

Agenda
Salt Spring Island Fire Protection District
Board of Trustees Regular Meeting

Meeting will be held as follows:

Date: April 20, 2026

Time: 7:00 p.m.

Location: Ganges Fire Hall

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 March 16, 2026 – For Approval

That the draft minutes of the Regular Trustee meeting held March 16, 2026 be adopted.

3.2 Minutes of the Special Trustee meeting held March 26, 2026 – For Approval

That the draft minutes of the Special Trustee meeting held March 16, 2026 be adopted.

3.3 Minutes of the Annual General Meeting held April 13, 2026 – For Approval

That the draft minutes of the Annual General Meeting held April 13, 2026 be adopted.

3.4 Minutes of the Special Trustee meeting held April 13, 2026 – For Approval

That the draft minutes of the Special Trustee meeting held April 13, 2026 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 – None

6.2 Finance & Audit Committee

6.2.1 Minutes of the March 24, 2026 meeting – For Information

6.2.2 Minutes of the April 14, 2026 meeting– For Information

6.3 Joint Occupational Health & Wellness Safety Committee

6.3.1 Minutes of the March 25, 2026 meeting – For Information

6.4 Strategic Planning & Policy Development Committee – None

7. CORRESPONDENCE

8. REPORTS

8.1 Fire Chief’s Report – March 2026

8.2 Salt Spring Island Fire Fighters’ Association Report – March 2026

8.3 CAO Reports

8.3.1 Budget Report to February 28, 2026

8.3.2 Driftwood Article dated March 18, 2026 Re Ladder Truck

8.3.3 Driftwood Article dated March 18, 2026 Re Trustee Election

8.3.4 Driftwood Article dated March 25, 2026 Notice of AGM & Election

8.3.5 Driftwood Article dated March 25, 2026 Re Ladder Truck Donation

8.3.6 Driftwood Article dated April 1, 2026 Re Trustee Election Candidates

8.3.7 Driftwood Article dated April 15, 2026 Re Trustee Election Results

9. OLD BUSINESS

9.1 New Fire Hall Project

9.1.1 New Fire Hall Project Update to March 31, 2026

10. NEW BUSINESS

10.1 Fire Underwriters Survey (FUS)

At the April 14, 2026 meeting, the Finance and Audit Committee recommended the Board of Trustees direct staff to engage Fire Underwriters Survey (FUS) to conduct a FUS review to consider recent District improvements such as the new fire hall, the ladder truck, the Fulford Hall water storage pond, in effort to improve the District’s FUS rating and reduce insurance premiums for ratepayers and also note the additional topics of the 8-km distance from a fire hall and modest/basic design options for satellite fire halls.

At the April 13, 2026 AGM, Elector Mike McCormick spoke on behalf of the Beddis and Cusheon Area Residents Association (BACARA) and presented a written submission regarding a growing concern that a number of residents will be located beyond the 8-kilometer distance from a fire hall in the Beddis Road Area when Fire Hall No. 1 moves to the new fire hall. M. McCormick requested to work together to map the 8-km area and identify any residents that will be outside of the optimal fire protection area. It was suggested that the Board of Trustees could refer this topic to the Strategic Planning and Policy Development (SPPD) Committee for their next meeting review and requested staff to invite M. McCormick to make a presentation on behalf of BACARA to the SPPD Committee.

11. BYLAWS – None

12. IN-CAMERA MEETING

13. NEXT MEETING

The next Regular Meeting will be held on May 25, 2026.

14. ADJOURNMENT

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

Date: March 16, 2026

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

Trustees Present: Rollie Cook, Chair
David Courtney, Trustee
Ronald Lindstrom, Trustee
Dennis Lucarelli, Trustee
Rob Oliver, Trustee
Robin Williams, Trustee

Trustee Regrets: Mary Lynn Hetherington, 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)
2 members 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

The following items were presented for inclusion in the agenda:

- 8.1 Fire Chief Report – February 2026
- 9.1.2 New Fire Hall Opening Event
- 9.2.4 Notice of AGM and Election

By general consent, the agenda was adopted as amended.

3. BOARD MINUTES

3.1 Minutes of the Regular Trustee Meeting held February 23, 2026 – For Approval

The draft minutes of the Regular Trustee meeting held February 23, 2026 were presented.

2026-014

MOVED by Trustee Oliver, SECONDED by Trustee Lucarelli, that the draft minutes of the Regular Trustee meeting held February 23, 2026 were adopted.

CARRIED

4. PETITIONS & DELEGATIONS - None

5. TOWN HALL SESSION

Chair Cook opened the town hall at 7:01 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 - None

6.2 Finance & Audit Committee – None

6.3 Joint Occupational Health & Wellness Committee

6.3.1 Minutes of the January 28, 2026 meeting – For Information

The draft minutes of the Joint Occupational Health & Wellness Committee meeting held on January 28, 2026 were presented.

By general consent, the minutes were received for information.

6.3.2 Minutes of the March 4, 2026 meeting – For Information

The draft minutes of the Joint Occupational Health & Wellness Committee meeting held on March 4, 2026 were presented.

By general consent, the minutes were received for information.

6.4 Strategic Planning & Policy Development Committee

6.4.1 Minutes of the March 3, 2026 meeting – For Information

The draft minutes of the Strategic Planning and Policy Development Committee meeting held on March 3, 2026 were presented.

By general consent, the minutes were received for information.

7. CORRESPONDENCE

8. REPORTS

8.1 Fire Chief's Report – February 2026

Chief Holmes presented the Fire Chief's Report for February 2026.

By general consent, the Fire Chief's Report for February 2026 was received for information.

8.2 Salt Spring Island Fire Fighters' Association Report – February 2026

Salt Spring Island Fire Fighters' Association Treasurer Dewar-McClelland presented the Association report for February 2026.

By general consent, the Salt Spring Island Fire Fighters' Association report for February 2026 was received for information.

8.3 CAO Reports

8.3.1 Budget Report to January 31, 2026

CAO Dieleman presented the budget report to January 31, 2026.

By general consent, the budget report to January 31, 2026 was received for information.

8.3.2 Driftwood Article dated February 25, 2026 Re: Fundraising

8.3.3 Driftwood Article dated March 4, 2026 Re: Fire Hall Completion on Target

8.3.4 Driftwood Article Dated March 11, 2026 Re: Vehicle Fire

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 February 28, 2026

Owner's Representative H. Hazenboom presented the New Fire Hall Project Update to February 28, 2026.

By general consent, the New Fire Hall Project Update to February 28, 2026 was received for information.

9.1.2 New Fire Hall Opening Event

Communications and Marketing Committee Chair Williams reported the Committee recommends the opening of the new fire hall to be held on Sunday, May 24, 2026.

2026-015

MOVED by Trustee Williams, SECONDED by Trustee Lindstrom,

That the Board of Trustees support the Communications and Marketing Committee's recommendation to schedule the New Fire Hall opening event on May 24, 2026.

CARRIED

9.2 2026 Annual General Meeting & Trustee Election

9.2.1 Notice of Call for Nominations for Election of Three Trustees

The Notice of Call for Nominations for Election of Three Trustees was presented. The notice was published in the Driftwood newspaper and the Salt Spring Exchange for 4 weeks. Nominations closed on March 12, 2026 and 5 nominations were received. Returning Officer Tony Kennedy has verified the candidates.

9.2.2 2026 Trustee Election Dates

The 2026 Trustee Election Schedule was presented.

9.2.3 April 13, 2026 AGM – Draft Agenda

The draft agenda for the Annual General Meeting to be held on April 13, 2026 at 6:30 p.m. at the Ganges Hall was presented at the last regular meeting.

9.2.4 Notice of 2026 AGM and Election

The Notice of the 2026 Annual General Meeting and Election was presented. The notice will be published in the Driftwood and SS Exchange on March 25, April 1 and April 8, 2026.

9.3 2026 Trustee Governance and Strategic Planning Workshop – May 21, 2026

A draft agenda for the 2026 Trustee Governance and Strategic Planning Workshop was presented.

10. NEW BUSINESS

10.1 Purchase of a 2009 Spartan Gladiator Ladder Truck – Staff Report

Chief Holmes presented a staff report regarding the purchase of a 2009 Spartan Gladiator Ladder Truck. Chief Holmes presented a letter regarding a donation from an anonymous generous donation from a private Foundation.

2026-016

MOVED by Trustee Williams, SECONDED by Trustee Lindstrom,

That the Board of Trustees approve the purchase of a 2009 Spartan Gladiator Ladder Truck and accepts the generous donation from a Private Foundation for the full cost of the purchase.

CARRIED

11. BYLAWS

11.1 Draft Bylaw No. 162 - Reserve Funds Disbursement Bylaw No. 162, 2026

Draft Bylaw No. 162 cited as the Reserve Funds Disbursement Bylaw No. 162, 2026 was presented.

2026-017

MOVED by Trustee Oliver, SECONDED by Trustee Lindstrom,

That Draft Bylaw No. 162 cited as the "Reserve Funds Disbursement Bylaw No. 162, 2026" be read a first time.

CARRIED

2026-018

MOVED by Trustee Lucarelli, SECONDED by Trustee Courtney,

That Draft Bylaw No. 162 cited as the "Reserve Funds Disbursement Bylaw No. 162, 2026" be read a second time and adopted.

CARRIED

12. IN-CAMERA MEETING

12.1 Motion to Close the Meeting

2026-019

MOVED by Trustee Lindstrom, SECONDED by Trustee Lucarelli,

That the Board of Trustees close this meeting to the public subject to Community Charter Section 90 (1): (c) labour relations or other employee relations; and that staff be invited to remain.

CARRIED

The meeting moved to an in-camera meeting at 7:38 p.m. The items of business to be considered in the in-camera meeting are adoption of in camera minutes and a labour-relations matter.

12.2 Motion to Re-open the Meeting

2026-020

MOVED by Trustee Lindstrom, SECONDED by Trustee Lucarelli,

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

CARRIED

12.3 Arise and Report

The minutes of the In-camera Meeting held January 19, 2026 were adopted.

