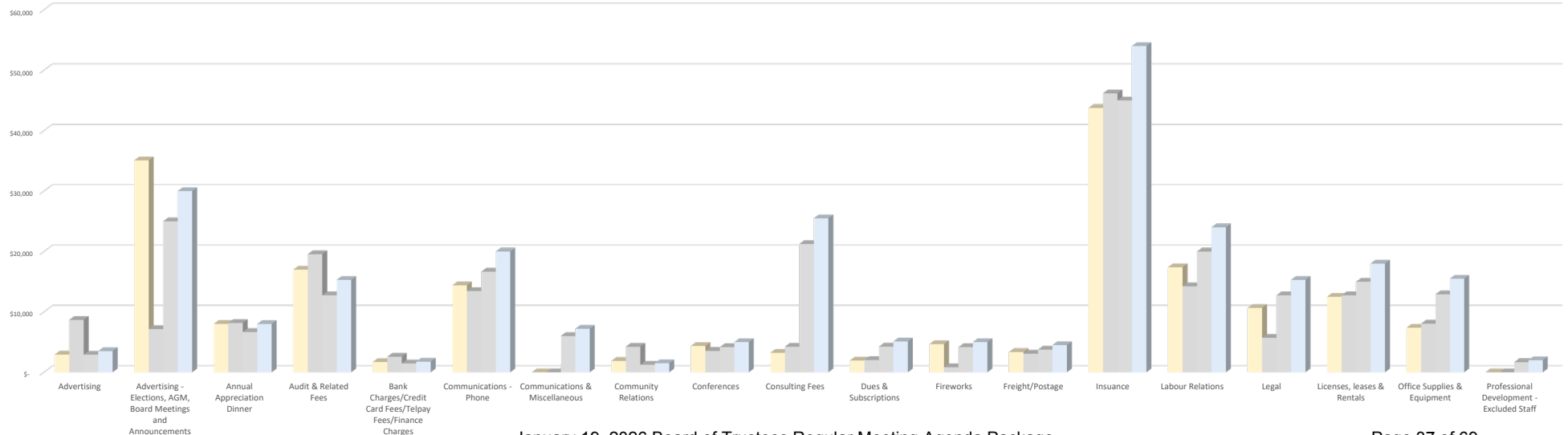
4.5%

5.5%

Total Administration Expenses



Administration by Expense Type



Operating Expenses

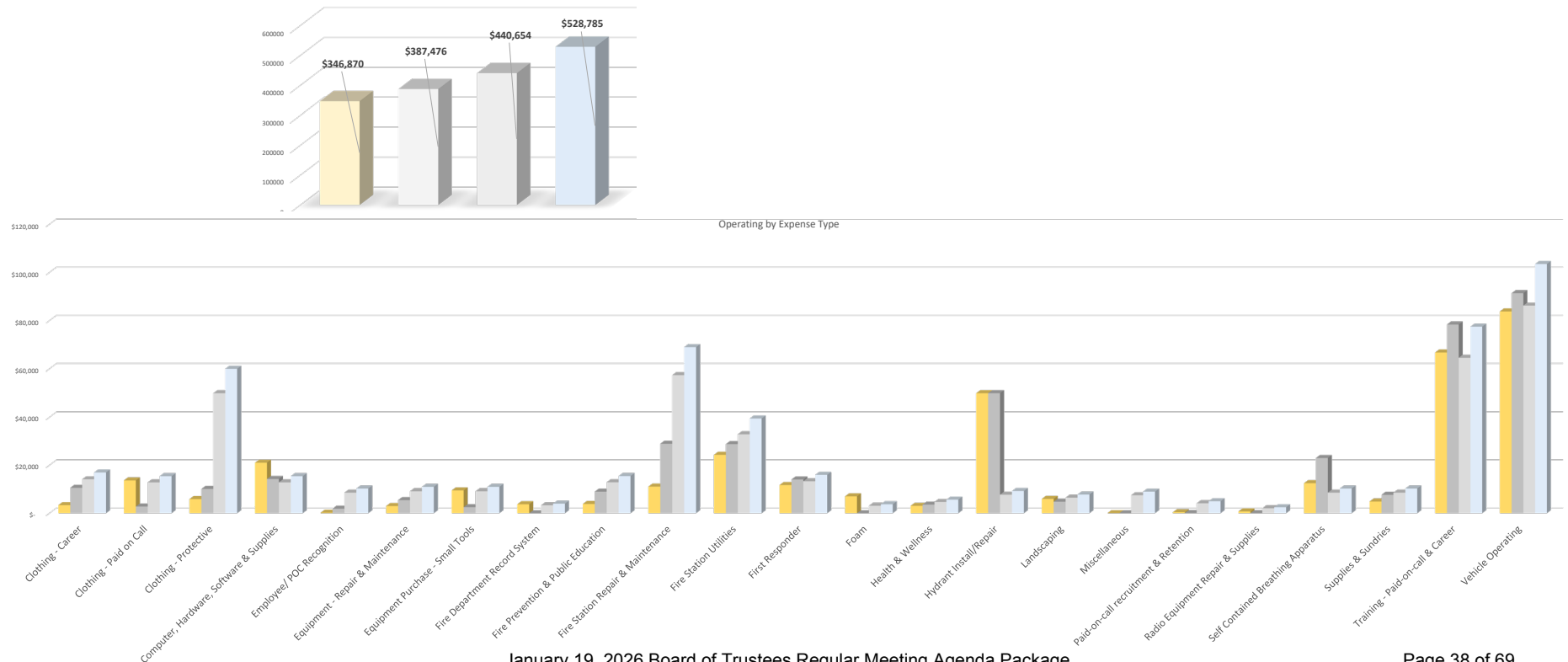
Line #		2024	2025		
		9 Months Actuals	9 Months Actuals	9 Month Budget	2025 Budget
40	Clothing - Career	\$ 3,374	\$ 10,597	\$ 14,167	\$ 17,000
41	Clothing - Paid on Call	\$ 13,687	\$ 2,797	\$ 12,875	\$ 15,450
42	Clothing - Protective	\$ 5,901	\$ 10,124	\$ 50,000	\$ 60,000
43	Computer, Hardware, Software & Supplies	\$ 21,074	\$ 14,279	\$ 12,875	\$ 15,450
44	Employee/ POC Recognition	\$ 204	\$ 1,898	\$ 8,583	\$ 10,300
45	Equipment - Repair & Maintenance	\$ 3,006	\$ 5,460	\$ 9,167	\$ 11,000
46	Equipment Purchase - Small Tools	\$ 9,516	\$ 2,521	\$ 9,167	\$ 11,000
47	Fire Department Record System	\$ 3,743	\$ -	\$ 3,333	\$ 4,000
48	Fire Prevention & Public Education	\$ 3,857	\$ 9,001	\$ 12,917	\$ 15,500
49	Fire Station Repair & Maintenance	\$ 11,113	\$ 28,963	\$ 57,500	\$ 69,000
50	Fire Station Utilities	\$ 24,357	\$ 28,821	\$ 32,917	\$ 39,500
51	First Responder	\$ 11,749	\$ 14,063	\$ 13,333	\$ 16,000
52	Foam	\$ 7,043	\$ -	\$ 3,125	\$ 3,750
53	Health & Wellness	\$ 3,092	\$ 3,589	\$ 4,721	\$ 5,665
54	Hydrant Install/Repair	\$ 50,000	\$ 50,000	\$ 7,725	\$ 9,270
55	Landscaping	\$ 5,970	\$ 4,811	\$ 6,500	\$ 7,800
56	Miscellaneous	\$ -	\$ -	\$ 7,500	\$ 9,000
57	Paid-on-call recruitment & Retention	\$ 419	\$ 67	\$ 4,167	\$ 5,000
58	Radio Equipment Repair & Supplies	\$ 753	\$ 28	\$ 2,083	\$ 2,500
59	Self Contained Breathing Apparatus	\$ 12,527	\$ 23,014	\$ 8,583	\$ 10,300
60	Supplies & Sundries	\$ 4,894	\$ 7,675	\$ 8,583	\$ 10,300
61	Training - Paid-on-call & Career	\$ 66,779	\$ 78,382	\$ 64,583	\$ 77,500
62	Vehicle Operating	\$ 83,812	\$ 91,385	\$ 86,250	\$ 103,500
63	Total Operating Expenses	\$ 346,870	\$ 387,476	\$ 440,654	\$ 528,785
% of Total Expenditures		9.4%	10.3%	9.2%	11.0%

Executive Summary – Operating Expenses

Operating expenses for the first nine months of 2025 total **\$387,476**, reflecting steady operational activity and generally responsible cost management across all core service areas. While several categories—such as training, SCBA, fire station maintenance, and vehicle operations—show elevated activity compared to last year, these increases are consistent with operational demands, regulatory requirements, and maintenance schedules.

Most other categories, including tools and equipment, recognition, POC recruitment, radio equipment, and foam supplies, show minimal spending year-to-date. Protective clothing and computer/software lines are higher than last year but remain proportional to operational needs and replacement cycles.

Overall, the operating budget is tracking appropriately to service delivery needs, with higher-demand areas offset by lower spending in other categories. The nine-month results show **no significant pressures** and indicate that operating costs remain well aligned with departmental requirements and strategic priorities



Wages

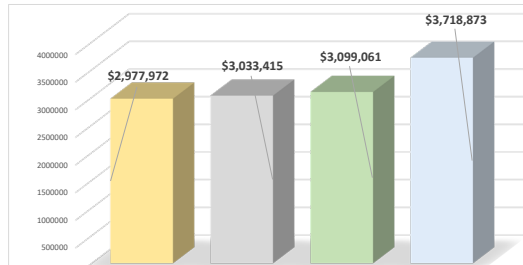
Executive Summary – Wages & Benefits

Wages and benefits for the first nine months of 2025 total **\$3.03M**, reflecting stable staffing activity and predictable personnel costs. Career staff wages are slightly higher than last year, consistent with scheduling, overtime, and operational coverage requirements. Paid-on-call wages are marginally lower year-over-year, aligning with call volume and member availability.

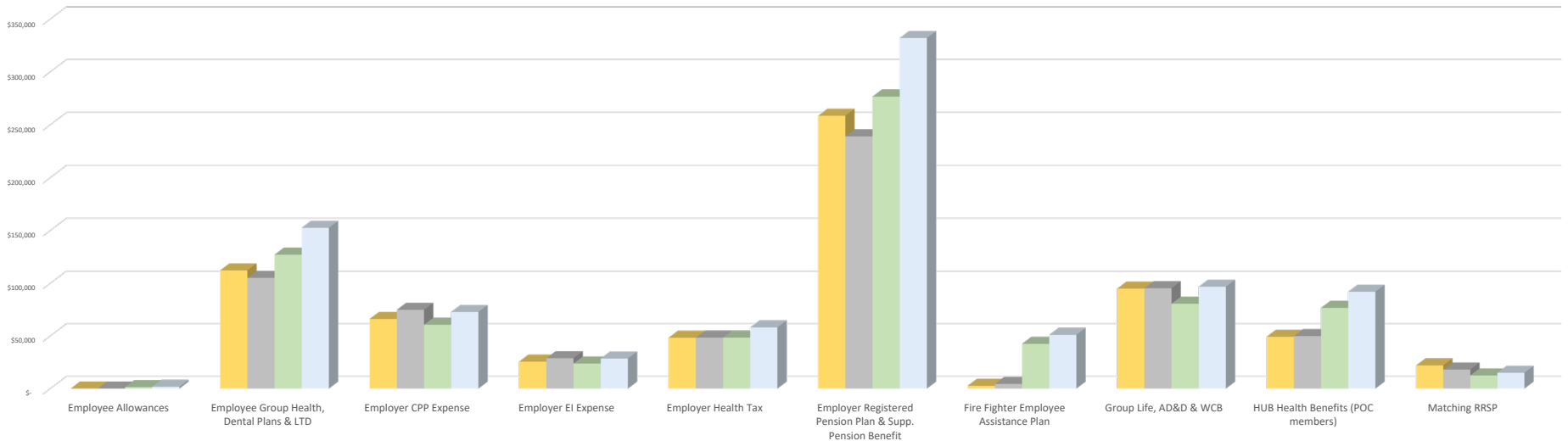
Benefit expenditures remain steady across all major categories. CPP and EI have increased in line with wage levels and statutory changes, while health, dental, and pension costs show normal year-to-date variation. Firefighter EAP and employee allowances reflect minimal activity, and POC benefit use remain consistent with prior patterns.

Overall, the nine-month results indicate **well-managed and controlled personnel spending**, with no unusual pressures or deviations from expected trends. The District's staffing and benefits profile remain stable and aligned with operational needs.

