

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

Date: January 19, 2026

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

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

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

Others Present: Gulf Islands Driftwood Reporter (Teams)
Approximately 1 member of the public

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

1. CALL TO ORDER

Chair Cook called the meeting to order 7:00 p.m. and acknowledged that the meeting is being held in the territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

By general consent, the agenda was adopted.

3. BOARD MINUTES

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

The draft minutes of the Regular Trustee meeting held November 17, 2025 were presented.

2026-001

MOVED by Trustee Hetherington, SECONDED by Trustee Lucarelli,
that the draft minutes of the Regular Trustee meeting held November 17, 2025 were adopted.

CARRIED

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

The draft minutes of the Special General meeting held November 17, 2025 were presented.

2026-002

MOVED by Trustee Hetherington, SECONDED by Trustee Lucarelli,
that the draft minutes of the Special General Meeting held November 17, 2025 were adopted.

CARRIED

4. PETITIONS & DELEGATIONS - None

5. TOWN HALL SESSION

Chair Cook opened the town hall at 7:02 p.m. and invited members of the public to address the Board of Trustees with questions and comments. There were no speakers during the town hall.

6. STANDING COMMITTEE REPORTS

6.1 Communications & Marketing Committee

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

The draft minutes of the Communications and Marketing Committee meeting held on December 2, 2025 were presented.

By general consent, the minutes were received 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

The draft minutes of the Joint Occupational Health & Wellness Committee meeting held on November 26, 2025 were presented.

By general consent, the minutes were received for information.

6.4 Strategic Planning & Policy Development Committee

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

The draft minutes of the Strategic Planning and Policy Development Committee meeting held on December 2, 2025 were presented.

By general consent, the minutes were received for information.

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

The draft minutes of the Strategic Planning and Policy Development Committee meeting held on January 13, 2026 were presented.

By general consent, the minutes were received 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

Chief Holmes presented a letter received from Thetis Island Fire Chief, Shawnigan Lake Fire Chief, Cowichan Bay Fire Chief, Mill Bay Fire Chief and Quadra Island Fire Chief dated December 17, 2025 regarding a request for Unified Support Regarding the Office of the Fire Commissioner's exclusion of Improvement Districts in the New Fire Safety Act.

2026-003

MOVED by Trustee Williams, SECONDED by Trustee Hetherington,

That the Board of Trustees support forming a collective group to address the role of Improvement Districts with the Office of the Fire Commissioner.

CARRIED

8. REPORTS

8.1 Fire Chief's Report – November & December 2025

Chief Holmes presented the Fire Chief's Report for November and December 2025.

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

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

Salt Spring Island Fire Fighters' Association Treasurer Dewar-McClelland presented the Association report for December 2025 and thanked the Board of Trustees for approving a wage increase for Paid on Call firefighters in 2026.

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

8.3 CAO Reports

8.3.1 Budget Report to October 31, 2025

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

By general consent, the budget report to October 31, 2025 was received for information.

8.3.2 Budget Report to November 30, 2025

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

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

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

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

9. OLD BUSINESS

9.1 New Fire Hall Project

9.1.1 New Fire Hall Project Update to November 30, 2025

Owner's Representative Hans Hazenboom presented the New Fire Hall Project Update to November 30, 2025.

By general consent, the New Fire Hall Project Update to November 30, 2025 was received for information.

9.1.2 New Fire Hall Project Update to December 31, 2025

Owner's Representative Hans Hazenboom presented the New Fire Hall Project Update to December 31, 2025.

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

Chair Cook acknowledged Owners Representative Hans Hazenboom and Fire Chief Holmes for their diligence on the new fire hall project.

9.1.3 New Fire Hall Opening Event

Trustee Williams reported the Communications and Marketing Committee recommended that the New Fire Hall opening event be scheduled for May 3, 2025. It was further reported that Return on Insight has prepared a preliminary event plan, and the Committee recommended engaging Return on Insight to plan and coordinate the

New Fire Hall opening event. Trustee Williams reported that \$8,000 has been allocated in the budget for the event.

2026-004

MOVED by Trustee Williams, SECONDED by Trustee Hetherington,

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.

CARRIED

2026-005

MOVED by Trustee Williams, SECONDED by Trustee Hetherington,

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.

CARRIED

10. NEW BUSINESS

10.1 2026 Annual General Meeting & Trustee Election

A staff report regarding the 2026 Annual General Meeting & Trustee Election was presented.

2026-006

MOVED by Trustee Williams, SECONDED by Trustee Hetherington,

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

CARRIED

2026-007

MOVED by Trustee Lucarelli, SECONDED by Trustee Oliver,

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

CARRIED

11. BYLAWS

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

Bylaw No. 159 cited as the "Meeting Procedures Bylaw 2025 Approved & Registered was presented for information.

By general consent, Bylaw No. 159 cited as the "Meeting Procedures Bylaw 2025 Approved & Registered was received for information.

12. IN-CAMERA MEETING

12.1 Motion to Close the Meeting

2026-008

MOVED by Trustee Oliver, SECONDED by Trustee Hetherington,

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.

CARRIED

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

The meeting moved in camera at 7:46 p.m.

12.2 Motion to Re-open the Meeting

2026-009

MOVED by Trustee Oliver, SECONDED by Trustee Hetherington,

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

CARRIED

The meeting reconvened at 8:05 p.m.

12.3 Arise and Report

2026-010

MOVED by Trustee Lucarelli, SECONDED by Trustee Hetherington,

That the Board of Trustees arise and report Trustee Hetherington has resigned from the Strategic Planning and Policy Development Committee and Trustee Ron Lindstrom has been appointed to the Strategic Planning and Policy Development Committee.

CARRIED

The CAO acknowledged Trustee Hetherington for her work on the Strategic Planning and Policy Development Committee and thanked her for making the accommodation to allow recently elected Trustee Lindstrom to be appointed to the Strategic Planning and Policy Development Committee.

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

By general consent, the meeting adjourned at 8:10 p.m.



Rollie Cook

Chair, Board of Trustees



Rodney Dieleman
Corporate Administrator