13. NEXT MEETING

The 2026 Annual General Meeting will be held on April 13, 2026 at 6:30 p.m. at the Ganges Fire Hall. The next Regular Meeting will be held on April 20, 2026 at the Ganges Fire Hall.

14. ADJOURNMENT

By general consent, the meeting adjourned at 8:55 p.m.

Rollie Cook
Chair, Board of Trustees

Rodney Dieleman
Corporate Administrator

DRAFT

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

Date: March 26, 2026

Location: SSIFPD Administration Office
1202 - 115 Fulford-Ganges Road, Salt Spring Island and Electronic Meeting (Microsoft Teams)

Trustees Present: Rollie Cook, Chair
David Courtney, Trustee
Mary Lynn Hetherington, Trustee (TEAMS)
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
Sarah Shugar, Recorder

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 2:00 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. REPORTS

3.1 March 24, 2026 Finance and Audit Committee Draft Minutes – For Information

By general consent, the March 24, 2026 Finance and Audit Committee Draft Minutes were received.

4. OLD BUSINESS – None

5. NEW BUSINESS

5.1 2025 Audited Financial Statements Prepared by McLean, Lizotte, Wheadon and Company

At the March 24, 2026 meeting, the Finance and Audit Committee recommended the Board of Trustees approve the 2025 Audited Financial Statements, prepared by McLean, Lizotte, Wheadon and Company.

2026-021

MOVED by Trustee Williams, SECONDED by Trustee Lucarelli,

That the Board of Trustees receive and approve the 2025 Audited Financial Statements, prepared by McLean, Lizotte, Wheadon and Company.

CARRIED

5.2 Recommendation to appoint an Auditor for the 2026 Fiscal Year

At the March 24, 2026 meeting, the Finance and Audit Committee recommended the Board of Trustees appoint McLean, Lizotte, Wheadon and Company to be the auditor for the fiscal year ending December 31, 2026.

2026-022

MOVED by Trustee Williams, SECONDED by Trustee Courtney,

That the Board of Trustees recommend that McLean, Lizotte, Wheadon and Company be appointed as the auditor for the fiscal year ending December 31, 2026, at the 2026 Annual General Meeting.

CARRIED

6. IN-CAMERA MEETING

6.1 Motion to Close the Meeting

2026-023

MOVED by Trustee Oliver, SECONDED by Trustee Lindstrom,

That the Board of Trustees close this meeting to the public subject to Community Charter Section 90 (1): (c) labour relations or other employee relations; and that staff be invited to remain.

CARRIED

The meeting moved to an in-camera meeting at 2:06 p.m. The items of business to be considered are adoption of in camera minutes and a labour-relations matter.

6.2 Motion to Re-open the Meeting

2026-024

MOVED by Trustee Oliver, SECONDED by Trustee Lindstrom,

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

CARRIED

6.3 Arise and Report

The minutes of the In-camera Meeting held March 16, 2026 were approved.

7. NEXT MEETING

2026-025

MOVED by Trustee Williams, SECONDED by Trustee Lindstrom,

That the Board of Trustees cancel the April 1, 2026 Special Board Meeting.

CARRIED

The 2026 Annual General Meeting will be held on April 13, 2026 at 6:30 p.m. at the Ganges Fire Hall. The next Regular Meeting will be held on April 20, 2026 at the Ganges Fire Hall.

8. ADJOURNMENT

By general consent, the meeting adjourned at 2:45 p.m.

Rollie Cook
Chair, Board of Trustees

Rodney Dieleman
Corporate Administrator

DRAFT

Minutes of the Sixty Sixth (66th) Annual General Meeting of the Salt Spring Island Fire Protection District

Date: April 13, 2026

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

Trustees Present: Rollie Cook, Chair
David Courtney, Trustee
Mary Lynn Hetherington, Trustee
Ron Lindstrom, Trustee
Dennis Lucarelli, Trustee
Rob Oliver, Trustee

Trustee Regrets: Robin Williams, Trustee

Staff Members Present: Rodney Dieleman, Corporate Administrator and Financial Officer
Dale Lundy, Deputy Fire Chief
Hans Hazenboom, Owner's Representative
Sarah Shugar, Recorder

Others Present: Gulf Islands Driftwood Reporter (Teams)
Tony Kennedy, Elections Returning Officer
Fred Lizotte, McLean, Lizotte, Wheadon and Company
Approximately 12 members of the public (Electors)

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 at 6:30 p.m., welcomed everyone in attendance and acknowledged the meeting is being held in the territory of the Coast Salish First Nations. Introductions were carried out. Chair Cook advised the Annual General Meeting is a meeting of the ratepayers.

2. APPROVAL OF AGENDA

A proposed agenda was circulated prior to the meeting.

By general consent, the agenda was approved.

3. APPOINT RECORDING SECRETARY AND PARLIAMENTARIAN

Chair Cook called for a motion to appoint a Parliamentarian and Recorder for the meeting.

2026-026

MOVED by Elector John Wakefield, SECONDED by Elector Jenny McClean,
that the Board of Trustees appoint Rodney Dieleman to be Parliamentarian and Sarah Shugar
to be Recorder for the meeting.

CARRIED

4. CHAIR OF THE BOARD OF TRUSTEES 2025 ANNUAL REPORT

Chair Cook presented the Chair's 2025 Annual Report.

2026-027

MOVED by Elector Darryl Martin, SECONDED by Elector Jenny McClean,
Motion to accept the Chair's 2025 Annual Report.

CARRIED

4.1 Committee 2025 Annual Reports

4.1.1 Finance and Audit Committee 2025 Annual Report – For information

**4.1.2 Strategic Planning and Policy Development Committee 2025 Annual Report –
For information**

**4.1.3 Communications and Marketing Committee 2025 Annual Report – For
information**

**4.1.4 New Fire Hall Project Steering Committee 2025 Annual Report – For
information**

By general consent, the Committee 2025 Annual Reports were received for
information.

4.2 5-Year (2024-2029) Strategic Plan Update

CAO Dieleman presented the 5-Year (2024-2029) Strategic Plan Update.

By general consent, the 5-Year (2024-2029) Strategic Plan Update was received for
information.

5. 2025 AUDITED FINANCIAL REPORT

The Annual Financial Statements for the fiscal year ending December 31, 2025 were presented.
Fred Lizotte of McLean, Lizotte, Wheadon and Company spoke to the audited

statements and advised that the financial statements present fairly the financial position of the District as of December 31, 2025.

2026-028

MOVED by Trustee Oliver, SECONDED by Elector Jenny McClean,

Motion to accept the Annual Financial Statements for the fiscal year ending December 31, 2025 as presented.

CARRIED

6. APPOINTMENT OF AUDITOR

Chair Cook called for the appointment of an auditor for the year ending December 31, 2025.

2026-029

MOVED by Elector Per Svendsen, SECONDED by Elector John Wakefield,

Motion to appoint McLean, Lizotte, Wheadon and Company as Auditor for the fiscal year ending December 31, 2026.

CARRIED

7. FIRE CHIEF'S 2025 ANNUAL REPORT

Deputy Chief Lundy presented the Fire Chief's 2025 Annual report and acknowledged Trustees for their support.

2026-030

MOVED by Trustee Lindstom, SECONDED by Elector Hans Hazenboom,

Motion to accept the Fire Chief's 2025 Annual Report.

CARRIED

8. SALT SPRING ISLAND FIRE FIGHTER'S ASSOCIATION 2025 ANNUAL REPORT

The Salt Spring Island Fire Fighters Association 2025 Annual Report was presented in the meeting agenda package.

2026-031

MOVED by Trustee Lucarelli, SECONDED by Elector Doug Ponsford,

To accept the Salt Spring Island Fire Fighters Association 2025 Annual Report.

CARRIED

9. TRUSTEE REMUNERATION

Chair Cook called for a motion to set the Trustee Remuneration for the ensuing year.

2026-032

MOVED by Elector Per Svendsen, SECONDED by Elector H. Hazenboom,

That remuneration continue at \$330 per month for Trustees and \$385 per month for the Chair for the ensuing year.

CARRIED

10. TRUSTEE ELECTION RESULTS

Returning Elections Officer Tony Kennedy presented the Trustee Election Results dated April 12, 2026 as follows:

In person ballots completed: 295

Mail in ballots completed: 48

Mail in ballots received: 55

7 Mail in ballot submissions were incomplete & not cast

Total ballots completed: 343

Spoiled ballots: 11

Total Votes Recorded: 345

Results:

Roland Cook: 275 votes

David Courtney: 76 votes

Mary Lynn Hetherington: 262 votes

Darryl Martin: 292 votes

Jennifer McClean: 75 votes

Returning Elections Officer Tony Kennedy stated that notice is hereby given to the owners of land within the Salt Spring Island Fire Protection District that nominated candidates: Roland Cook, Mary Lynn Hetherington and Darryl Martin each stand elected to the Salt Spring Island Fire Protection District Board of Trustees, each for a three year term of office to commence at the end of the Annual General Meeting which will be held on April 13, 2026 and terminate at the end of the Annual General meeting to be held in the year 2029.

11. QUESTIONS FROM THE FLOOR

Elector Mike McCormick spoke on behalf of the Beddis and Cusheon Area Residents Association and presented a written submission regarding a growing concern that a number of ratepayer homes will be located beyond the 8-kilometer distance from a fire hall in the Beddis Road Area when Fire Hall No. 1 moves to the new fire hall. M. McCormick requested to work together to map the 8-km area and identify any properties that will be outside of the optimal fire protection area.

Chair Cook thanked M. McCormick for the presentation and noted Trustees have a strategic planning session scheduled in May and this topic will be included in the discussion. The Board of Trustees could refer the concern to the Strategic Planning and Policy Development (SPPD) Committee to their next meeting and requested staff to invite M. McCormick to make a presentation to the SPPD Committee.