Line #		2024	2025		
		9 Months Actuals	9 Months Actuals	9 Month Budget	2025 Budget
67	Wage & Related Expenses				
68	Career/Excluded/Casual Staff Wages & Sala	\$ 2,072,942	\$ 2,150,571	\$ 2,116,561	\$ 2,539,873
69	Paid-on-call Members Wages	\$ 225,355	\$ 218,907	\$ 232,083	\$ 278,500
70	Total Wages	\$ 2,298,298	\$ 2,369,478	\$ 2,348,644	\$ 2,818,373
71	Statutory & Group Benefits				
72	Employee Allowances	\$ -	\$ -	\$ 1,459	\$ 1,750
73	Employee Group Health, Dental Plans & LTD	\$ 112,248	\$ 105,157	\$ 127,108	\$ 152,530
74	Employer CPP Expense	\$ 66,120	\$ 74,796	\$ 60,646	\$ 72,775
75	Employer EI Expense	\$ 25,612	\$ 28,851	\$ 23,794	\$ 28,553
76	Employer Health Tax	\$ 48,295	\$ 48,414	\$ 48,429	\$ 58,114
77	Employer Registered Pension Plan & Supp.	\$ 258,523	\$ 239,036	\$ 276,685	\$ 332,022
78	Fire Fighter Employee Assistance Plan	\$ 2,682	\$ 4,444	\$ 42,500	\$ 51,000
79	Group Life, AD&D & WCB	\$ 94,947	\$ 95,312	\$ 80,630	\$ 96,756
80	HUB Health Benefits (POC members)	\$ 49,224	\$ 49,848	\$ 76,667	\$ 92,000
81	Matching RRSP	\$ 22,021	\$ 18,079	\$ 12,500	\$ 15,000
82	Total Statutory & Group Benefits	\$ 679,674	\$ 663,938	\$ 750,417	\$ 900,500
83	Total Wages & Benefits	\$ 2,977,972	\$ 3,033,415	\$ 3,099,061	\$ 3,718,873
	% of Total Expenditures	80.5%	80.4%	76.9%	77.6%



Wage Expenses by Type



Capital and Reserve Funds

		2024	2025	
Line #		9 Months Actuals	9 Months Actuals	2025 Budget
Capital Account				
	GCPR - Water Infrastructure	\$ 50,000	\$ 50,000	\$ 50,000
	GCPR - Small Capital	\$ 30,000	\$ 30,000	\$ 30,000
	GCPR - Apparatus	\$ 315,000	\$ 340,000	\$ 340,000
	GCPR - New Fire Hall	\$ 500,000	\$ 564,125	\$ 564,125
	GCPR - Unspecified	\$ -	\$ -	\$ -
	GCPR - Hall 2 and Hall 3 Remediations	\$ 50,000	\$ 50,000	\$ 50,000
	Total Capital Expenses & Transfers to/from Reserve Funds	\$ 945,000	\$ 1,034,125	\$ 1,034,125
Principal Payments - LTD & Lease (SCBA)		-\$ 58,889	\$ -	\$ -
Surplus After Capital Expenses & Principal Payments LTD		-\$ 292,383	-\$ 54,992	-\$ 225,000
Non Cash Expense (Amortization)		\$ 170,833	\$ 187,500	\$ 225,000
Change in Working Capital (Current Assets - Current Liabilities)		-\$ 121,550	\$ 132,508	\$ 0

		2024	2025				
Line #		2025 Opening Balance	2025 Reserve Budget	Bylaw #156 New Fire Hall	Other Allocations	5% Contract 2025	2025 Ending Balance
Capital Account							
	GCPR - Water Infrastructure	\$ 448,821	\$ 50,000	-\$ 276,768	-\$ 75,000	Bylaw #160	\$ 147,053
	GCPR - Small Capital	\$ 127,074	\$ 30,000	-\$ -	-\$ 123,000	Bylaw required	\$ 34,074
	GCPR - Apparatus	\$ 721,360	\$ 340,000	-\$ -	-\$ 45,000	Bylaw required	\$ 1,016,360
	GCPR - New Fire Hall	\$ 34,694	\$ 564,125	-\$ 598,819			\$ -
	GCPR - Unspecified	\$ 359,070		-\$ 359,070			\$ -
	GCPR - Hall 2 and Hall 3 Remediations	\$ 223,691	\$ 50,000	-\$ -			\$ 273,691
	OECFR - Health and Wellness	\$ 12,219					\$ 12,219
	WBRF - MMP Refund	\$ 42,981				\$ 100,000	\$ 142,981
	Total Capital Expenses & Transfers to/from Reserve Funds	\$ 1,969,910	\$ 1,034,125	-\$ 1,234,657	-\$ 243,000	\$ 100,000	\$ 1,626,378

Executive Summary – Capital Account & Year-End Position

Reserve fund allocations for the first nine months of 2025 total **\$1,034,125**, fully aligned with the planned contributions to major capital reserves. Allocations remain consistent across categories, with no unexpected adjustments or deviations.

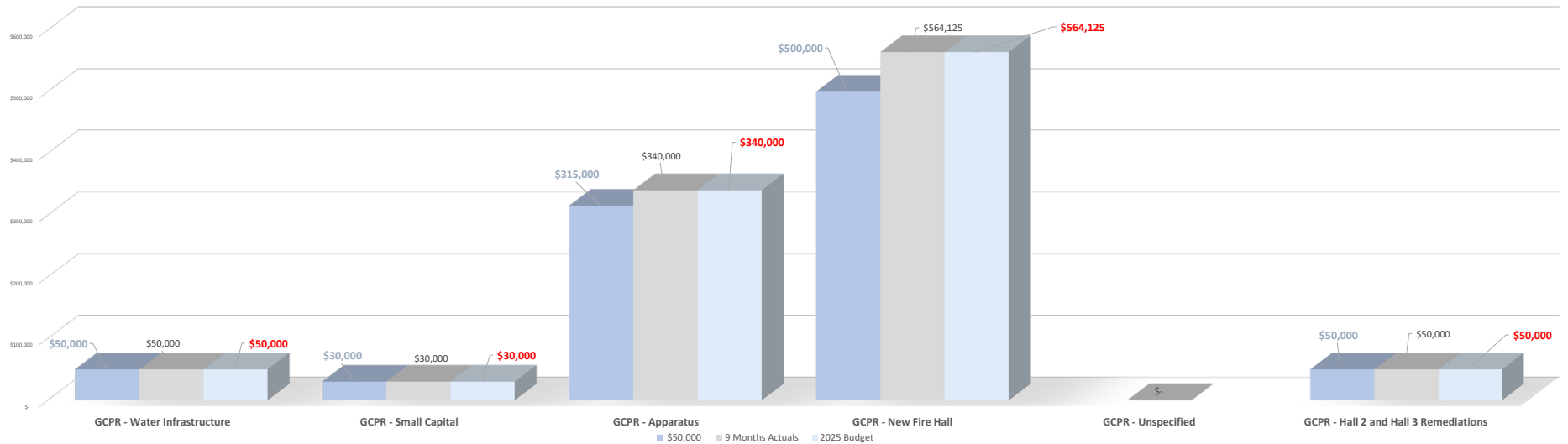
The largest allocations continue to support long-term priorities:

New Fire Hall Reserve: \$564,125

Apparatus Reserve: \$340,000

Smaller, stable allocations were also made to **water infrastructure, small capital, and Hall 2/3 remediation** reserves. No transfers were made to the unspecified reserve category.

Overall, the 9-month results show **structured and predictable reserve contributions**, matching strategic capital planning and ensuring continued funding for major future projects.



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

Prorate Factor
Months
0.83

Line #		2024 Approved Actuals	2025 Approved Actuals	2025 Prorated Budget	2025 Approved Budget
1		Consolidated	Consolidated	Consolidated	Consolidated
2	Income				
3	Interest General	\$ 62,864	\$ 61,875	\$ 5,625	\$ 6,750
4	Interest CWRRF	\$ 52,045	\$ 34,482	\$ -	\$ -
5	Miscellaneous Income	\$ 10,395	\$ 48,788	\$ 45,833	\$ 55,000
6	Tax Revenue - LTD Interest	\$ -	\$ -	\$ -	\$ -
7	Tax Revenue- LTD Retirement	\$ -	\$ -	\$ -	\$ -
8	Tax Revenue	\$ 4,285,000	\$ 4,656,824	\$ 4,656,820	\$ 5,588,184
9	Total Income	\$ 4,410,304	\$ 4,801,969	\$ 4,708,278	\$ 5,649,934
10					
11	Administration Expenses				
13	Advertising	\$ 2,934	\$ 8,671	\$ 2,917	\$ 3,500
14	Advertising - Elections, AGM, Board Meetings and Announcements	\$ 35,081	\$ 7,161	\$ 25,000	\$ 30,000
15	Annual Appreciation Dinner	\$ 8,013	\$ 8,164	\$ 6,667	\$ 8,000
16	Audit & Related Fees	\$ 17,000	\$ 19,561	\$ 12,750	\$ 15,300
17	Bank Charges/Credit Card Fees/Telpay Fees/Finance Charges	\$ 1,706	\$ 2,571	\$ 1,458	\$ 1,750
18	Communications - Phone	\$ 14,401	\$ 13,454	\$ 16,667	\$ 20,000
19	Communications & Miscellaneous	\$ -	\$ -	\$ 6,000	\$ 7,200
20	Community Relations	\$ 1,883	\$ 4,230	\$ 1,250	\$ 1,500
21	Conferences	\$ 4,359	\$ 3,531	\$ 4,167	\$ 5,000
22	Consulting Fees	\$ 3,224	\$ 4,235	\$ 21,250	\$ 25,500
23	Dues & Subscriptions	\$ 1,950	\$ 2,032	\$ 4,250	\$ 5,100
24	Fireworks	\$ 4,666	\$ 837	\$ 4,167	\$ 5,000
25	Freight/Postage	\$ 3,356	\$ 3,077	\$ 3,750	\$ 4,500
26	Insurance	\$ 43,752	\$ 46,167	\$ 45,000	\$ 54,000
27	Labour Relations	\$ 17,397	\$ 14,246	\$ 20,000	\$ 24,000
28	Legal	\$ 10,662	\$ 5,708	\$ 12,750	\$ 15,300
29	Licenses, leases & Rentals	\$ 12,507	\$ 12,752	\$ 15,000	\$ 18,000
32	Office Supplies & Equipment	\$ 7,386	\$ 8,049	\$ 12,917	\$ 15,500
33	Professional Development - Excluded Staff	\$ -	\$ -	\$ 1,667	\$ 2,000
35	Total Administration Expenses	\$ 190,277	\$ 164,444	\$ 217,625	\$ 261,150
36					
37					
38	Amortization	\$ 170,833	\$ 187,500	\$ 225,000	\$ 225,000
39					
40	Clothing - Career	\$ 3,374	\$ 10,597	\$ 14,167	\$ 17,000
41	Clothing - Paid on Call	\$ 13,687	\$ 2,797	\$ 12,875	\$ 15,450
42	Clothing - Protective	\$ 5,901	\$ 10,124	\$ 50,000	\$ 60,000
43	Computer, Hardware, Software & Supplies	\$ 21,074	\$ 14,279	\$ 12,875	\$ 15,450
44	Employee/ POC Recognition	\$ 204	\$ 1,898	\$ 8,583	\$ 10,300
45	Equipment - Repair & Maintenance	\$ 3,006	\$ 5,460	\$ 9,167	\$ 11,000
46	Equipment Purchase - Small Tools	\$ 9,516	\$ 2,521	\$ 9,167	\$ 11,000
47	Fire Department Record System	\$ 3,743	\$ -	\$ 3,333	\$ 4,000
48	Fire Prevention & Public Education	\$ 3,857	\$ 9,001	\$ 12,917	\$ 15,500
49	Fire Station Repair & Maintenance	\$ 11,113	\$ 28,963	\$ 57,500	\$ 69,000
50	Fire Station Utilities	\$ 24,357	\$ 28,821	\$ 32,917	\$ 39,500
51	First Responder	\$ 11,749	\$ 14,063	\$ 13,333	\$ 16,000
52	Foam	\$ 7,043	\$ -	\$ 3,125	\$ 3,750
53	Health & Wellness	\$ 3,092	\$ 3,589	\$ 4,721	\$ 5,665
54	Hydrant Install/Repair	\$ 50,000	\$ 50,000	\$ 7,725	\$ 9,270
55	Landscaping	\$ 5,970	\$ 4,811	\$ 6,500	\$ 7,800
56	Miscellaneous	\$ -	\$ -	\$ 7,500	\$ 9,000
57	Paid-on-call recruitment & Retention	\$ 419	\$ 67	\$ 4,167	\$ 5,000
58	Radio Equipment Repair & Supplies	\$ 753	\$ 28	\$ 2,083	\$ 2,500
59	Self Contained Breathing Apparatus	\$ 12,527	\$ 23,014	\$ 8,583	\$ 10,300
60	Supplies & Sundries	\$ 4,894	\$ 7,675	\$ 8,583	\$ 10,300
61	Training - Paid-on-call & Career	\$ 66,779	\$ 78,382	\$ 64,583	\$ 77,500
62	Vehicle Operating	\$ 83,812	\$ 91,385	\$ 86,250	\$ 103,500
63	Total Operating Expenses	\$ 346,870	\$ 387,476	\$ 440,654	\$ 528,785
64					
65	Interest - LTD & Lease (SCBA)	\$ 12,846	\$ -	\$ -	\$ -
66					

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

Line #		2024 Approved Actuals	2025 Approved Actuals	2025 Prorated Budget	2025 Approved Budget
		Consolidated	Consolidated	Consolidated	Consolidated
67	Wage & Related Expenses				
68	Career/Excluded/Casual Staff Wages & Salaries	\$ 2,072,942	\$ 2,150,571	\$ 2,116,561	\$ 2,539,873
69	Paid-on-call Members Wages	\$ 225,355	\$ 218,907	\$ 232,083	\$ 278,500
70	Total Wages	\$ 2,298,298	\$ 2,369,478	\$ 2,348,644	\$ 2,818,373
71	Statutory & Group Benefits				
72	Employee Allowances	\$ -	\$ -	\$ 1,459	\$ 1,750
73	Employee Group Health, Dental Plans & LTD	\$ 112,248	\$ 105,157	\$ 127,108	\$ 152,530
74	Employer CPP Expense	\$ 66,120	\$ 74,796	\$ 60,646	\$ 72,775
75	Employer EI Expense	\$ 25,612	\$ 28,851	\$ 23,794	\$ 28,553
76	Employer Health Tax	\$ 48,295	\$ 48,414	\$ 48,429	\$ 58,114
77	Employer Registered Pension Plan & Supp. Pension Benefit	\$ 258,523	\$ 239,036	\$ 276,685	\$ 332,022
78	Fire Fighter Employee Assistance Plan	\$ 2,682	\$ 4,444	\$ 42,500	\$ 51,000
79	Group Life, AD&D & WCB	\$ 94,947	\$ 95,312	\$ 80,630	\$ 96,756
80	HUB Health Benefits (POC members)	\$ 49,224	\$ 49,848	\$ 76,667	\$ 92,000
81	Matching RRSP	\$ 22,021	\$ 18,079	\$ 12,500	\$ 15,000
82	Total Statutory & Group Benefits	\$ 679,674	\$ 663,938	\$ 750,417	\$ 900,500
83	Total Wages & Benefits	\$ 2,977,972	\$ 3,033,415	\$ 3,099,061	\$ 3,718,873
84					
85	Extraordinary Expense/ Contingency Reserve	\$ -	\$ -	\$ 47,500	\$ 57,000
86					
87	Total Expenses	\$ 3,698,798	\$ 3,772,836	\$ 4,029,840	\$ 4,790,808
88	Surplus Before Capital Expenses	\$ 711,506	\$ 1,029,133	\$ 678,438	\$ 859,125
89					
90	Capital Account				
93	Budget Capital Expenses Funded by Operating Funds (Water Supply)	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
94	Budget Capital Expenses Funded by Reserves (Apparatus)	\$ -	\$ 50,000	\$ 50,000	\$ 50,000
95	Budget Capital Expenses Funded by Reserves (Small Capital)	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
96	Transfer to General Capital Purposes Reserve Fund (Apparatus)	\$ 315,000	\$ 340,000	\$ 34,000	\$ 340,000
97	Transfer to General Capital Purposes Reserve Fund (New Fire Hall Reserve)	\$ 500,000	\$ 564,125	\$ 564,125	\$ 564,125
98	Transfer to General Capital Purposes Reserve Fund (Unspecified)	\$ -	\$ -	\$ -	\$ -
99	Transfer to General Capital Purposes Reserve Fund (Halls 2 & 3 Remediation)	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
105	Total Capital Expenses & Transfers to/from Reserve Funds	\$ 945,000	\$ 1,084,125	\$ 778,125	\$ 1,084,125
106					
107	Principal Payments - LTD & Lease (SCBA)	-\$ 58,889	\$ -	\$ -	\$ -
108					
109	Surplus After Capital Expenses & Principal Payments LTD	-\$ 292,383	-\$ 54,992	-\$ 99,687	-\$ 225,000
110	Non Cash Expense (Amortization)	\$ 170,833	\$ 187,500	\$ 225,000	\$ 225,000
111	Change in Working Capital (Current Assets - Current Liabilities)	-\$ 121,550	\$ 132,508	\$ 125,313	\$ 0

Salt Spring Island Fire Protection District

Summary Financial Package

For the Period Ending: November 30, 2025

These Financial Statements are DRAFT, without Audit or Annualized Adjustments

Summary 2025 Financial Statements

The District remains in a strong and stable financial position as we move through 2025. Our total projected income for the year is **\$5.65 million**, supported primarily by steady growth in property tax revenue. This allows us to maintain essential fire and emergency services while continuing to invest in the equipment and infrastructure our community relies on.

Operating expenses—including wages, training, utilities, and fire station maintenance—are tracking as expected for a growing and modernizing fire service. We continue to manage costs carefully, finding savings in some administrative and benefit areas that help offset rising expenses in others. Overall spending remains aligned with the Board-approved budget for the year.

A major focus in 2025 is long-term capital investment. The District is allocating **\$1.084 million** toward key projects, including apparatus replacement, water supply improvements, small equipment upgrades, and ongoing contributions to the **new fire hall reserve**. These investments ensure that firefighters have the tools, facilities, and equipment needed to respond safely and effectively.

After accounting for capital contributions, the District is planning for a modest year-end deficit of **\$225,000**, which is intentional and reflects our commitment to advancing major capital projects without sudden tax increases.

In summary, the District continues to balance responsible financial management with strategic investments that support public safety, firefighter readiness, and the long-term sustainability of our fire protection services.

Salt Spring Island Fire Protection District

Summary Financial Package

For the Period Ending: November 30, 2025
These Financial Statements are DRAFT, without Audit or Annualized Adjustments

Line #		2024	2025		
		11 Months Actuals	11 Months Actuals	11 Month Budget	2025 Budget
9	Total Income	\$ 4,845,281	\$ 5,445,405	\$ 5,179,106	\$ 5,649,934
35	Total Administration Expenses	\$ 206,579	\$ 184,739	\$ 239,388	\$ 261,150
63	Total Operating Expenses	\$ 378,819	\$ 419,586	\$ 484,720	\$ 528,785
83	Total Wages & Benefits	\$ 3,246,308	\$ 3,284,645	\$ 3,408,967	\$ 3,718,873
85	Extraordinary Expense/ Contingency Reserve	\$ -	\$ -	\$ 52,250	\$ 57,000
38	Amortization	\$ 187,917	\$ 206,250	\$ 225,000	\$ 225,000
65	Interest - LTD & Lease (SCBA)	\$ 12,846	\$ -	\$ -	\$ -
87	Total Expenses	\$ 4,032,469	\$ 4,095,220	\$ 4,410,324	\$ 4,790,808
88	Surplus Before Capital Expenses	\$ 812,812	\$ 1,350,185	\$ 768,782	\$ 859,125
110	Non Cash Expense (Amortization)	\$ 187,917	\$ 206,250	\$ 225,000	\$ 225,000
105	Total Capital Expenses & Transfers to/from Reserve Funds	\$ 945,000	\$ 1,084,125	-\$ 90,343	\$ 1,084,125
107	Principal Payments - LTD & Lease (SCBA)	-\$ 58,889	\$ -	\$ -	\$ -
Change in Working Capital, Capital and Reserve Fund Allocations		-\$ 3,160	\$ 472,310	\$ 1,084,125	\$ 0

Executive Summary

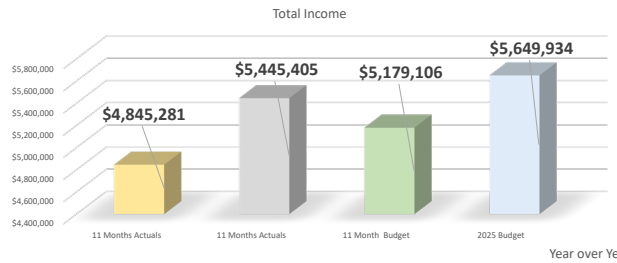
The consolidated 2025 financial position reflects stable revenues, disciplined operating management, and continued investment in core services and capital priorities. Total income for 2025 is projected at **\$5.65 million**, an increase over both 2024 actuals and the prorated 2025 budget, driven primarily by growth in tax revenue and one-time miscellaneous revenue from wildfire deployments and firesmart activities.

Operating and administrative expenses continue to be well-managed. Total expenses of **\$4.79 million** remain within planned levels, despite upward pressure in areas such as utilities, training, and wages tied to contractual adjustments. Savings in administration, benefits, and select operational categories have helped offset these increases.

Capital investment remains significant in 2025, with **\$1.084 million** allocated for apparatus replacement, the new fire hall reserve, water infrastructure, and small capital items. These costs are fully funded through a combination of reserves and planned transfers, consistent with long-term financial planning.

Income

Line #		2024	2025		
		11 Months Actuals	11 Months Actuals	11 Month Budget	2025 Budget
2	Income				
3	Interest General	\$ 54,663	\$ 71,751	\$ 6,188	\$ 6,750
4	Interest CWRRF	\$ 66,722	\$ 38,077	\$ -	\$ -
5	Miscellaneous Income	\$ 10,395	\$ 213,069	\$ 50,417	\$ 55,000
8	Tax Revenue	\$ 4,713,500	\$ 5,122,508	\$ 5,122,502	\$ 5,588,184
9	Total Income	\$ 4,845,281	\$ 5,445,405	\$ 5,179,106	\$ 5,649,934



Executive Summary

The District's revenues remain stable and continue to strengthen heading into 2025. Tax revenue—our primary funding source—shows steady growth, rising from \$5.12M in 2024 (11-month actuals) to a projected \$5.59M in 2025.

Interest income fluctuated in 2024 due to higher balances and market conditions but is budgeted conservatively for 2025, with no CWRRF interest expected as those funds support planned capital work.

Miscellaneous income was unusually high in 2024 due to one-time items and is expected to return to typical levels in 2025. Overall, total income is projected to increase to \$5.65M in 2025, supporting ongoing service delivery and key strategic priorities, including major capital planning.

Overall, the District's total income is projected to increase from \$5.45M in 2024 (actuals to date) to a budget of \$5.65M for 2025. This strengthens our capacity to maintain service levels, advance strategic



Administration Expenses

Executive Summary

Administration Expenses

Administration expenses for the first eleven months of 2025 total **\$184,739**, tracking **below both the prior year's actuals** and the **2025 eleven-month budget** of \$239,388.

Lower spending in several areas—including legal, labour relations, consulting fees, and office supplies—is helping to offset higher costs in insurance and select communications categories.

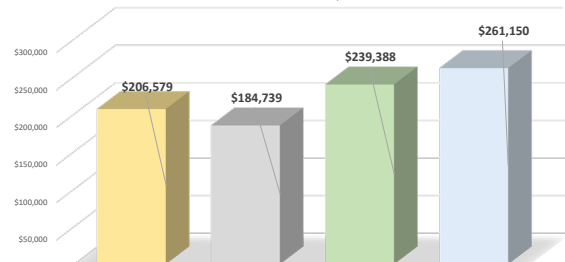
Election-related advertising is also significantly reduced compared to 2024, contributing to overall savings.

While modest increases are anticipated in the final month of the fiscal year, current trends indicate administration costs will remain **well-managed and aligned with full-year expectations**, with the 2025 total budget set at **\$261,150**.