Elector Bruce Cameron expressed support for Mr. McCormick's presentation and expressed support for funds to be spent on infrastructure to reduce insurance premiums that property owners pay for being outside of the 8-km distance from a fire hall.

Congratulations were expressed to new Trustee Darryl Martin. Trustee Courtney was acknowledged for his service and presented with a thank you gift for his work as Trustee and on the New Fire Hall Project Steering Committee.

12. ADJOURNMENT

2026-033

MOVED by Elector Tony Kennedy, **SECONDED** by Trustee Courtney,
That the meeting be adjourned.

CARRIED

The meeting adjourned at 7:10 p.m.

Roland Cook
Chair, Board of Trustees

Rodney Dieleman
Corporate Administrator

DRAFT

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

Date: April 13, 2026

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

Trustees Present: Rollie Cook, Chair
Mary Lynn Hetherington, Trustee
Ron Lindstrom, Trustee
Dennis Lucarelli, Trustee
Darryl Martin, Trustee
Rob Oliver, Trustee

Trustee Regrets: Robin Williams,

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

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 at 7:25 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 approved.

3. ELECTION OF CHAIR

CAO Dieleman called for nominations for the position of Chair. Trustee Hetherington nominated Trustee Rollie Cook and Trustee Lucarelli seconded the nomination. Trustee Rollie Cook accepted the nomination. CAO Dieleman called a second and third time for nominations for the position of Chair. There being no further nominations, Trustee Rollie Cook was elected Chair by acclamation.

4. OLD BUSINESS – None

5. NEW BUSINESS - None

6. IN-CAMERA MEETING

6.1 Motion to Close the Meeting

2026-034

MOVED by Trustee Hetherington, SECONDED by Trustee Oliver,

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 that staff be invited to remain.

CARRIED

The item of business to be considered in the in-camera meeting adoption of in camera minutes and Committee Appointments.

The meeting moved in camera at 7:25 p.m.

6.2 Motion to Re-open the Meeting

2026-035

MOVED by Trustee Oliver, SECONDED by Trustee Lucarelli,

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

CARRIED

The special meeting reconvened at 8:00 p.m.

6.3 Arise and Report

2026-036

MOVED by Trustee Martin, SECONDED by Trustee Hetherington,

That the Board of Trustees rise and report the following Committee Appointments:

- Trustee Lucarelli and Trustee Oliver have been appointed to the Finance and Audit Committee.
- Trustee Martin and Trustee Lindstrom have been appointed to the Strategic Planning and Policy Development Committee.
- Trustee Lucarelli and Trustee Williams have been appointed to the New Fire Hall Project Steering Committee.
- Trustee Hetherington and Trustee Williams have been appointed to the Communications and Marketing Committee.
- Trustee Hetherington has been appointed as the Greater Victoria Labour Relations Association (GVLRA) liaison.
- Trustee Oliver has been appointed as the Greater Victoria Labour Relations Association (GVLRA) alternate liaison.
- John Wakefield has been appointed public member of the New Fire Hall Project Steering Committee and public member of the Finance and Audit Committee.
- Lloyd Cudmore has been appointed public member of the New Fire Hall Project Steering Committee.
- Jenny McClean has been appointed public member of the Communications and Marketing Committee.

- Keith Ballantyne has been appointed public member of the Strategic Planning and Policy Development Committee.

7. NEXT MEETING

The next regular meeting is scheduled on April 20, 2026 at 7:00 p.m. at the Ganges Fire Hall. Please check the District website for details.

8. ADJOURNMENT

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

Roland Cook
Chair, Board of Trustees

Rodney Dieleman
Corporate Administrator

DRAFT

Minutes of the Salt Spring Island Fire Protection District Finance and Audit Committee Special Meeting

Meeting held: March 24, 2026
SSIFPD Administration Office
1202 - 115 Fulford-Ganges Road, Salt Spring Island

Members Present: Robin Williams, Committee Chair
Rollie Cook, Board of Trustees Chair
Rob Oliver, Trustee (Teams)
John Wakefield, Public Member

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

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 Regular Meeting held September 9, 2025

By general consent, the minutes of the Regular Meeting held September 9, 2025 were adopted.

4. OLD BUSINESS – None

5. NEW BUSINESS

5.1 2025 Audited Financial Statements Prepared by McLean, Lizotte, Wheadon and Company

CAO Dieleman presented the 2025 Audited Financial Statements Prepared by McLean, Lizotte, Wheadon and Company dated March 24, 2026.

MOVED by R. Cook,

That the Finance and Audit Committee recommend the Board of Trustees accept and approve the 2025 Audited Financial Statements, prepared by McLean, Lizotte, Wheadon and Company.

CARRIED

5.2 Recommendation to appoint an Auditor for the 2026 Fiscal Year

MOVED by J. Wakefield

That the Finance and Audit Committee recommend the Board of Trustees appoint McLean, Lizotte, Wheadon and Company to be the auditor for the fiscal year ending December 31, 2026.

CARRIED

6. IN CAMERA MEETING

6.1 Motion to Close the Meeting

MOVED by R. Cook,

That the Finance and Audit Committee close this meeting to the public subject to Community Charter Section 90 (1): (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 is a labour-relations matter.

The meeting moved to an in camera meeting at 11:30 a.m.

6.2 Motion to Re-open the Meeting

MOVED by R. Cook,

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

CARRIED

6.3 Arise and Report - None

7. NEXT MEETING

The next meeting of the Finance and Audit Committee will be held on April 14, 2026.

8. ADJOURNMENT

By general consent, the meeting adjourned at 12:00 p.m.

Minutes of the Salt Spring Island Fire Protection District Finance and Audit Committee Regular Meeting

Meeting held: April 14, 2026
SSIFPD Administration Office
1202 - 115 Fulford-Ganges Road, Salt Spring Island

Members Present: Rob Oliver, Committee Chair
Rollie Cook, Board of Trustees Chair
Dennis Lucarelli, Trustee
John Wakefield, Public Member

Staff Members 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

CAO Dieleman 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. ELECTION OF CHAIR

CAO Dieleman called for nominations for Committee Chair. Member J. Wakefield nominated R. Oliver and member R. Cook seconded the nomination. R. Oliver accepted the nomination. CAO Dieleman called a second and third time for nominations for Chair and there were no further nominations. R. Oliver was elected Committee Chair by acclamation.

4. APPROVAL OF MINUTES

4.1 Minutes of the Special Meeting held March 26, 2026

By general consent, the minutes of the Special Meeting held March 26, 2026 were adopted.

5. OLD BUSINESS - None

6. NEW BUSINESS

6.1 2027 Draft Budget and a Draft 5-Year Capital Plan

CAO Dieleman presented a 2027 Draft Budget. The Chief and CAO will update the capital plan based on recent purchases and prepare a detailed small equipment replacement plan. This includes, SCBA equipment, radio equipment, and rescue equipment. The draft 2027 Base Budget covers wages at 4%, admin at 2%, fire/rescue operating at 5% and an increasing capital investment from 14% to 20%, reserves \$2,300,000 for a new hall by 2032, reserves increasing amounts for apparatus, reserves funds for employee banked time, maintains hydrant and water contributions to North Salt Spring Waterworks District of \$75,000. The timeline is for the draft 2027 budget to receive first reading by July to be ready for a Town Hall public meeting in September.

In discussion the following items were noted:

- Planning for all fire halls to be at post-disaster standard to protect people and equipment.
- The District usually receives additional income other than tax base such as Wildfire deployment and Fire Smart income.
- Could the tax increase be reduced to 5.8 or 5.9 with a few adjustments
- Could the fireworks budget be re-considered as fireworks have been an issue in the community
- Mail in ballot voting increases the election budget
- Fuel increases are predicted to increase substantially
- It was agreed to add \$25,000 to a Hall 1 reserve fund
- Acknowledged CAO Dieleman on capital planning and the overall draft budget

MOVED by R. Cook,

That the Finance and Audit Committee recommend the Board of Trustees direct staff to engage Fire Underwriters Survey (FUS) to conduct a FUS review to consider recent District improvements such as the new fire hall, the ladder truck, the Fulford Hall water storage pond, in effort to improve the District's FUS rating and reduce insurance premiums for ratepayers and also note the additional topics of the 8-km distance from a fire hall and modest/basic design options for satellite fire halls.

CARRIED

7. NEXT MEETING

The next meeting of the Finance and Audit Committee will be held on May 12, 2026.

8. ADJOURNMENT

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

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

Date: March 25, 2026
Time: 6:00 p.m.
Location: Fire Hall No.3
 110 Vesuvius Bay Road, Salt Spring Island

Members Present: Dale Lundy, Co-Chair, Deputy Chief (Employer Rep)
 Nancy Pursell, Co-Chair (Employee Rep Admin 2026)
 Ken Akerman (Employee Rep POC 2026)
 Steve Leichter (Employee Rep POC 2025-2027)
 Doug Ponsford (Employee Alternate Admin 2026)
 Jaden Ursua-Riding (Employee Rep Recruit 2026)
 Lawrence Pollard (Employee Alternate Recruit 2026)

Regrets: Jamie Holmes, Co-Chair, Fire Chief (Employer Rep)
 Grant Gussie (Employee Rep POC 2026-2028)
 Gray Wardle (Employee Alternate POC 2026)
 Abe Hohn (Employee Rep POC 2025-2027)
 Gord Fraser (Employee Rep Alternate 2026)

1. CALL TO ORDER

Co-Chair Pursell called the meeting to order at 6:42 p.m. The Hall 3 Safety Inspection was completed prior to the meeting.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved.

3. MINUTES

3.1 Receive and Approve the March 4, 2026 minutes

The draft minutes of the March 4, 2026 meeting were presented.

By general consent, the minutes of the March 4, 2026 meeting were approved.