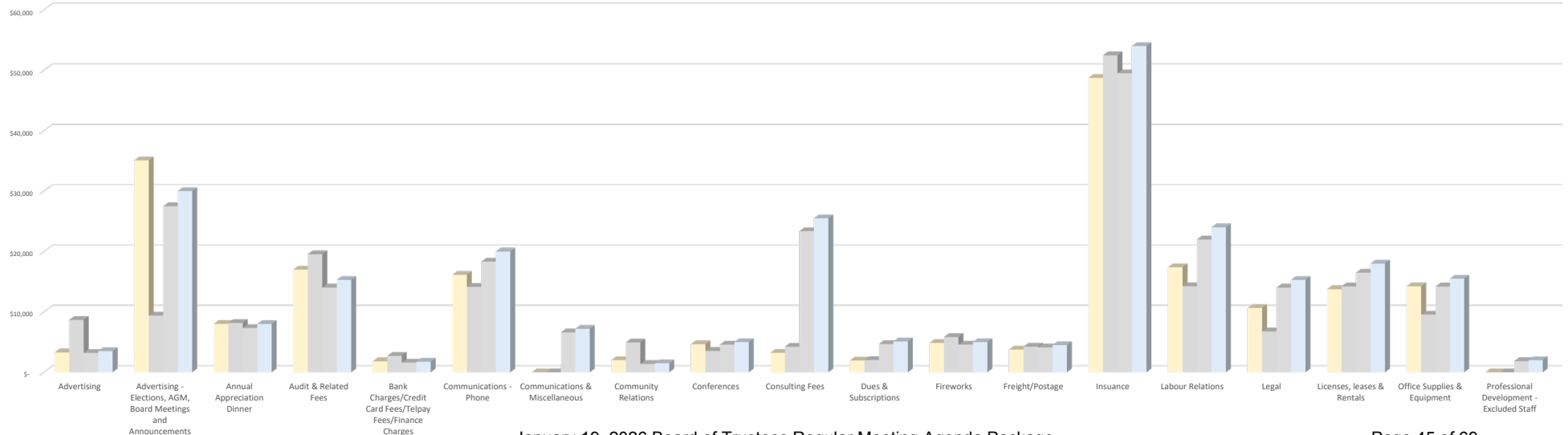
Line #		2024	2025		
		11 Months Actuals	11 Months Actuals	11 Month Budget	2025 Budget
13	Advertising	\$ 3,280	\$ 8,671	\$ 3,208	\$ 3,500
14	Advertising - Elections, AGM, Board Meetings and	\$ 35,081	\$ 9,390	\$ 27,500	\$ 30,000
15	Annual Appreciation Dinner	\$ 8,013	\$ 8,164	\$ 7,333	\$ 8,000
16	Audit & Related Fees	\$ 17,000	\$ 19,561	\$ 14,025	\$ 15,300
17	Bank Charges/Credit Card Fees/Telpay Fees/Finan	\$ 1,819	\$ 2,717	\$ 1,604	\$ 1,750
18	Communications - Phone	\$ 16,137	\$ 14,150	\$ 18,333	\$ 20,000
19	Communications & Miscellaneous	\$ -	\$ -	\$ 6,600	\$ 7,200
20	Community Relations	\$ 2,013	\$ 4,946	\$ 1,375	\$ 1,500
21	Conferences	\$ 4,649	\$ 3,531	\$ 4,583	\$ 5,000
22	Consulting Fees	\$ 3,224	\$ 4,235	\$ 23,375	\$ 25,500
23	Dues & Subscriptions	\$ 1,950	\$ 2,032	\$ 4,675	\$ 5,100
24	Fireworks	\$ 4,860	\$ 5,837	\$ 4,583	\$ 5,000
25	Freight/Postage	\$ 3,758	\$ 4,246	\$ 4,125	\$ 4,500
26	Insurance	\$ 48,732	\$ 52,466	\$ 49,500	\$ 54,000
27	Labour Relations	\$ 17,397	\$ 14,246	\$ 22,000	\$ 24,000
28	Legal	\$ 10,662	\$ 6,775	\$ 14,025	\$ 15,300
29	Licenses, leases & Rentals	\$ 13,763	\$ 14,221	\$ 16,500	\$ 18,000
32	Office Supplies & Equipment	\$ 14,240	\$ 9,553	\$ 14,208	\$ 15,500
33	Professional Development - Excluded Staff	\$ -	\$ -	\$ 1,833	\$ 2,000
35	Total Administration Expenses	\$ 206,579	\$ 184,739	\$ 239,388	\$ 261,150

% of Total Expenditures

5.1% 4.5% 5.0% 5.5%



Administration by Expense Type



Operating Expenses

Line #		2024	2025		
		11 Months Actuals	11 Months Actuals	11 Month Budget	2025 Budget
40	Clothing - Career	\$ 4,123	\$ 10,597	\$ 15,583	\$ 17,000
41	Clothing - Paid on Call	\$ 17,555	\$ 2,797	\$ 14,163	\$ 15,450
42	Clothing - Protective	\$ 10,588	\$ 10,139	\$ 55,000	\$ 60,000
43	Computer, Hardware, Software & Supplies	\$ 15,625	\$ 15,371	\$ 14,163	\$ 15,450
44	Employee/ POC Recognition	\$ 204	\$ 1,898	\$ 9,442	\$ 10,300
45	Equipment - Repair & Maintenance	\$ 3,272	\$ 5,548	\$ 10,083	\$ 11,000
46	Equipment Purchase - Small Tools	\$ 9,871	\$ 7,322	\$ 10,083	\$ 11,000
47	Fire Department Record System	\$ 3,743	\$ -	\$ 3,667	\$ 4,000
48	Fire Prevention & Public Education	\$ 3,929	\$ 9,444	\$ 14,208	\$ 15,500
49	Fire Station Repair & Maintenance	\$ 12,418	\$ 29,701	\$ 63,250	\$ 69,000
50	Fire Station Utilities	\$ 29,322	\$ 33,221	\$ 36,208	\$ 39,500
51	First Responder	\$ 12,866	\$ 14,795	\$ 14,667	\$ 16,000
52	Foam	\$ 7,187	\$ -	\$ 3,438	\$ 3,750
53	Health & Wellness	\$ 3,176	\$ 3,589	\$ 5,193	\$ 5,665
54	Hydrant Install/Repair	\$ 50,000	\$ 50,000	\$ 8,498	\$ 9,270
55	Landscaping	\$ 6,570	\$ 5,412	\$ 7,150	\$ 7,800
56	Miscellaneous	\$ -	\$ -	\$ 8,250	\$ 9,000
57	Paid-on-call recruitment & Retention	\$ 491	\$ 3,226	\$ 4,583	\$ 5,000
58	Radio Equipment Repair & Supplies	\$ 753	\$ 28	\$ 2,292	\$ 2,500
59	Self Contained Breathing Apparatus	\$ 12,527	\$ 23,014	\$ 9,442	\$ 10,300
60	Supplies & Sundries	\$ 5,595	\$ 8,138	\$ 9,442	\$ 10,300
61	Training - Paid-on-call & Career	\$ 69,170	\$ 80,152	\$ 71,042	\$ 77,500
62	Vehicle Operating	\$ 99,834	\$ 105,194	\$ 94,875	\$ 103,500
63	Total Operating Expenses	\$ 378,819	\$ 419,586	\$ 484,720	\$ 528,785
	% of Total Expenditures	9.4%	10.2%	10.1%	11.0%

Executive Summary

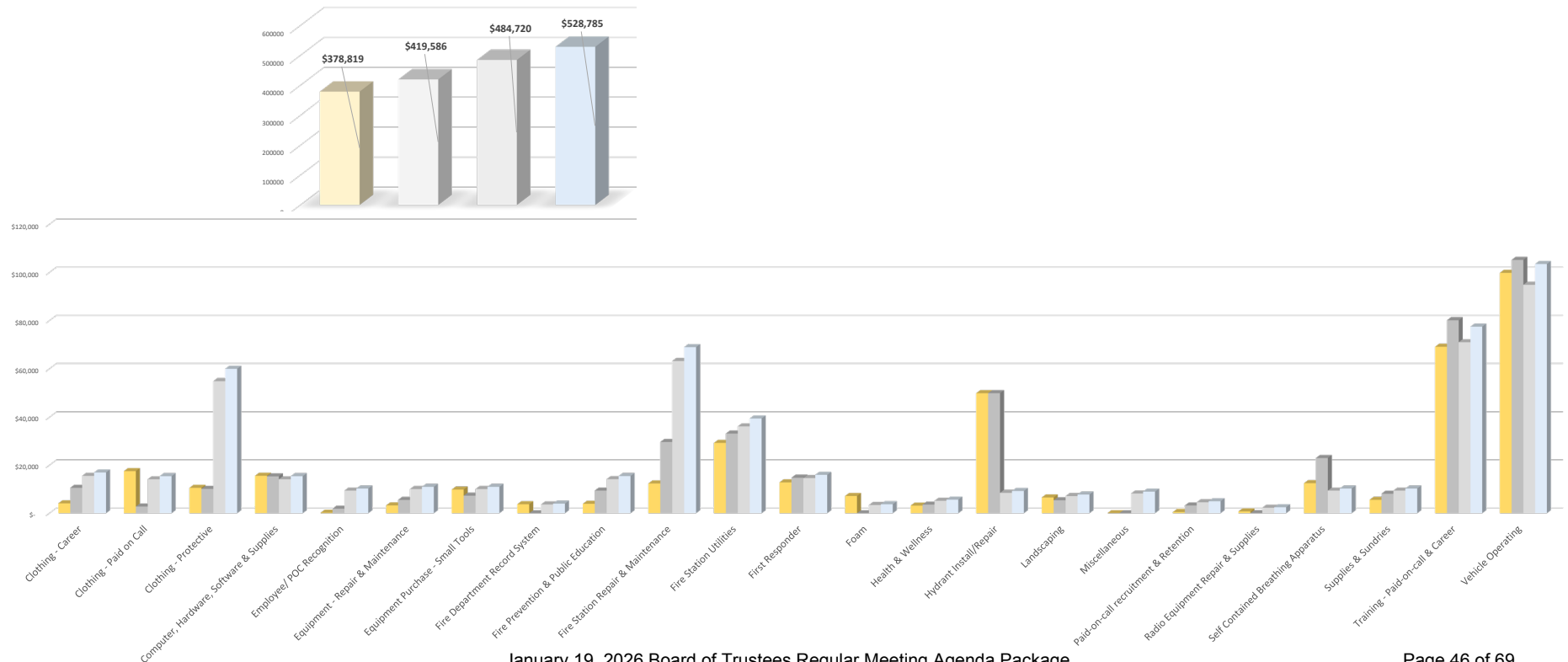
Operating Expenses

Operating expenses for the first eleven months of 2025 total **\$417,861**, trending **below the 2025 eleven-month budget** of \$484,720 but **above 2024 actuals**, largely due to increased activity in key operational areas.

Higher spending is evident in fire station maintenance, utilities, training, SCBA servicing, and vehicle operations—reflecting necessary investments in operational readiness and facility upkeep.

Several categories, including protective clothing, hydrant repairs, and public education, are also tracking meaningfully against planned levels. Conversely, some areas—such as paid-on-call clothing, employee recognition, miscellaneous expenses, and radio repairs—remain under budget, helping to offset higher operational demands elsewhere.

Overall, operating costs remain **well-managed and consistent with service delivery needs**, with the full-year 2025 budget set at **\$528,785**.



Wages

Executive Summary

Wages & Benefits

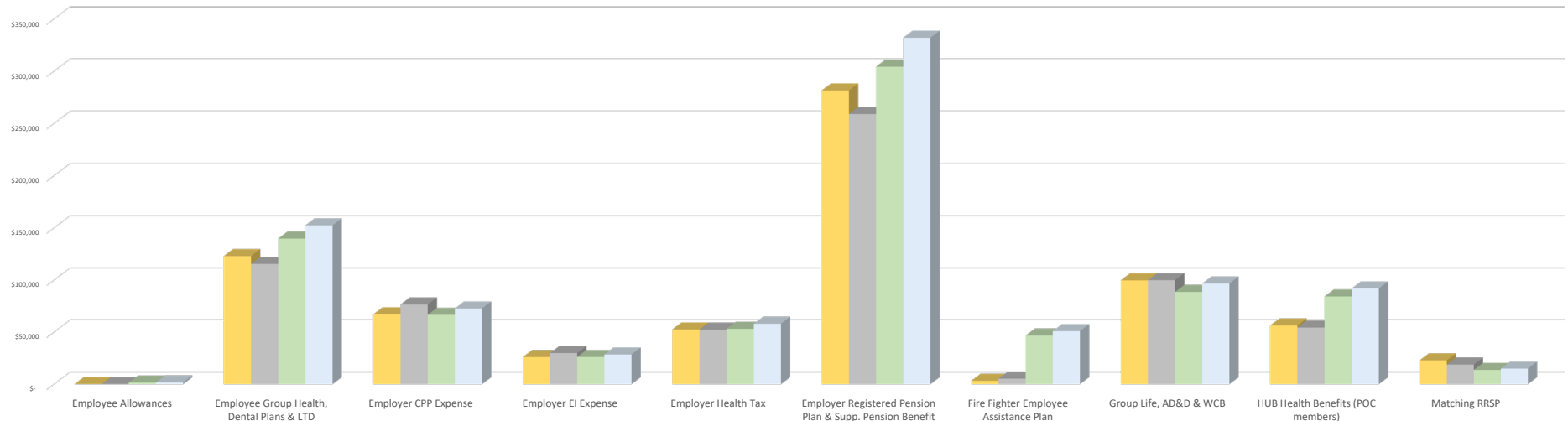
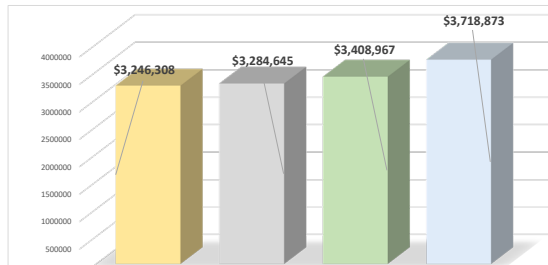
Wages and benefits for the first eleven months of 2025 total **\$3,434,130**, trending slightly **above budget** but consistent with staffing levels, contractual adjustments, and operational requirements.