4. OLD BUSINESS

4.1 2026 Priority List

1. Survey – engagement, analyze, and action items – Lead Pursell – no update.

2. Mental Health Team
 - CISM – Lead Pursell – No update
 - Peer Support – Lead Hohn – No update
 - Occupational Awareness – Lead Lundy – DC Lundy is pursuing training for Peer Support
3. Accountability – practice and update OG – Lead Leichter – No update

4.2 Smoking Area New Fire Hall

Members reviewed and discussed existing SSIFR OG 3.02.00 - Smoking.

Recommendation: That Operational Guideline SSIFR OG 3.02.00 - Smoking, be updated to reflect the Salt Spring Island Fire Protection District policy regarding smoking at the workplace. If there is not supporting documentation from the SSIFD, the committee is requesting direction from management.

4.3 MSDS Update for New Fire Hall

A new supplier for sundries is being sourced. All products purchased from the supplier will have MSDS sheets where appropriate.

4.4 Elevating Device Variance Application – An aerial device has been purchased. Item Closed.

4.5 Draft Respectful Workplace Policy AE-2401-02 with staff report – Tabled until next meeting.

4.6 Draft Communicable Disease Response and Remote Work Policy – AE-2409-01 with staff report – Tabled until next meeting.

4.7 Draft DEI-Policy-Revision-AE-2408-02 with staff report – A submission has been sent to management for consideration. – Tabled until next meeting.

5. NEW BUSINESS

5.1 BCMSA Conference October 5-7, 2026, Penticton, B.C.

Two members have expressed an interest in attending the conference in October.

6. REVIEW OF INSPECTION REPORTS

6.1 Review of Hall Inspections

First Quarter Hall Inspections:

- Hall 1 – Completed prior to the January 28, 2026 meeting. The following items were noted: 2 fire extinguishers need to be refreshed (training room and lounge), front admin office window repair, pest control check.
- Hall 2 – Completed prior to the March 4, 2026 meeting. The following items were noted: In the training building it was noted that a floor grate on the first floor was

uneven and presented a tripping hazard. There is a bird's nest on a light fixture in the building.

- Hall 3 – Inspection was completed prior to the March 25, 2026 meeting. The report will be sent to maintenance for follow-up.

7. REVIEW OF FIRST AID AND ACCIDENT/INCIDENT INVESTIGATIONS

7.1 Review of First Aid and Accident/Incident - None

7.2 Appointment of Accident/Incident Investigators

Members Akerman and Lundy will be the primary investigators in April, and Members Pursell and Leichter will be the alternates. Deputy Chief Lundy approved the appointments.

8. EDUCATION

8.1 OSH 1 Course for New Committee Members

Members Ursua-Riding and Pollard have signed up to attend the OSH 1 course. Member Ponsford has completed the OSH 1 course.

9. OTHER BUSINESS

9.1 Association Safety Talk

The next Association meeting is scheduled in May and the topic will be selected at the April meeting.

10. NEXT MEETING

The next meeting will be April 22, 2026 at Hall 1, 455 Lower Ganges Road, 18:00 hours.

11. ADJOURNMENT

By general consent, the meeting was adjourned at 7:17 p.m.

Nancy Pursell, Committee Co-Chair

Dale Lundy, Deputy Fire Chief & Committee Co-Chair

Salt Spring Island Fire Rescue

Fire Chief's Report

March 2026



VISION

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

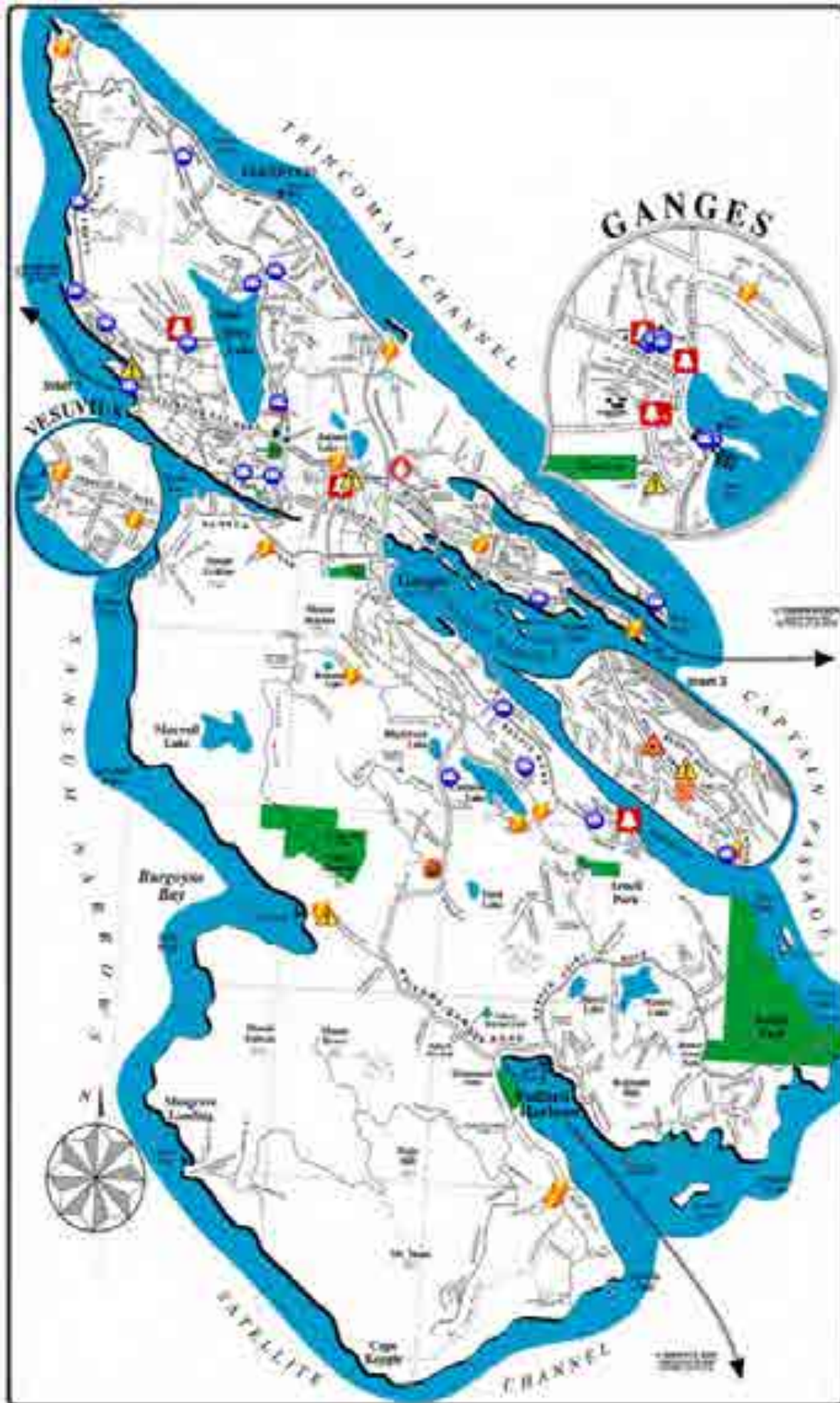
MISSION

Always learning, engaging and adapting to be response ready.

Response Report

INCIDENT LEGEND March. 2026 TOTAL CALLS: 59

		JAN	FEB	MAR	APR	MAY	OCT	NOV	DEC	
Act/Bylaw	Complaint	10	1	1						12
Aircraft	Emergency									0
Alarm	Alarm	7	6	7						20
Assistance	Assistance	2	8	5						15
Explosion	Explosion									0
Fire	Brush									0
	Chimney									0
	Misc	1	1	1						3
	Structure		1							1
	Boat									0
	Vehicle			1						1
HazMat	HazMat	1		1						2
Hydro	Hydro	4	1	17						22
Medical	Medical	20	25	24						69
MVI	MVI	1	2	1						4
Rescue	Rescue		1							1
Smoke/Smell/Sighting	Brush		1							1
	Structure	1		1						2
Total Calls for the month:		47	47	59	0	0	0	0	0	153
	2016	46	35	34						115
	2017	63	66	46						175
	2018	47	38	45						130
	2019	59	58	49						166
	2020	62	52	57						171
	2021	43	52	60						155
	2022	33	29	32						94
	2023	55	40	54						149
	2024	60	48	57						165
	2025	52	44	57						153
	2026	47	47	59						153
	2026									
	FIRE	14	10	28	0	0	0	0	0	52
	RESCUE	1	3	1	0	0	0	0	0	5
	MEDICAL	20	25	24	0	0	0	0	0	69
	ASSISTANCE	12	9	6	0	0	0	0	0	27
	TOTAL	47	47	59	0	0	0	0	0	153



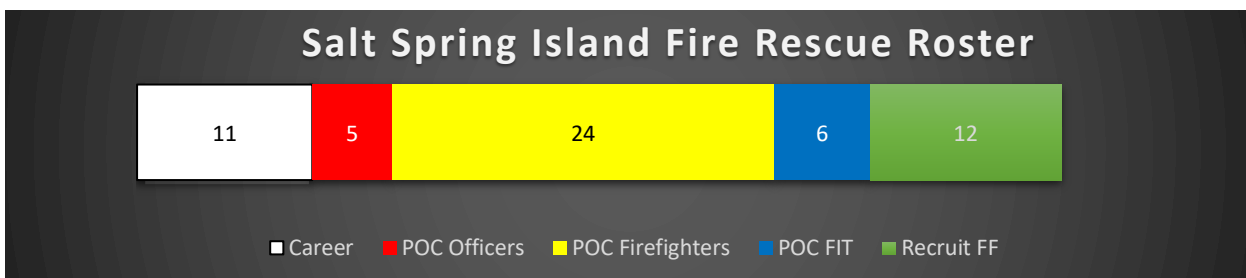
Operations

No calls of note for March, but the big news was very **elevating!**



Ladder 1: SSIFR was the successful bidder on a used 2009 Spartan Gladiator with 75 ft. Smeal Quint from Saanich Fire. The truck was purchased for \$305,000.00 which is less than 15% the cost of a new unit and should serve our needs for the next decade. This truck will allow us to evaluate future requirements for elevating apparatus and ensure when we do have to make a substantial investment, we will have the knowledge to make the right choice for our community. The news got even better when a private foundation stepped up and offered to cover the purchase completely! By now I am not surprised by the number of generous, community minded people who live on our island, but I am always grateful to all who support our service and our membership. Thank you so much for this very substantial donation.