Career staff wages represent the primary driver of the increase, reflecting negotiated wage increments and staffing stability. Paid-on-call wages remain modestly below budget due to lower call volume and training activity during the period.

Statutory and group benefits total **\$712,176**, tracking **below the 2025 eleven-month budget** of \$825,459. Lower-than-expected costs in group health plans, pension contributions, and allowances are contributing to these savings, partially offsetting higher benefit expenses tied to CPP, EI, and employee assistance programs.

Overall, total wages and benefits are projected to end the year **within acceptable variance** and aligned with the full-year budget of **\$3,718,873**, supporting consistent service delivery and workforce stability.

Line #		2025			
		11 Months Actuals	11 Months Actuals	11 Month Budget	2025 Budget
67	Wage & Related Expenses				
68	Career/Excluded/Casual Staff Wages & Salaries	\$ 2,270,614	\$ 2,338,022	\$ 2,328,217	\$ 2,539,873
69	Paid-on-call Members Wages	\$ 242,644	\$ 234,447	\$ 255,292	\$ 278,500
70	Total Wages	\$ 2,513,258	\$ 2,572,469	\$ 2,583,509	\$ 2,818,373
71	Statutory & Group Benefits				
72	Employee Allowances	\$ -	\$ -	\$ 1,605	\$ 1,750
73	Employee Group Health, Dental Plans & LTD	\$ 123,092	\$ 115,584	\$ 139,819	\$ 152,530
74	Employer CPP Expense	\$ 67,150	\$ 76,631	\$ 66,711	\$ 72,775
75	Employer EI Expense	\$ 26,094	\$ 29,925	\$ 26,173	\$ 28,553
76	Employer Health Tax	\$ 52,625	\$ 52,408	\$ 53,271	\$ 58,114
77	Employer Registered Pension Plan & Supp.	\$ 281,641	\$ 259,045	\$ 304,353	\$ 332,022
78	Fire Fighter Employee Assistance Plan	\$ 3,270	\$ 5,320	\$ 46,750	\$ 51,000
79	Group Life, AD&D & WCB	\$ 99,770	\$ 99,960	\$ 88,693	\$ 96,756
80	HUB Health Benefits (POC members)	\$ 56,478	\$ 54,446	\$ 84,333	\$ 92,000
81	Matching RRSP	\$ 22,930	\$ 18,857	\$ 13,750	\$ 15,000
82	Total Statutory & Group Benefits	\$ 733,050	\$ 712,176	\$ 825,459	\$ 900,500
83	Total Wages & Benefits	\$ 3,246,308	\$ 3,284,645	\$ 3,408,967	\$ 3,718,873
	% of Total Expenditures	80.5%	80.2%	77.3%	77.6%



Capital and Reserve Funds

		2024	2025	
Line #		11 Months Actuals	11 Months Actuals	2025 Budget
Capital Account				
	GCPR - Water Infrastructure	\$ 50,000	\$ 50,000	\$ 50,000
	GCPR - Small Capital	\$ 30,000	\$ 30,000	\$ 30,000
	GCPR - Apparatus	\$ 315,000	\$ 340,000	\$ 340,000
	GCPR - New Fire Hall	\$ 500,000	\$ 564,125	\$ 564,125
	GCPR - Unspecified	\$ -	\$ -	\$ -
	GCPR - Hall 2 and Hall 3 Remediations	\$ 50,000	\$ 50,000	\$ 50,000
	Total Capital Expenses & Transfers to/from Reserve Funds	\$ 945,000	\$ 1,034,125	\$ 1,034,125
Principal Payments - LTD & Lease (SCBA)		-\$ 58,889	\$ -	\$ -
Surplus After Capital Expenses & Principal Payments LTD		-\$ 191,077	\$ 266,060	-\$ 225,000
Non Cash Expense (Amortization)		\$ 187,917	\$ 206,250	\$ 225,000
Change in Working Capital (Current Assets - Current Liabilities)		-\$ 3,160	\$ 472,310	\$ 0

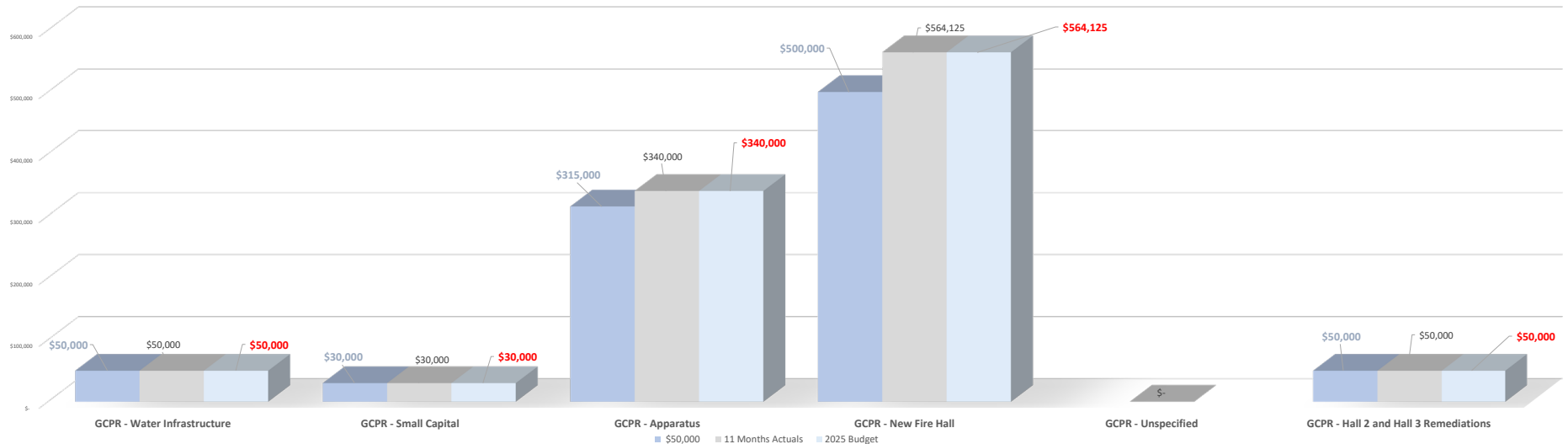
		2024	2025				
Line #		2025 Opening Balance	2025 Reserve Budget	Bylaw #156 New Fire Hall	Other Allocations	5% Contract 2025	2025 Ending Balance
Capital Account							
	GCPR - Water Infrastructure	\$ 448,821	\$ 50,000	-\$ 276,768	-\$ 75,000	Bylaw #160	\$ 147,053
	GCPR - Small Capital	\$ 127,074	\$ 30,000	\$ -	-\$ 123,000	Bylaw required	\$ 34,074
	GCPR - Apparatus	\$ 721,360	\$ 340,000	\$ -	-\$ 45,000	Bylaw required	\$ 1,016,360
	GCPR - New Fire Hall	\$ 34,694	\$ 564,125	-\$ 598,819			\$ -
	GCPR - Unspecified	\$ 359,070		-\$ 359,070			\$ -
	GCPR - Hall 2 and Hall 3 Remediations	\$ 223,691	\$ 50,000	\$ -			\$ 273,691
	OECFR - Health and Wellness	\$ 12,219					\$ 12,219
	WBRF - MMP Refund	\$ 42,981				\$ 100,000	\$ 142,981
	Total Capital Expenses & Transfers to/from Reserve Funds	\$ 1,969,910	\$ 1,034,125	-\$ 1,234,657	-\$ 243,000	\$ 100,000	\$ 1,626,378

Executive Summary – Capital Account & Year-End Position

Capital expenditures for 2025 total **\$1,034,125**, consistent with the approved capital plan and largely driven by major commitments to apparatus replacement and the new fire hall project. Spending on water infrastructure, small capital, and facility remediations remains stable and aligned with prior-year levels, ensuring continuity in core asset maintenance.

Following capital spending and reserve transfers, the District records a year-to-date surplus of **\$118,301**, compared with a planned full-year deficit of \$225,000—reflecting the timing of expenditures and reserve allocations. Amortization and working-capital adjustments remain within expected ranges.

Reserve balances remain healthy heading into year-end. After budgeted contributions, allocations required under Bylaw #156 for the new fire hall, and other planned transfers—including a \$100,000 contribution to the IAFF contract wages reserve—the District is projected to finish 2025 with **\$1,626,378** across capital and restricted reserve accounts. This position supports long-term financial sustainability and the District's ability to advance key capital priorities in future years.



Salt Spring Island Fire Protection District
Financial Results (unaudited)
November 30, 2025

Prorate Factor
Months
0.92

Line #		2024 Approved Actuals	2025 Approved Actuals	2025 Prorated Budget	2025 Approved Budget
1		Consolidated	Consolidated	Consolidated	Consolidated
2	Income				
3	Interest General	\$ 54,663	\$ 71,751	\$ 6,188	\$ 6,750
4	Interest CWRRF	\$ 66,722	\$ 38,077	\$ -	\$ -
5	Miscellaneous Income	\$ 10,395	\$ 213,069	\$ 50,417	\$ 55,000
6	Tax Revenue - LTD Interest	\$ -	\$ -	\$ -	\$ -
7	Tax Revenue- LTD Retirement	\$ -	\$ -	\$ -	\$ -
8	Tax Revenue	\$ 4,713,500	\$ 5,122,508	\$ 5,122,502	\$ 5,588,184
9	Total Income	\$ 4,845,281	\$ 5,445,405	\$ 5,179,106	\$ 5,649,934
10					
11	Administration Expenses				
13	Advertising	\$ 3,280	\$ 8,671	\$ 3,208	\$ 3,500
14	Advertising - Elections, AGM, Board Meetings and Announcements	\$ 35,081	\$ 9,390	\$ 27,500	\$ 30,000
15	Annual Appreciation Dinner	\$ 8,013	\$ 8,164	\$ 7,333	\$ 8,000
16	Audit & Related Fees	\$ 17,000	\$ 19,561	\$ 14,025	\$ 15,300
17	Bank Charges/Credit Card Fees/Telpay Fees/Finance Charges	\$ 1,819	\$ 2,717	\$ 1,604	\$ 1,750
18	Communications - Phone	\$ 16,137	\$ 14,150	\$ 18,333	\$ 20,000
19	Communications & Miscellaneous	\$ -	\$ -	\$ 6,600	\$ 7,200
20	Community Relations	\$ 2,013	\$ 4,946	\$ 1,375	\$ 1,500
21	Conferences	\$ 4,649	\$ 3,531	\$ 4,583	\$ 5,000
22	Consulting Fees	\$ 3,224	\$ 4,235	\$ 23,375	\$ 25,500
23	Dues & Subscriptions	\$ 1,950	\$ 2,032	\$ 4,675	\$ 5,100
24	Fireworks	\$ 4,860	\$ 5,837	\$ 4,583	\$ 5,000
25	Freight/Postage	\$ 3,758	\$ 4,246	\$ 4,125	\$ 4,500
26	Insurance	\$ 48,732	\$ 52,466	\$ 49,500	\$ 54,000
27	Labour Relations	\$ 17,397	\$ 14,246	\$ 22,000	\$ 24,000
28	Legal	\$ 10,662	\$ 6,775	\$ 14,025	\$ 15,300
29	Licenses, leases & Rentals	\$ 13,763	\$ 14,221	\$ 16,500	\$ 18,000
32	Office Supplies & Equipment	\$ 14,240	\$ 9,553	\$ 14,208	\$ 15,500
33	Professional Development - Excluded Staff	\$ -	\$ -	\$ 1,833	\$ 2,000
35	Total Administration Expenses	\$ 206,579	\$ 184,739	\$ 239,388	\$ 261,150
36					
37					
38	Amortization	\$ 187,917	\$ 206,250	\$ 225,000	\$ 225,000
39					
40	Clothing - Career	\$ 4,123	\$ 10,597	\$ 15,583	\$ 17,000
41	Clothing - Paid on Call	\$ 17,555	\$ 2,797	\$ 14,163	\$ 15,450
42	Clothing - Protective	\$ 10,588	\$ 10,139	\$ 55,000	\$ 60,000
43	Computer, Hardware, Software & Supplies	\$ 15,625	\$ 15,371	\$ 14,163	\$ 15,450
44	Employee/ POC Recognition	\$ 204	\$ 1,898	\$ 9,442	\$ 10,300
45	Equipment - Repair & Maintenance	\$ 3,272	\$ 5,548	\$ 10,083	\$ 11,000
46	Equipment Purchase - Small Tools	\$ 9,871	\$ 7,322	\$ 10,083	\$ 11,000
47	Fire Department Record System	\$ 3,743	\$ -	\$ 3,667	\$ 4,000
48	Fire Prevention & Public Education	\$ 3,929	\$ 9,444	\$ 14,208	\$ 15,500
49	Fire Station Repair & Maintenance	\$ 12,418	\$ 29,701	\$ 63,250	\$ 69,000
50	Fire Station Utilities	\$ 29,322	\$ 33,221	\$ 36,208	\$ 39,500
51	First Responder	\$ 12,866	\$ 14,795	\$ 14,667	\$ 16,000
52	Foam	\$ 7,187	\$ -	\$ 3,438	\$ 3,750
53	Health & Wellness	\$ 3,176	\$ 3,589	\$ 5,193	\$ 5,665
54	Hydrant Install/Repair	\$ 50,000	\$ 50,000	\$ 8,498	\$ 9,270
55	Landscaping	\$ 6,570	\$ 5,412	\$ 7,150	\$ 7,800
56	Miscellaneous	\$ -	\$ -	\$ 8,250	\$ 9,000
57	Paid-on-call recruitment & Retention	\$ 491	\$ 3,226	\$ 4,583	\$ 5,000
58	Radio Equipment Repair & Supplies	\$ 753	\$ 28	\$ 2,292	\$ 2,500
59	Self Contained Breathing Apparatus	\$ 12,527	\$ 23,014	\$ 9,442	\$ 10,300
	Supplies & Sundries	\$ 5,595	\$ 8,138	\$ 9,442	\$ 10,300
61	Training - Paid-on-call & Career	\$ 69,170	\$ 80,152	\$ 71,042	\$ 77,500
62	Vehicle Operating	\$ 99,834	\$ 105,194	\$ 94,875	\$ 103,500
63	Total Operating Expenses	\$ 378,819	\$ 419,586	\$ 484,720	\$ 528,785
64					
65	Interest - LTD & Lease (SCBA)	\$ 12,846	\$ -	\$ -	\$ -
66					