We will be working over the coming month to decal and outfit the truck, as well as train our members on operations and maintenance of the new unit. We expect the truck on SSI in May.



CRD Inspection Bylaw: We're continuing to work through the new CRD Bylaw 4677, and I will have a staff report to committee in April. For now, all our Chief Officers and career Captains are confirmed inspectors and investigators under the provincial Fire Safety Act.

Appreciation Dinner: Our annual awards dinner has been set for May 30, 2026. Invitations to follow shortly.

New Firehall #1: The new firehall build is in its final stages. Plans have been made for moving, and the current firehall #1 will be decommissioned starting April 24, 2026. Our offices will remain closed until they are opened in the new location in early May.

We are looking forward to May 24th when we get the chance to show the community **their** new firehall!

Prevention

6 Fire Smart Home Assessments

3 FLSE events, 2 CPR for Grade 9 and 1 presentation at Family Place

3 Fire Smart presentations for local POD groups

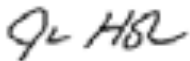
Training

With five training nights held during the month of March, a total of **970.75** training hours were recorded. A wide variety of training activities took place across the different groups.

The POC group focused on SCBA operations, First Response, and fire attack drills. The POC group spent a night facilitating training. The idea of this is to pair up a junior member with a senior member and have them deliver a 1-hour training session, with 3 of these sessions in an evening of training. The FIT group spent the month reviewing Traffic Control, Area Command, and driving skills, with an emphasis on support vehicles.

The recruits had a particularly busy month. Their training topics included Fire Behavior, Building Construction, Establishing and Transferring Command, and Portable Fire Extinguishers. They also completed Incident Command System (ICS) 100 online and wrote their first exam toward NFPA 1001 certification. In addition, a couple members continue to work on Fire Officer 1 and Occupational Health & Safety (OH&S) courses. To support the recruit training sessions, we have opened up the Shift Familiarization to every Sunday now, and every other Friday.

Respectfully submitted,



Jamie Holmes, Fire Chief

April 2026 Association Report

Dear SSIFPD Trustees,

March marks the start of our busy summer season planning, including our annual Easter Egg hunt, the May Long Weekend Boot Drive, Scholarship selections, and public events like Ruckle Farm Day.

Otherwise, it's pretty much business as usual with committees hard at work fulfilling their mandates.

The Executive is preparing for the Strategic Planning Session that we are pleased to be invited to again this year.

One final note: the membership cancelled our April meeting in favour of a Respectful Workspace Training seminar.

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

Thanks,

David Demner
SSIFFA President

Salt Spring Island Fire Protection District

Summary Financial Package

Item 8.3.1

For the Period Ending: February 28, 2026
These Financial Statements are DRAFT, without Audit or Annualized Adjustments

Summary of the 2026 February Financial Statements

At February 28, 2026, the District is reporting a **year-to-date surplus of \$246,310**, exceeding the prorated budget of **\$199,583**.

Revenues are ahead of budget, driven by unbudgeted **miscellaneous income and interest**, while **tax revenue is on target**.

Expenses are mixed overall:

Administration and operating costs are below budget due to timing of expenditures.

Wages and benefits are above budget, This is mostly a budgeting generalization. The pay periods do not always align with a monthly budget.

Capital spending has not yet commenced against a **\$640,000 budget**, contributing to the current favourable position.

Overall, the District is in a strong financial position early in 2026, with the surplus largely attributable to **timing of expenditures and capital projects**, partially offset by **higher labour costs**. Continued monitoring of wages and project timing will be important as the year progresses.

Salt Spring Island Fire Protection District
 Summary Financial Package
 For the Period Ending: February 28, 2026
 These Financial Statements are DRAFT, without Audit or Annualized Adjustments

	2025	2026		
	2 Months Actuals	2 Months Actuals	2 Month Budget	2026 Budget
Total Income	\$ 960,700	\$ 1,082,461	\$ 1,006,333	\$ 6,038,000

Total Administration Expenses	\$ 37,676	\$ 25,598	\$ 41,167	\$ 917,667
Total Operating Expenses	\$ 91,174	\$ 46,337	\$ 100,167	\$ 601,000
Total Wages & Benefits	\$ 731,231	\$ 726,717	\$ 636,667	\$ 3,820,000
Extraordinary Expense/ Contingency Reserve	\$ -	\$ -	\$ 10,000	\$ 60,000
Amortization	\$ 34,167	\$ 37,500	\$ 18,750	\$ 225,000
Interest - LTD & Lease (SCBA)	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 884,998	\$ 836,151	\$ 806,750	\$ 5,623,000

Surplus Before Capital Expenses	\$ 75,702	\$ 246,310	\$ 199,583	\$ 415,000
Non Cash Expense (Amortization)	\$ 34,167	\$ 37,500	\$ 18,750	\$ 225,000
Total Capital Expenses & Transfers to/from Reserve Funds	\$ -	\$ -	\$ -	\$ 640,000
Principal Payments - LTD & Lease (SCBA)	\$ -	\$ -	\$ -	\$ -
Change in Working Capital, Capital and Reserve Fund Allocations	\$ 109,869	\$ 283,810	\$ 218,333	\$ -

Executive Summary

At February 28, 2026, total revenue of **\$1,082,461** exceeds the prorated budget of **\$1,006,333**, while total expenses of **\$836,151** are slightly above the prorated budget of **\$806,750**.

The District is reporting a **surplus before capital of \$246,310**, compared to a budget of **\$199,583**, a favourable variance of **\$46,727**.

Key drivers include:

Strong revenues, particularly unbudgeted interest and miscellaneous income, with tax revenue on target.

Lower administration and operating costs due to timing of expenditures.

Higher wages and benefits (+14%), which remain the primary cost pressure.

No capital spending has occurred to date against a **\$640,000 annual budget**, contributing to the favourable position.

Overall, the District is performing ahead of budget early in 2026, with results largely influenced by timing differences and elevated labour costs requiring ongoing monitoring.

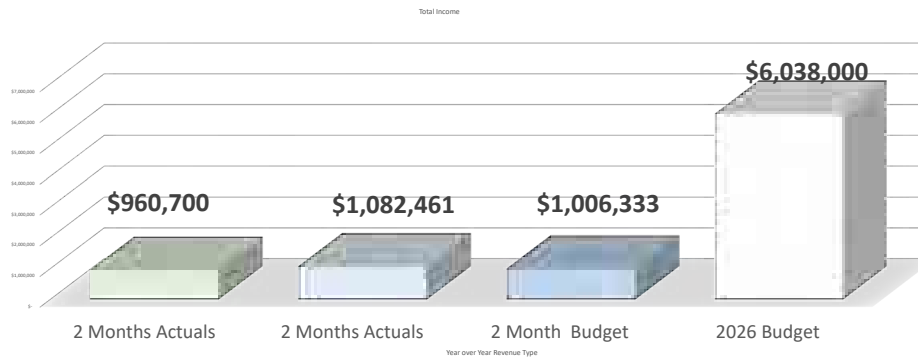
Income

Line #		2025	2026		
		2 Months Actuals	2 Months Actuals	2 Month Budget	2026 Budget
2	Income				
3	Interest General	\$ 17,148	\$ 29,298	\$ -	\$ -
4	Interest CWRRF	\$ 6,998	\$ 3,524	\$ -	\$ -
5	Miscellaneous Income	\$ 5,191	\$ 43,306	\$ -	\$ -
8	Tax Revenue	\$ 931,364	\$ 1,006,334	\$ 1,006,333	\$ 6,038,000
9	Total Income	\$ 960,700	\$ 1,082,461	\$ 1,006,333	\$ 6,038,000

Executive Summary

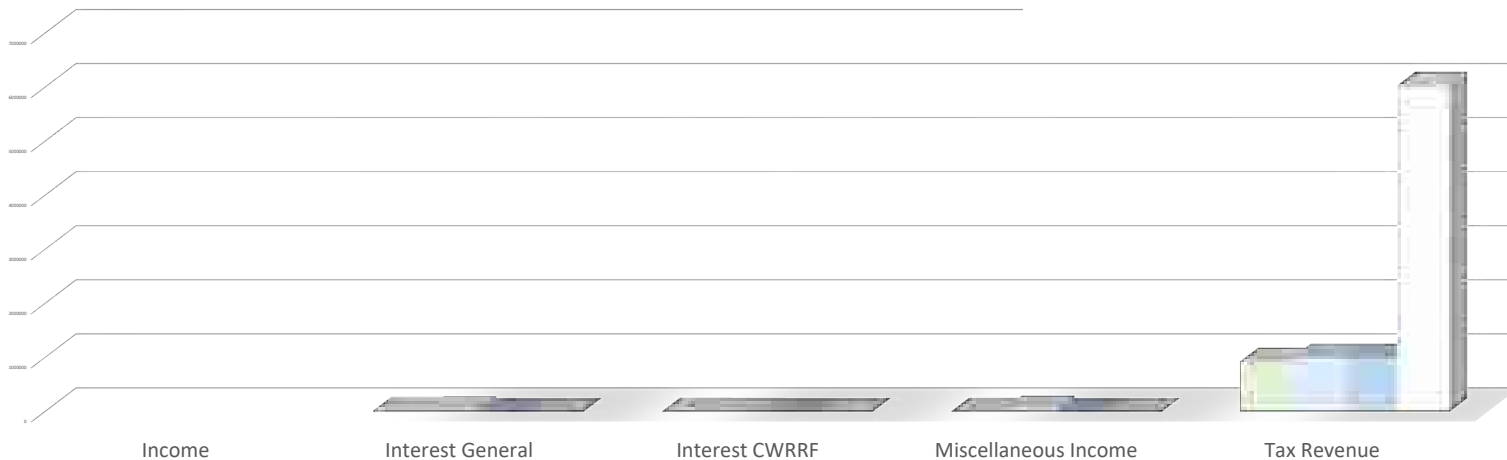
The District's year-to-date revenue is **\$1,082,461**, exceeding the two-month budget of **\$1,006,333** by **\$76,128 (+7.6%)**.

Tax revenue is on budget, confirming stability in the District's primary revenue source. The favourable variance is driven by **unbudgeted miscellaneous income (\$43,306)** and **interest earnings**, particularly higher general interest.



While results are positive, these variances are largely **non-recurring or timing-related**. No action is required at this time, but revenues will continue to be monitored closely.

Overall, the District is tracking ahead of budget early in 2026.

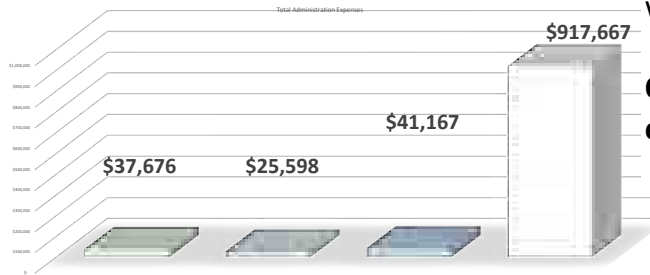


Administration Expenses

Line #		2025		2026	
		2 Months Actuals	2 Months Actuals	2 Month Budget	2026 Budget
13	Advertising	\$ 5,886	\$ 2,448	\$ 1,000	\$ 6,000
14	Advertising - Elections, AGM, Board Meetings and Announcements	\$ 3,213	\$ 3,363	\$ 5,000	\$ 30,000
15	Annual Appreciation Dinner	\$ -	\$ 221	\$ 1,333	\$ 8,000
16	Audit & Related Fees	\$ -	\$ -	\$ -	\$ 20,000
17	Bank Charges/Credit Card Fees/Telpay Fees/Finance Charges	\$ -	\$ 588	\$ 333	\$ 2,000
18	Communications - Phone	\$ 529	\$ -	\$ 3,333	\$ 20,000
19	Communications & Miscellaneous	\$ 2,679	\$ 3,099	\$ 1,167	\$ 7,000
20	Community Relations	\$ -	\$ 241	\$ 333	\$ 2,000
21	Conferences	\$ 161	\$ 363	\$ 833	\$ 5,000
22	Consulting Fees	\$ 380	\$ 98	\$ 4,167	\$ 25,000
23	Dues & Subscriptions	\$ -	\$ 310	\$ 833	\$ 5,000
24	Fireworks	\$ 1,390	\$ -	\$ 833	\$ 5,000
25	Freight/Postage	\$ 298	\$ 54	\$ 833	\$ 5,000
26	Insurance	\$ 9,250	\$ 9,396	\$ 10,000	\$ 60,000
27	Labour Relations	\$ 9,250	\$ -	\$ 4,000	\$ 24,000
28	Legal	\$ 351	\$ -	\$ 2,667	\$ 16,000
29	Licenses, leases & Rentals	\$ 2,593	\$ 3,878	\$ 1,500	\$ 9,000
30	Bond Repayment	\$ -	\$ -	\$ -	\$ 650,000
31	Office Supplies & Equipment	\$ 1,697	\$ 1,540	\$ 2,667	\$ 2,667
32	Professional Development - Excluded Staff	\$ -	\$ -	\$ 333	\$ 16,000
33	Total Administration Expenses	\$ 37,676	\$ 25,598	\$ 41,167	\$ 917,667

% of Total Expenditures

4.3% 3.1% 0.7% 16.3%



Executive Summary

Administration Expenses

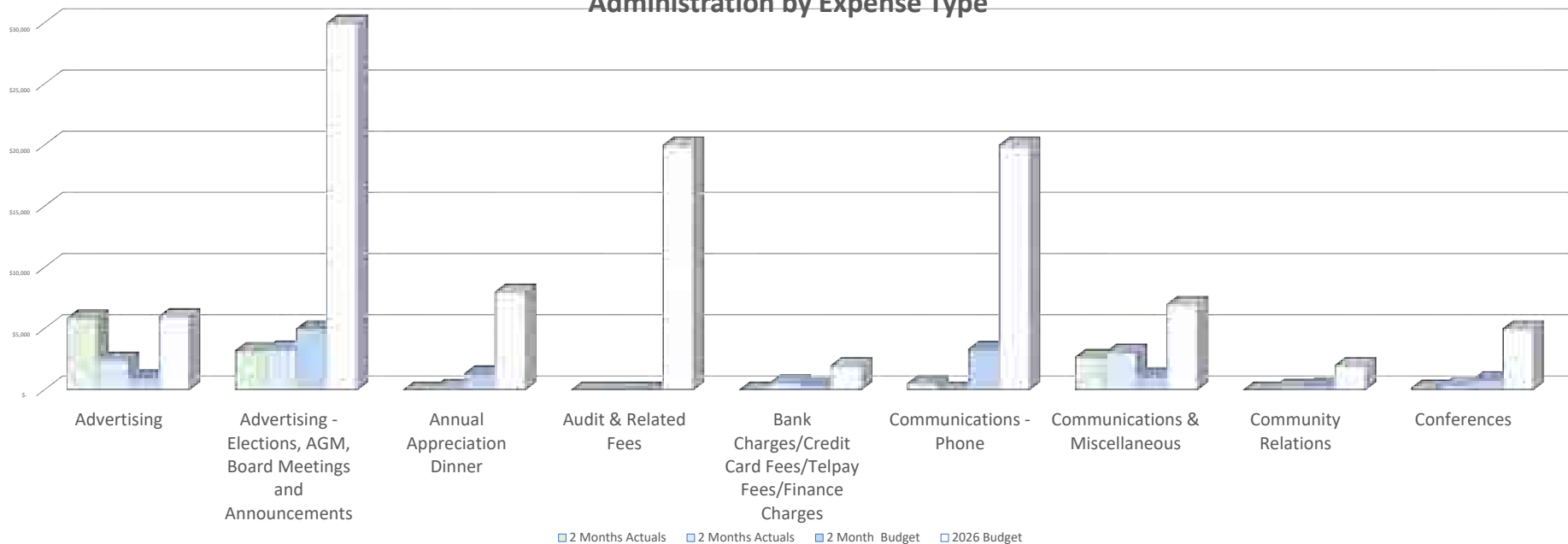
Administration expenses total **\$25,598** compared to a two-month budget of **\$41,167** resulting in a **favourable variance of \$15,569 (37.8%)**.

Spending is **well below budget**, largely due to **timing**, with several categories not yet incurred, including communications (phone), consulting, legal, labour relations, and professional development. **Audit costs and bond repayment** are also expected later in the year.

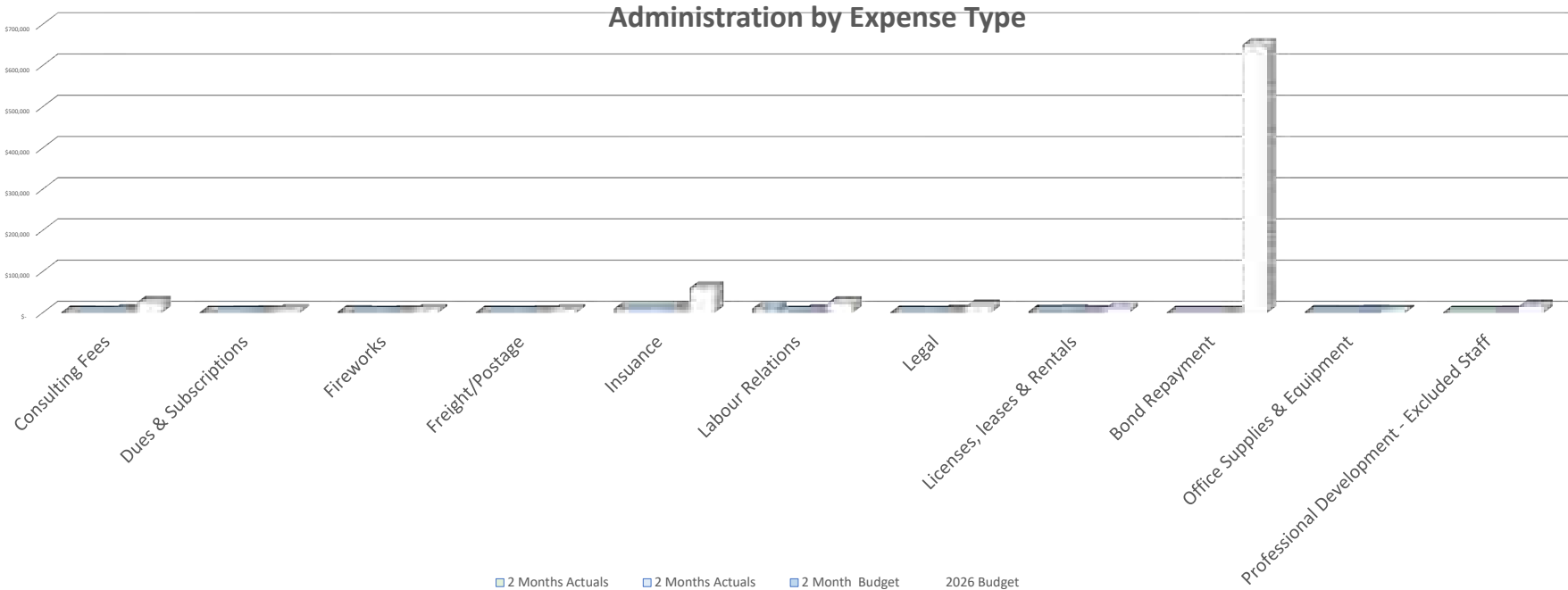
Notable items include **insurance (\$9,396)** tracking as expected early in the year, and modest overages in **communications & miscellaneous** and **licenses, leases & rentals** which are not a concern.