Salt Spring Island Fire Protection District
Financial Results (unaudited)
November 30, 2025

Line #		2024 Approved Actuals	2025 Approved Actuals	2025 Prorated Budget	2025 Approved Budget
		Consolidated	Consolidated	Consolidated	Consolidated
67	Wage & Related Expenses				
68	Career/Excluded/Casual Staff Wages & Salaries	\$ 2,270,614	\$ 2,338,022	\$ 2,328,217	\$ 2,539,873
69	Paid-on-call Members Wages	\$ 242,644	\$ 234,447	\$ 255,292	\$ 278,500
70	Total Wages	\$ 2,513,258	\$ 2,572,469	\$ 2,583,509	\$ 2,818,373
71	Statutory & Group Benefits				
72	Employee Allowances	\$ -	\$ -	\$ 1,605	\$ 1,750
73	Employee Group Health, Dental Plans & LTD	\$ 123,092	\$ 115,584	\$ 139,819	\$ 152,530
74	Employer CPP Expense	\$ 67,150	\$ 76,631	\$ 66,711	\$ 72,775
75	Employer EI Expense	\$ 26,094	\$ 29,925	\$ 26,173	\$ 28,553
76	Employer Health Tax	\$ 52,625	\$ 52,408	\$ 53,271	\$ 58,114
77	Employer Registered Pension Plan & Supp. Pension Benefit	\$ 281,641	\$ 259,045	\$ 304,353	\$ 332,022
78	Fire Fighter Employee Assistance Plan	\$ 3,270	\$ 5,320	\$ 46,750	\$ 51,000
79	Group Life, AD&D & WCB	\$ 99,770	\$ 99,960	\$ 88,693	\$ 96,756
80	HUB Health Benefits (POC members)	\$ 56,478	\$ 54,446	\$ 84,333	\$ 92,000
81	Matching RRSP	\$ 22,930	\$ 18,857	\$ 13,750	\$ 15,000
82	Total Statutory & Group Benefits	\$ 733,050	\$ 712,176	\$ 825,459	\$ 900,500
83	Total Wages & Benefits	\$ 3,246,308	\$ 3,284,645	\$ 3,408,967	\$ 3,718,873
84					
85	Extraordinary Expense/ Contingency Reserve	\$ -	\$ -	\$ 52,250	\$ 57,000
86					
87	Total Expenses	\$ 4,032,469	\$ 4,095,220	\$ 4,410,324	\$ 4,790,808
88	Surplus Before Capital Expenses	\$ 812,812	\$ 1,350,185	\$ 768,782	\$ 859,125
89					
90	Capital Account				
93	Budget Capital Expenses Funded by Operating Funds (Water Supply)	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
94	Budget Capital Expenses Funded by Reserves (Apparatus)	\$ -	\$ 50,000	\$ 50,000	\$ 50,000
95	Budget Capital Expenses Funded by Reserves (Small Capital)	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
96	Transfer to General Capital Purposes Reserve Fund (Apparatus)	\$ 315,000	\$ 340,000	\$ 340,000	\$ 340,000
97	Transfer to General Capital Purposes Reserve Fund (New Fire Hall Reserve)	\$ 500,000	\$ 564,125	\$ 564,125	\$ 564,125
98	Transfer to General Capital Purposes Reserve Fund (Unspecified)	\$ -	\$ -	\$ -	\$ -
99	Transfer to General Capital Purposes Reserve Fund (Halls 2 & 3 Remediation)	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
105	Total Capital Expenses & Transfers to/from Reserve Funds	\$ 945,000	\$ 1,084,125	\$ 1,084,125	\$ 1,084,125
106					
107	Principal Payments - LTD & Lease (SCBA)	-\$ 58,889	\$ -	\$ -	\$ -
108					
109	Surplus After Capital Expenses & Principal Payments LTD	-\$ 191,077	\$ 266,060	-\$ 315,343	-\$ 225,000
110	Non Cash Expense (Amortization)	\$ 187,917	\$ 206,250	\$ 225,000	\$ 225,000
111	Change in Working Capital (Current Assets - Current Liabilities)	-\$ 3,160	\$ 472,310	-\$ 90,343	\$ 0

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PHOTO BY ROB LOWRIE

BRIGHT NIGHT: A decorated Johnson's Automotive Services truck carrying "The Grinch" and other staff and family members thrills spectators at the first Trucker n' Trade Holiday Parade held Saturday, Dec. 6. More than 50 vehicles participated in the event, which also raised over \$5,900 for the Canadian Cancer Society in honour of Rick Andrews, the excavating company owner who passed away this past summer. See more photos on Page 6 and at gulfislandsdriftwood.com.

EMERGENCY SERVICES

Fire hall set for May 3 opening

Flexibility, efficiency show up in building details on tour

BY ROBB MAGLEY
DRIFTWOOD STAFF

"I mean, right now we wash our hoses out in the parking lot."

Salt Spring Island Fire Rescue (SSIFR) Chief Jamie Holmes was leading district trustees past an unassuming square hole, where he explained a modern hose washing system will soon be installed. Built into the side of the future hose tower at his department's nearly complete new Fire Hall No. 1, it's among several remarkable details highlighted during a tour for the fire board held Saturday, Dec. 6.

Holmes explained the washer can pressure-clean a fire hose immediately after firefighters return from a call, pulling it directly off the truck and through that small hole — after which a hoist raises lengths of hose straight up into the tower to dry. It's the sort of thoughtful feature found throughout the new hall,

extending the service life of valuable equipment and multiplying the efficiency of the structure.

Like a lot of things here, the hose tower isn't just for hoses.

"There's anchors all the way up, so we can rappel off the side, and we have openings on the front to practise laddering," said Holmes. "Everything we could think of, if we could find room in the budget to 'future-proof' something, we took the opportunity."

The large central bay is being built with double doors at either end, potentially allowing four vehicles at a time to sit in a nose-out, ready-to-go configuration. Instead of attaching a ducting hose to each fire truck's exhaust pipe, the climate-controlled and lightly pressurized space has central air scrubbers, allowing speedy flexibility if trucks need to be rearranged.

The building reclaims waste heat from almost every process, to either warm the truck bay or help dry firefighters' gear between calls. There's a workshop space — think small engine repair and maintenance for things like chainsaws — well-removed from a clean room where breathing apparatus and personal safety equipment can be carefully decontaminated and maintained.

The entire east side of the building was constructed to make future expansion in that direction easier, and the west side — where rainfall from a fire-engine-sized attached "carport" is directed into 30,000 gallons of underground water storage — can be "walled in" relatively quickly and at comparatively little expense, should the department find itself needing more indoor vehicle space.

FIRE HALL continued on 2

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HOUSING

More rental units possible

Principal residence requirement in effect

BY ROBB MAGLEY
DRIFTWOOD STAFF

Caveats abound, but rough estimates suggest a dozen or more Salt Spring Island short-term rental (STR) units could transform into long-term housing next year, if the island's experience opting into B.C.'s principal residency requirement is anything like Bowen Island's.

This summer, Salt Spring's Local Trust Committee joined Bowen and Gabriola islands in opting into that part of the provincial Short-Term Rental Accommodations Act (STRAA), effective Nov. 1. Bowen's council made its decision last year.

During the Islands Trust Council's meeting Wednesday, Dec. 3, planning services director Stefan Cermak told trustees that his colleagues on Bowen Island estimated about six short-term rentals had ceased operations due to the new requirements, and several other operators had "restructured" their business — including at least one who shifted into having a long-term tenant on the property.

"Bowen does not check what happens to all the units that close, so they can't confirm how many have been converted to long-term rental units," said Cermak. "They don't know if they're left vacant or sold. But they anecdotally knew of one."

Bowen Island's most recent municipal report noted 136 licensed STRs — 58 bed and breakfast operations, already requiring operators to reside on-site, and 78 other residential guest accommodations. In September, Islands Trust bylaw compliance and enforcement manager Warren Dingman reported Salt Spring had 226 properties registered with the new provincial system.

At the same rate, that would translate to between three and 17 "new" long-term housing units potentially coming available on Salt Spring — although with just 176 names reportedly associated with those 226 rentals, more still may be considered unlawful under the new require-

ment and could consider switching.

Ministry of Housing and Municipal Affairs housing policy branch director Hannah Rabinovitch has been the policy lead for STRAA since its inception, and led development of the act's regulations. Rabinovitch clarified for trustees on Wednesday that bed and breakfast operations fall squarely within the province's STR category — and those businesses must also be in compliance, regardless of their Islands Trust-permitted land use.

"On Salt Spring it will be the first year where all hosts will be asked to provide principal residence documentation," said Rabinovitch. "And the [provincial] registry team will be reviewing it."

Since May 2024, all short term rental hosts in B.C. have been required to register with the province, and since last June all listings on online platforms have been validated. Rabinovitch explained that work is done by the listing agencies themselves — such as Airbnb.com, VRBO.com or booking.com — as they are now required by regulators to verify each listing matches with a person in the provincial registry.

"This has meant that as of June of last year, if you've booked a short-term rental online in B.C., you've booked with a registered operator," said Rabinovitch.

The new-to-Salt-Spring principal residence requirement limits STRs to the host's principal residence — defined as the usual place where someone makes their home, with a recent amendment in the legislature adding one secondary suite, accessory dwelling unit or laneway home on the same property.

That requirement is a "floor," Rabinovitch said — meaning local governments can choose to have more restrictive bylaws. She confirmed that information from the provincial portal is shared with local governments, including the Islands Trust — giving officials access to host contact information, STR property addresses and booking data, such as how frequently hosts are renting particular properties.

Dingman said Islands Trust bylaw officers have had access to the portal for roughly six months, and that despite a bit

of a "data lag" with registry updates, it had been a useful tool.

"It allows us to verify if there are resident owners on the property," said Dingman. "So if these listings are not complying with the home business requirements already in almost all our land use bylaws, we can forward a list to the registry."

Notably, in communities that require business licensing, local governments can directly request platforms to remove listings that don't submit proof of having one. That process has resulted in the removal of almost 2,000 noncompliant listings across B.C., according to Rabinovitch. But that tool does not apply to violations of other local regulations, such as those involving a land use bylaw or temporary use permit. Those cases currently require a manual review at the provincial level.

None of the Southern Gulf Islands currently have business licensing schemes in place. If implemented, licensing would come under a regional district authority, not the Islands Trust.

Notably, STRAA does not apply to hotels, motels or hostels, Rabinovitch said, nor some farmland, tents, temporary shelters, vehicles or RVs. But, she added, it is the provincial STR registry team that's responsible for assessing such exemptions, not operators themselves — and not the Islands Trust.

The province monitors these listings for signs of those exemptions being misused, according to Rabinovitch, via monthly reporting from the online platforms.

Provincial regulators can also choose to act on complaints from local governments and the public about hosts that they believe are violating local bylaws — such as a single host operating multiple short-term rentals in a principal residence region — and investigations by B.C.'s compliance and enforcement team are prioritized based on the severity of the contravention.