Overall, expenses are trending below budget early in 2026 and are expected to align over the year.

Administration by Expense Type



Administration by Expense Type



Operating Expenses

Line #		2025	2026		
		2 Months Actuals	2 Months Actuals	2 Month Budget	2026 Budget
40	Clothing - Career	\$ 688	\$ 210	\$ 3,000	\$ 18,000
41	Clothing - Paid on Call	\$ 4	\$ 969	\$ 2,667	\$ 16,000
42	Clothing - Protective	\$ 1,153	\$ 199	\$ 10,167	\$ 61,000
43	Computer, Hardware, Software & S	\$ 6,314	\$ 7,923	\$ 2,667	\$ 16,000
44	Employee/ POC Recognition	\$ 67	\$ -	\$ 1,667	\$ 10,000
45	Equipment - Repair & Maintenance	\$ 316	\$ 1,489	\$ 2,000	\$ 12,000
46	Equipment Purchase - Small Tools	\$ 186	\$ 1,564	\$ 1,833	\$ 11,000
47	Fire Department Record System	\$ -	\$ -	\$ 667	\$ 4,000
48	Fire Prevention & Public Education	\$ 110	\$ 219	\$ 2,667	\$ 16,000
49	Fire Station Repair & Maintenance	\$ 4,912	\$ 1,303	\$ 8,167	\$ 49,000
50	Fire Station Utilities	\$ 11,025	\$ 10,479	\$ 6,833	\$ 41,000
51	First Responder	\$ 3,777	\$ 2,166	\$ 2,667	\$ 16,000
52	Foam	\$ -	\$ -	\$ 667	\$ 4,000
53	Health & Wellness	\$ 429	\$ 310	\$ 1,833	\$ 11,000
54	Hydrant Install/Repair	\$ 47,768	\$ -	\$ 12,500	\$ 75,000
55	Landscaping	\$ 612	\$ 600	\$ 1,333	\$ 8,000
56	Miscellaneous	\$ -	\$ -	\$ 667	\$ 4,000
57	Paid-on-call recruitment & Retentic	\$ -	\$ -	\$ 833	\$ 5,000
58	Radio Equipment Repair & Supplies	\$ -	\$ -	\$ 500	\$ 3,000
59	Self Contained Breathing Apparatus	\$ -	\$ 132	\$ 3,333	\$ 20,000
60	Supplies & Sundries	\$ 1,388	\$ 1,569	\$ 1,833	\$ 11,000
61	Training - Paid-on-call & Career	\$ 7,161	\$ 10,040	\$ 13,333	\$ 80,000
62	Vehicle Operating	\$ 5,264	\$ 7,163	\$ 18,333	\$ 110,000
63	Total Operating Expenses	\$ 91,174	\$ 46,337	\$ 100,167	\$ 601,000
% of Total Expenditures		10.3%	5.5%	1.8%	10.7%

Executive Summary

Operating Expenses

Operating expenses total **\$46,337** compared to a two-month budget of **\$100,167**, resulting in a **favourable variance of \$53,830 (-53.7%)**.

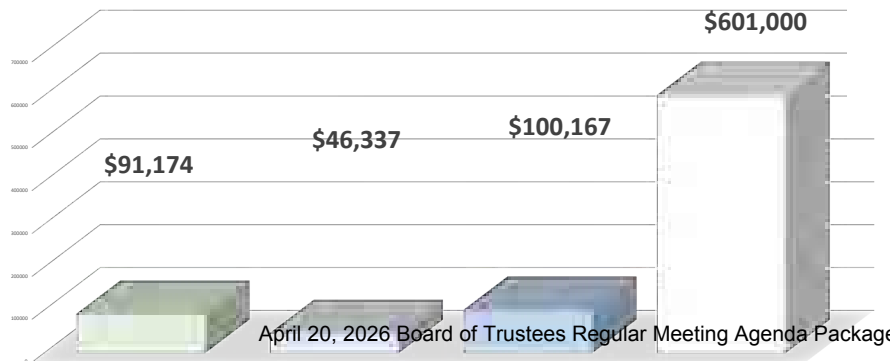
Expenditures are **significantly below budget**, primarily due to **timing**, with many planned costs not yet incurred, including hydrant work, training, vehicle operations, and several equipment and program-related expenses.

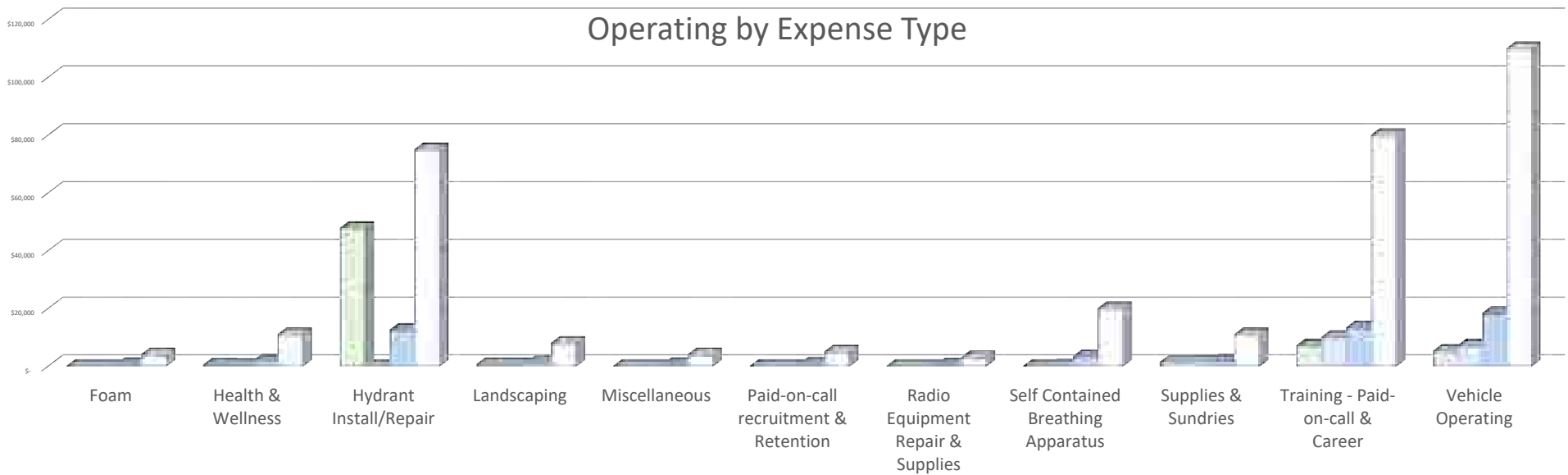
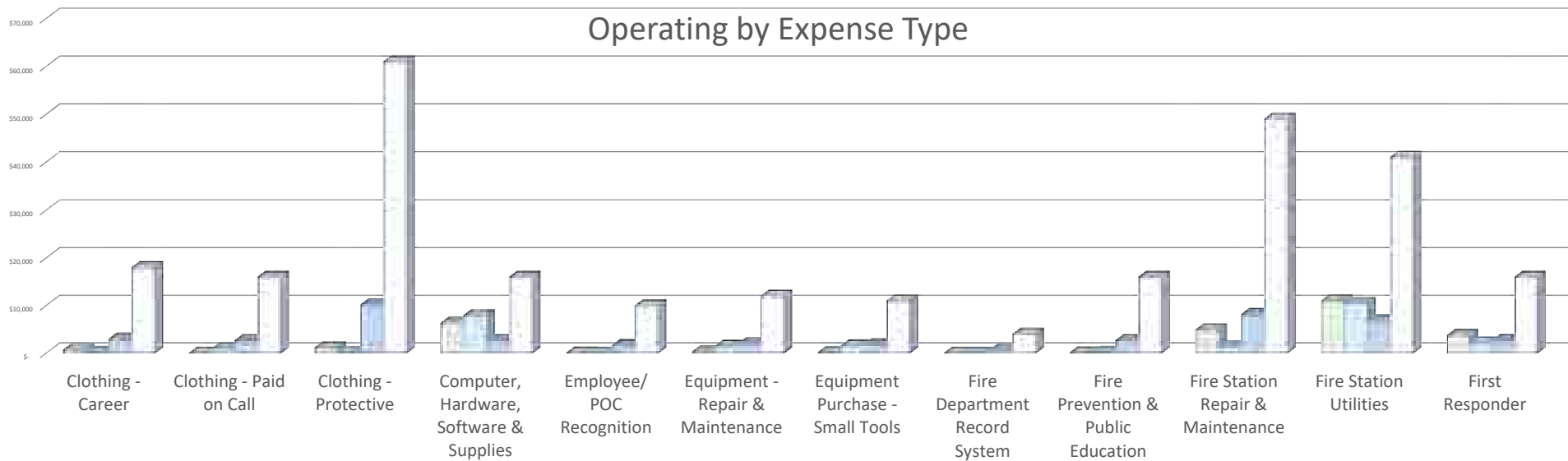
Notable variances include:

Computer, hardware, and software (\$7,923) and **fire station utilities (\$10,479)** trending above budget early in the year.

Most other categories, including **protective clothing, training, and capital-related items**, are well below budget or not yet incurred.

Overall, operating expenses are substantially under budget at this stage and are expected to increase as planned activities progress throughout the year.