Dingman said while some Bowen Island operators had been the subject of complaints, none had resulted in investigations. On Gabriola Island, according to Dingman, no such complaints had been registered.

EMERGENCY SERVICES

Chief: no waste of space in hall



PHOTO BY ROBB MAGLEY

Fire Chief Jamie Holmes, right, leads district trustees on a tour of the new fire hall.

FIRE HALL

continued from 1

Every nook and cranny has at least one purpose, and usually several, Holmes said; from under-stair storage spaces to flexible meeting rooms that can be configured into different sizes — or repurposed in an instant into an extension of the building's emergency operations centre, supporting multiple agencies in a disaster.

Holmes said amongst the fire-resistant xeriscape planned for near the building — and inside a perimeter "foodscape" along the fences he said will include berry patches — they're pouring a small RV pad, perfect for visiting training or maintenance contractors from off-island, or even staff.

"In the future we believe housing will continue to be an issue," said Holmes. "So worst-case scenario, maybe somebody coming into a job here could at least park an RV in the back and have somewhere to lay their head while they were trying to find secure housing."

The new hall is expected to be fully operational by an official opening on May 3.

BC FERRIES

Terminal work, 2-ship service at Vesuvius ahead

Shifting of lower-cost tickets adds confusion

BY GAIL SJUBERG AND ROBB MAGLEY
DRIFTWOOD STAFF

Long-awaited terminal improvement work will affect Gulf Islands ferry travel this winter, but BC Ferries (BCF) said it aims to minimize impacts and give plenty of notice of schedule changes and berth closure times.

Work to upgrade the vehicle ramp, marine structures and the electrical distribution system at Otter Bay on Pender Island has already begun, with an end-of-March 2026 completion date, according to a Nov. 26 BCF service notice. A five-day terminal closure from March 6 to 10 will be required, with water taxi service between Otter and Swartz bays and free parking at both ends set up for that period.

Work scheduled for Berth 1 at Village Bay on Mayne Island will see it closed for eight weeks from Jan. 5 to March 1, but Berth 2 still available. A 16-week construction period is planned, with work expected to wrap up

by the end of April 2026.

Revised schedules, with changes described as "minor" and designed to reduce congestion at other berths, will be posted once available.

Of more immediate concern for people travelling to and from Salt Spring via Fulford Harbour this weekend is cancellation of the last two sailings of the Skeena Queen on Saturday, Dec. 13 as the vessel undergoes repairs. The 5:50 p.m. departure from Fulford Harbour and the 7 p.m. from Swartz Bay will be the last sailings of the day. The 6:15 a.m. sailing departing Fulford and the 9 a.m. from Swartz Bay on Sunday are also at risk of cancellation. Water taxi service is in place for foot passengers on those sailings.

Meanwhile, a Dec. 2 open house event at the Harbour House Hotel brought people up to speed on planned work to both the Crofton and Vesuvius Bay terminals, for eventual two-ship service on the route beginning in the summer of 2027.

BCF staff attending that session said service between Crofton and Vesuvius will be unavailable on some days as a result of the work, but plenty of notice — ideally two

weeks — would be given in advance. At this point, construction to create a lay-by berth at Crofton for the second ferry is scheduled to occur in the spring and summer of 2026, and upgrades to the existing Vesuvius and Crofton trestles and berths will run from the fall of 2026 through early 2027.

BCF advises that the best way to stay informed about the terminal projects and any closures/schedule changes is to subscribe to the appropriate project pages on the BCF website: bcferrysprojects.ca. Email messages will be sent to all subscribers.

In other BCF news, Gulf Islands travellers going to or from Tsawwassen via Swartz Bay may have noticed a change in thru fare rates and longstanding policy that took effect without much notice on Oct. 15.

For the past 10 years, passengers who requested the thru fare option have paid the same price as if travelling directly between Tsawwassen and the Gulf Islands (Route 9). That is no longer the case.

Ferry officials said a combination of increased and shifting demand for sailings and an effort to deter an increase in fare cheating were behind the changes.

"Thru fare travel is available when customers book a prepaid fare to Swartz Bay and request the thru fare at the Tsawwassen ticket booth," said BCF senior communications advisor Sheila Reynolds. "No extra charges apply. Customers with a 'reservation-only' booking or travelling without a booking will pay the at-terminal rate."

"The at-terminal rate for Route 1 (Tsawwassen-Swartz Bay), Route 9 (Tsawwassen-Southern Gulf Islands), and the at-terminal thru fare are now aligned at \$95. This prevents situations where customers travelling only to Swartz Bay could use the thru fare to pay less than the standard Route 1 at-terminal rate," she said, adding that travelling thru fare from Tsawwassen-Swartz Bay-Fulford on the prepaid fare is \$105, while travelling prebooked and prepaid off-peak from Tsawwassen to Long Harbour is \$80.

"We know this is an adjustment for some travellers, but booking ahead helps ensure travel certainty and reduces the long road lineups and terminal congestion that have become more common as demand grows."

She said fare changes were outlined in a fare guide posted online April 1.

MERRIEST OF MONDAYS



PHOTO BY RICK NEUFELD

Valdy leads a weather-tolerant crowd in carol singing in the Salt Spring Mercantile parking lot in Fulford on Monday, Dec. 22, an annual tradition that has taken place over the years in all kinds of weather, including the downpour that occurred for part of this year's gathering.

TRANSIT

Bus fare topic heads to public input phase

Open house in the works for new year

BY ROBB MAGLEY
DRIFTWOOD STAFF

Salt Spring officials will be floating options for changing the island's public transit fee structure in the new year, looking for public feedback on a fare scheme that hasn't been adjusted since 2012.

Salt Spring's Local Community Commission (LCC) voted Dec. 11 to advance three versions of what will likely be fare increases for almost all classes of island riders, differing mostly in how quickly those rates go up. One proposes a gradual increase over several years, another an immediate bump-up to fall in line with inflation and a third eyes

a larger increase for single-ticket riders over two years with more discounted passes.

LCC members said they would recommend no changes to BC Transit without hearing from the public first. In addition to a planned survey, Capital Regional District (CRD) senior manager Dan Ovington said staff would be heading into the community for feedback as well, likely in January, although not in an extensive — or particularly costly — way, given budget constraints.

"We're looking at doing an open house at the Rainbow Recreation Centre," said Ovington, adding that a date would be publicized when CRD and BC Transit staff can settle on one. "There will be boards up and an opportunity for people to provide input. So staff resources, but not [many] costs."

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ISLANDS TRUST

Trust exec picks Facebook for notices

Election, Trust Policy
Statement notifications
affected

BY ROBB MAGLEY
DRIFTWOOD STAFF

The Islands Trust is poised to hand over most of its public notice distribution to U.S.-owned Facebook next year, as leadership closed out 2025 by quietly forwarding a new staff recommendation: that the 26-member Islands Trust Council abandon publishing public notices in local newspapers.

Advanced by the Executive Committee Wednesday, Dec. 17, the recommendation also includes the unusual suggestion that Trust Council enact the new bylaw through three readings completed outside of a regular public meeting, utilizing that body's "resolutions without meetings" protocol.

The latest proposal is built upon a similar "model" public notice bylaw that has guided Local Trust Committees (LTCs) toward eschewing local newspapers for their notifications, proposed by staff and adopted by Trust Council last year. Most LTCs have since adopted some version of that model bylaw, although a few have modified the language to incorporate parallel use of local publications to post their notices — including Salt Spring Island in August and, as of its Dec. 16 meeting, Denman Island.

If the bylaw is approved, Trust Council's own "alternate public notice policy" will affect information typically posted for Islands Trust elections, according to Legislative and Information Services director David Marlor, who prepared the

notices are required by the Islands Trust Act and Local Government Act, the default notification laid out by the Community Charter is simple: publication in two editions of a newspaper, once each week for two consecutive weeks.

But a provision also allows local governments to adopt their own alternative schemes, requiring trustees to consider — and affirm in the bylaw — that their publication choice is "reliable, suitable and accessible," three terms given specific meaning in the Public Notice Regulation.

**"Logistically, [newspapers]
create a lot of work as well
as a lot of cost."**

DAVID MARLOR
Legislative and Information
Services director,
Islands Trust

Means of publication are "reliable" if they provide factual information and publish at least once a month; they are "suitable" if they display information legibly, by the required date and allow a person to consult the notice more than once during the notice period; and they are "accessible" if they are "directed or made available to a diverse audience or readership" and "are easily found."

The new alternate public notice bylaw would necessarily record that trustees agree that the Islands Trust's Facebook page, along with its own website, fulfill those principles as the only two required means of publication.

Marlor told trustees on Dec. 17 that examples of the kinds of notifications the policy could affect included future amendments to meeting procedures bylaws or "advertising for your Policy Statement."

"And the other one is the election coming up," said Marlor. "Any statutory requirements for the election would follow [the new] bylaw; otherwise, we'd have to publish it as per the standard, which is the local newspapers."

Staff had identified "about eight" individual newspapers it believed Trust Council needed to use whenever a public notice package was required to be published. Currently, when public

"Logistically, it creates a lot of work as well as a lot of cost," said Marlor. "The Times Colonist, the Driftwood and several others are fairly expensive to advertise in."

The use of "resolution without meeting" procedures to pass bylaws involves vote collection via email, and is common for matters considered urgent. Changes to the Community Charter that allow local governments to consider alternative publishing for public notices were enacted in February 2022.

Trust Council's own policies note that resolutions without meeting are for decisions "not requiring discussion or debate" and that "issues which may be considered controversial, sensitive, complex or otherwise benefitting from discussion and debate" should be voted on at a regular meeting.

Marlor told trustees that as a "simple administrative bylaw" Trust Council could give three readings and then adopt the policy by resolution without meeting following the in-person three-day meeting in March.

Trust Council's procurement policy specifies goods and services should be acquired at "the best value including consideration of environment and local economy," as well as favouring "Canadian content wherever possible, practical and economical."

Facebook is owned by Meta Platforms Inc., an American company deeply invested in resource-intensive generative artificial intelligence (AI), headquartered in California.

Apart from public notices, Trust Council's past work to promote transparency has included largely successful efforts to livestream its quarterly public meetings and make recordings available online, an undertaking that began shortly after the onset of the pandemic in 2020. Senior staff this year have reminded trustees there is no legislative requirement they stream public meetings at all. During the December Trust Council meeting, Gambier Island Trust Area trustee Joe Bernardo suggested the body consider "whether or not the whole livestreaming and recording business is worth it."

The Executive Committee Wednesday forwarded the recommendation and public notice bylaw to Trust Council through general consent, indicating no member present objected to the proposal.



**Salt Spring Island Fire
Protection District
2026 Board of
Trustees Regular
Meeting Schedule**

Regular Meetings are held at
7:00 p.m. at Fire Hall No.1

January 19 2026	7:00 p.m.
February 23 2026	7:00 p.m.
March 16 2026	7:00 p.m.
April 20 2026	7:00 p.m.
May 25 2026	7:00 p.m.
June 15 2026	7:00 p.m.
July 20 2026	7:00 p.m.
August 17 2026	7:00 p.m.
September 21 2026	7:00 p.m.
October 19 2026	7:00 p.m.
November 16 2026	7:00 p.m.
December 14 2026	7:00 p.m.

January 19, 2026 Board of Trustees Regular Meeting Schedule

ROADS

Break in action soon for Cusheon Creek project

Temporary traffic signals in place through January

BY ROBB MAGLEY
DRIFTWOOD STAFF

Two-way traffic across Salt Spring Island's newest bridge will have to wait a few more weeks, according to officials, while crews complete final safety and embankment work ahead of a planned winter construction shutdown.

Temporary traffic signals — still the island's only traffic lights — will likely remain in operation until the end of January at the site for the new Cusheon Creek Bridge, according to the Ministry of Transportation and Transit, when they will be removed and

two-way traffic will be restored until work starts back up in the spring.

That springtime effort will include final landscaping and paving on the bridge deck and approaches and will be completed as soon as weather conditions permit, according to the ministry, adding that the public would be kept up-to-date in advance of crews' return or if any traffic changes are required.

Meanwhile, the new bridge itself is in place, and initial paving has been completed on the bridge approaches. The project, on Fulford-Ganges Road between Horel and Cusheon Lake Roads, was planned largely in response to the 2021 atmospheric river event that flooded Fulford-Ganges Road at Cusheon Creek; traffic there was fully halted for several days, with the road shoulder

completely washed out.

The creek runs from Blackburn Lake to Cusheon Lake. A 2023 report from the ministry's project manager noted the next "significant weather event" there could result in a complete failure of the road. That stretch of Fulford-Ganges Road sees significant vehicle traffic; a ministry study in 2023 counted an average of more than 4,300 vehicles passing the project area every day.

The bridge design was approved by Fisheries and Oceans Canada and provides improved fish passage, restoring a "more natural stream environment," according to planning documents — and should better balance water levels between Blackburn and Cusheon lakes during extreme weather events.

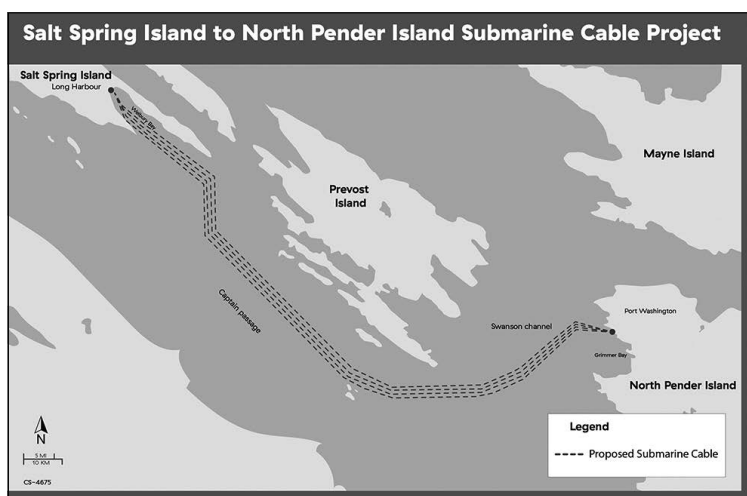
For updates visit gov.bc.ca/saltspringislandprojects.



PHOTO BY GAIL SJUBERG

Traffic light managing north-bound vehicles in operation on Monday, Jan. 12. Officials say lights will likely remain in use through January before project work takes a break until the spring.

Work planned for summer months



Route for new BC Hydro submarine cable between North Pender and Salt Spring islands.

CABLE

continued from 1

BC Hydro has said Irene Bay was too unprotected, and it hasn't been safe for water-based crews to work on lines in that area. The Thieves Bay location will

have minimal environmental impacts, and require little to no vegetation clearing, according to the utility.

BC Hydro operates more than 250 kilometres of submarine cables connecting Vancouver Island and smaller islands to the provincial grid.

EMERGENCY SERVICES

Fire department tasked with 729 calls in 2025

Bump in medical calls offsets drop in hazmat incidents, chimney fires

BY ROBB MAGLEY
DRIFTWOOD STAFF

Another record year for Salt Spring's fire department put the number of calls in 2025 to a total of 729, according to officials — up from 700 in 2024, despite fewer structure fires and a halving of the number of chimney fires.

Call statistics were largely driven by a 14 per cent increase in the number of medical calls, according to Salt Spring Island Fire Rescue's (SSIFR) year-end report. Crews rolled to 357 calls for medical assistance in 2025, up from 312 the previous year and inching closer to comprising half of all SSIFR responses.

Firefighters last year turned out for 11 each of structure and brush fires, as well as two burning vehicles and a single boat.

Crews responded to 43 motor vehicle incidents in 2025, slightly up from 2024's 39, as well as eight rescues and just four hazardous materials events — down from 17 last year.

Adding up dozens of downed, dangerous or burning hydro lines, fire alarms and smoke reports, there were 181 fire responses in 2025, down from 199 the previous year. Bylaw complaint calls — such as those concerning unlawful burning during summer fire bans — held steady at 85.

Firefighters attended four chimney fires in 2025, down from eight in 2024. There were no aircraft or explosion responses for SSIFR in 2025, according to the report.

The busiest month for firefighters was August, with 86 calls — more than twice the tempo of the quietest month of November, with 40.

Fire Chief Jamie Holmes will be presenting the report at the fire protection district's meeting Monday, Jan. 19. Islanders interested in detailed call breakdowns can visit saltspringfire.com.

SENIORS ISSUES

Seniors advocate set to visit

Dan Levitt coming to Salt Spring Seniors Centre

BY DRIFTWOOD STAFF

B.C. Seniors Advocate Dan Levitt is visiting Salt Spring Island on Tuesday, Jan. 20 at an event arranged by the Salt Spring Seniors Services Society.

Levitt will speak at the Salt Spring Seniors Centre at 10 a.m. on a range of concerns to seniors, including abuse and scams that target older people, seniors housing and long-term care bed availability.

"This is an opportunity to learn more and to express your concerns to someone

who can help," Salt Spring Seniors explains. "Dan Levitt visits communities all across B.C. to share information about these topics and more. He is available to listen to your concerns. Your input helps strengthen the Office of the Seniors Advocate's understanding of challenges older adults are facing across B.C., including here on Salt Spring Island."

People are asked to call the seniors centre at 250-537-4604 to reserve a spot as space is limited. A second session will be added later in the day if the 10 a.m. talk becomes full.

People can learn more about the Office of the Seniors Advocate at seniorssadvice.ca.

MEET WITH ELIZABETH MAY M.P.

<p>MAYNE ISLAND Wednesday, January 14 7:00pm-8:30pm Mayne Island Community Centre</p>	<p>PENDER ISLAND Wednesday, January 21 5:00pm-6:30pm Pender Islands Community Hall</p>
<p>GALIANO ISLAND Thursday, January 15 7:00pm-8:30pm Galiano Community Hall</p>	<p>SALT SPRING ISLAND Friday, January 23 5:00pm-6:30pm Gulf Islands Secondary School, Multipurpose Room</p>
<p>SATURNIA ISLAND Monday, January 19 7:00pm-8:30pm Saturna Community Hall</p>	

Elizabeth May M.P.

May

If you have any questions, please call or email Elizabeth.May.C1@parl.gc.ca

250-657-2000
elizabethmaymp.ca

SAANICH-GULF ISLANDS

Salt Spring Island Fire Protection District (SSIFPD)
Staff Report

Date: **December 8, 2025**
 Subject: **New Fire Hall Project Status Update for November 30, 2025**
 To: **Board of Trustees**
 From: **Rodney Dieleman, CAO**

Issue: New Fire Hall Project Status Update for November 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 November 30, 2025, a total of \$8,321,911 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 is well underway. 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 November 30		Actuals to November 30, 2025	
Construction Costs	\$	8,075,200	\$	11,174,800	\$	7,418,769
2021 cost escalation estimate	\$	1,532,900		included		included
Permits	\$	100,000		included		included
Insurance	\$	100,000		included		included
Construction Contingency	\$	1,391,900	\$	500,000	\$	-
	\$	11,200,000	\$	11,674,800	\$	7,418,769
Architect	\$	858,000	\$	837,100	\$	752,758
Project Manager	\$	560,000	\$	194,900	\$	150,384
Contractor	\$	672,000		Included		included
Interim Financing	\$	410,000		Included		included
	\$	2,500,000	\$	1,032,000	\$	903,142
Project Costs	\$	13,700,000	\$	12,706,800	\$	8,321,911
						65%
Capital Region Community Works Grant	\$	1,000,000	\$	1,000,000	\$	1,000,000
SSIFPD Capital Reserve Funds	\$	3,000,000	\$	2,234,000	\$	1,453,478
25 year Bond Financing	\$	9,700,000	\$	9,472,800	\$	5,868,433
	\$	13,700,000	\$	12,706,800	\$	8,321,911

Owner's Representative Progress Report

1. Construction Progress

The new fire hall project continues to advance on schedule and within the approved budget. Key accomplishments during the reporting period include:

Roofing

- Flat roof membrane installation completed.
- Drain slope package installed.

Mechanical Systems

- Plumbing and drainage pipe installation is ongoing.
- Duct installation for heating and ventilation continues.
- Fire-suppression system installation remains in progress.

Electrical Work

- Rough-in electrical wiring is ongoing throughout the building.

Cladding

- Installation of exterior insulation, siding, and soffits continues.

Windows

- All windows have been installed.

Infrastructure

- BC Hydro design drawings have been received.

2. Safety and Security

- No safety or security incidents were reported this month.
- All contractors and trades continue to diligently follow established site protocols.

3. Forecasted Activities

The following work is scheduled for the upcoming reporting period:

- Continuation of building insulation.
- Installation of exterior doors.
- Ongoing plumbing and mechanical rough-ins.
- Continued installation of the fire-suppression system.
- Electrical work progresses to the next stages.
- Installation of soffits and siding.
- Drywall installation to commence.

Project Overview

ACTIVITY DESCRIPTION/PICTURES



Temporary Shop in Traing Room



Second Floor



East Side Second Floor



South on Second Floor

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

Date: January 12, 2026
Subject: New Fire Hall Project Status Update for December 31, 2025
To: Board of Trustees
From: Rodney Dieleman, CAO

Issue: New Fire Hall Project Status Update for December 31, 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 December 31, 2025, a total of \$8,716,868 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 is well underway. 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 December 31, 2025		Actuals to December 31, 2025
Construction Costs	\$	8,075,200	\$	11,174,800	\$ 7,808,421
2021 cost escalation estimate	\$	1,532,900		included	included
Permits	\$	100,000		included	included
Insurance	\$	100,000		included	included
Construction Contingency	\$	1,391,900	\$	500,000	\$ -
	\$	11,200,000	\$	11,674,800	\$ 7,808,421
Architect	\$	858,000	\$	837,100	\$ 752,758
Project Manager	\$	560,000	\$	194,900	\$ 155,689
Contractor	\$	672,000		Included	included
Interim Financing	\$	410,000		Included	included
	\$	2,500,000	\$	1,032,000	\$ 908,447
Project Costs	\$	13,700,000	\$	12,706,800	\$ 8,716,868
Capital Region Community Works Grant	\$	1,000,000	\$	1,000,000	\$ 1,000,000
SSIFPD Capital Reserve Funds	\$	3,000,000	\$	2,234,000	\$ 1,453,478
25 year Bond Financing	\$	9,700,000	\$	9,472,800	\$ 6,263,390
	\$	13,700,000	\$	12,706,800	\$ 8,716,868

Owner's Representative Progress Report

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

- **Roofing:** The flat roof insulation and gutters are being installed
- **Mechanical System:**
 - Installation of plumbing and drainage pipes continues.
 - Installation of duct system for heating and ventilation is ongoing.
 - Fire-Suppression System continues.
- **Electrical Work:** Rough wiring of the building continues.
- **Cladding:** The installation of exterior insulation, siding and soffits continues.
- **Finishes:** Insulation and Drywall has started
- **Infrastructure:** BC Hydro design drawings have been received.

Safety and Security: No safety or security concerns have been reported this month. Site protocols continue to be followed diligently by contractors and trades.

Forecast: The following activities are scheduled for the upcoming period:

- Building insulation continues.
- Exterior door installation.
- Continuing of plumbing and mechanical rough-ins.
- Fire suppression system.
- Electrical work.
- Soffits and siding.
- Drywall installation.
- Roofing.
- BC Hydro Infrastructure being installed.

Project Overview

ACTIVITY DESCRIPTION/PICTURES



North Elevation



Exterior Window Trim



Insulation & Drywall in Corridor



Restoring the Drainage Channel and Pathway



SALT SPRING ISLAND FIRE PROTECTION DISTRICT Staff Report

DATE: January 15, 2026
SUBJECT: 2026 Annual General Meeting & Trustee Election
TO: Board of Trustees
FROM: Rodney Dieleman, CAO

Issue:

The 2026 Annual General Meeting has been tentatively scheduled on Monday, April 13, 2026. Staff have confirmed Returning Elections Officer Anthony Kennedy is available to be the Returning Elections Officer for the 2026 Trustee Election.

Important Dates (Tentative):

Feb. 26, 2026	Nomination Period Opens
March 12, 2026	Nomination Period Closes
April 8, 2026	Advance Voting Day
April 11, 2026	Election
April 13, 2026	AGM & Election Results announced

Recommendations:

That the Board of Trustees request staff to schedule the 2026 Annual General Meeting on Monday, April 13, 2026.

That the Board of Trustees appoint Anthony Kennedy as Returning Officer for the 2026 Trustee Election.

Respectfully,

Rodney Dieleman
Corporate Administrator

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.

ADOPTED

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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.

ADOPTED

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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

ADOPTED

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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:
- a. Declare their interest in the matter;
 - b. Not take part in the discussion or vote on any question related to the matter;
 - c. Immediately leave the meeting or that part of the meeting during which the matter is under consideration; and,
 - d. 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:
- a. When debate on a matter is closed the chair must put the matter to a vote of the trustees;
 - b. 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."
 - c. 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;
 - d. 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;
 - e. The chair's decision about whether a question has been finally put is conclusive;
 - f. Whenever a vote on a matter is taken, each trustee must signify their vote by raising their hand; and,
 - g. 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.

ADOPTED

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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.

ADOPTED

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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.

ADOPTED

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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.

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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

A true copy of Bylaw No.159
registered in the office of the
Inspector of Municipalities this
_15th_day of _December_2025



Deputy Inspector of Municipalities

ADOPTED

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