Wages

Line #		2025	2026		2026 Budget
		2 Months Actuals	2 Months Actuals	2 Month Budget	
67	Wage & Related Expenses				
68	Career/Excluded/Casual Staff Wages & Salaries	\$ 523,014	\$ 503,859	\$ 428,667	\$ 2,572,000
69	Paid-on-call Members Wages	\$ 39,020	\$ 47,087	\$ 48,333	\$ 290,000
70	Total Wages	\$ 562,035	\$ 550,946	\$ 477,000	\$ 2,862,000
71	Statutory & Group Benefits				
72	Employee Allowances	\$ -	\$ -	\$ 333	\$ 2,000
73	Employee Group Health, Dental Plans & LTD	\$ 21,688	\$ 20,207	\$ 26,833	\$ 161,000
74	Employer CPP Expense	\$ 29,715	\$ 30,305	\$ 13,667	\$ 82,000
75	Employer EI Expense	\$ 11,782	\$ 12,800	\$ 5,167	\$ 31,000
76	Employer Health Tax	\$ 11,441	\$ 11,196	\$ 9,833	\$ 59,000
77	Employer Registered Pension Plan & Supp. Pension	\$ 57,436	\$ 55,079	\$ 59,333	\$ 356,000
78	Fire Fighter Employee Assistance Plan	\$ 583	\$ -	\$ 8,500	\$ 51,000
79	Group Life, AD&D & WCB	\$ 21,276	\$ 20,981	\$ 16,833	\$ 101,000
80	HUB Health Benefits (POC members)	\$ 10,025	\$ 17,180	\$ 16,667	\$ 100,000
81	Matching RRSP	\$ 5,249	\$ 8,023	\$ 2,500	\$ 15,000
82	Total Statutory & Group Benefits	\$ 169,196	\$ 175,770	\$ 159,667	\$ 958,000
83	Total Wages & Benefits	\$ 731,231	\$ 726,717	\$ 636,667	\$ 3,820,000

% of Total Expenditures: 82.6% 86.9% 78.9% 67.9%



Executive Summary

Wages & Benefits

Executive Summary – 2026 (First 2 Months) Wages & Benefits

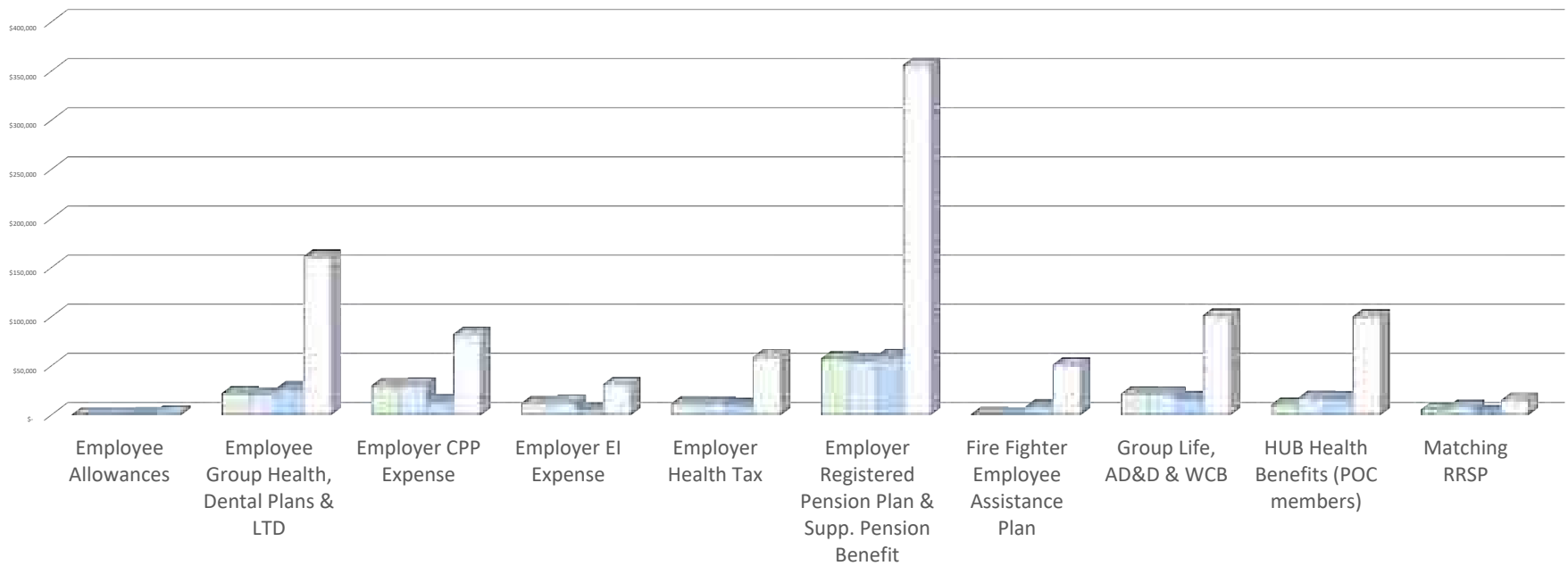
From: Chief Administrative Officer
 Total wages and benefits are **\$726,717** compared to a two-month budget of **\$636,667**, resulting in **unfavourable variance of \$90,050 (+14.1%)**.

Wages are over budget at **\$550,946 vs. \$477,000 (+\$73,946)**, driven primarily by **career staff salaries**, while paid-on-call wages are slightly below budget.

Statutory and benefit costs total \$175,770 vs. \$159,667 (+\$16,103), with higher-than-budgeted **CPP, EI, and RRSP contributions** reflecting the increased wage base. Some benefit lines remain below budget due to timing.

Overall, labour costs are trending above budget early in 2026, largely tied to staffing levels and related statutory costs, and will require ongoing monitoring through the year.

Wage Expenses by Type



Capital and Reserve Funds

	2025		2026	
	2 Months Actuals		2 Months Actuals	2026 Budget
Capital Account				
GCPR - Water Infrastructure	\$ -	\$ -	\$ -	\$ 50,000
GCPR - Small Capital	\$ -	\$ -	\$ -	\$ 50,000
GCPR - Apparatus	\$ -	\$ -	\$ -	\$ 440,000
GCPR - New Fire Hall	\$ -	\$ -	\$ -	\$ -
GCPR - Unspecified		\$ -		
GCPR - Hall 2 and Hall 3 Remediations		\$ -		\$ 100,000
Total Capital Expenses & Transfers to/from Reserve Funds	\$ -	\$ -	\$ -	\$ 640,000
Principal Payments - LTD & Lease (SCBA)	\$ -	\$ -	\$ -	\$ -
Surplus After Capital Expenses & Principal Payments LTD	\$ 75,702	\$ 246,310	-\$ 225,000	\$ -
Non Cash Expense (Amortization)	\$ 34,167	\$ 37,500	\$ -	\$ 225,000
Change in Working Capital (Current Assets - Current Liabilities)	\$ 109,869	\$ 283,810	\$ -	\$ -

Executive Summary

Capital Accounts and Reserve Accounts

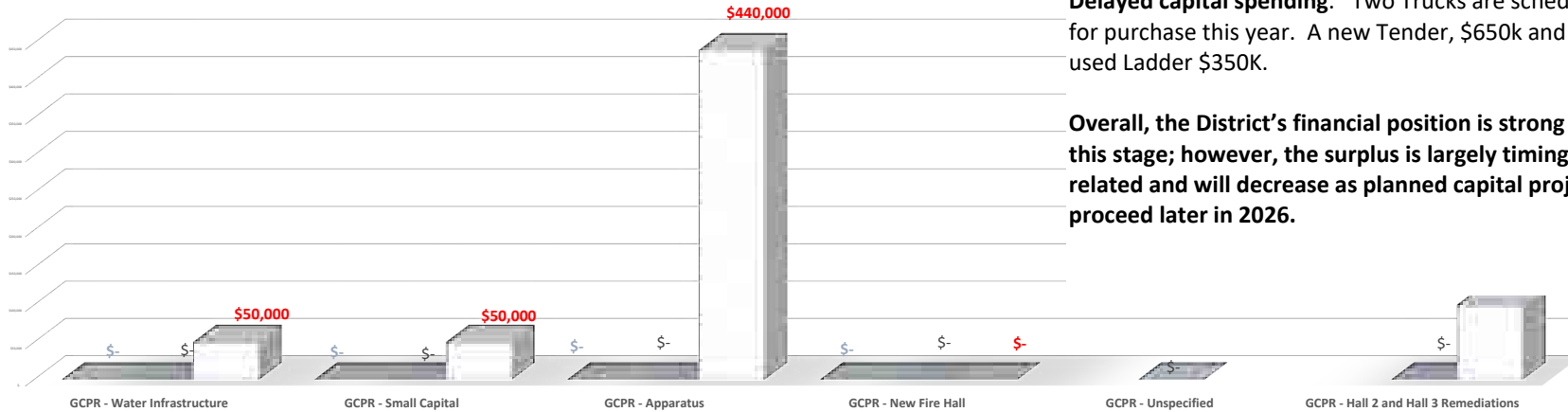
No capital expenditures or reserve transfers have occurred to date against a **2026 budget of \$640,000**, reflecting expected **timing of capital projects later in the year**.

As a result, the District is currently reporting a **surplus of \$246,310**, compared to a **budgeted deficit of \$225,000**, a positive variance of approximately **\$471,000**.

This favourable position is driven by:

Delayed capital spending. Two Trucks are scheduled for purchase this year. A new Tender, \$650k and a used Ladder \$350K.

Overall, the District's financial position is strong at this stage; however, the surplus is largely timing-related and will decrease as planned capital projects proceed later in 2026.



Reserve Funds

	2025				
	2025 Closing Balance	2026 Reserve Budget	New Midland Tender and Spartan Ladder	Closing Firehall Costs	2025 Closing Balance
Capital Account					
G CPR - Water Infrastructure	\$ 147,053	\$ 50,000		-\$ 197,053	\$ 0
G CPR - Small Capital	\$ 102,074	\$ 50,000		-\$ 152,074	\$ -
G CPR - Apparatus	\$ 1,021,360	\$ 440,000	-\$ 995,000		\$ 466,360
G CPR - New Fire Hall	\$ -	\$ -			\$ -
G CPR - Unspecified	\$ -				\$ -
G CPR - Hall 2 and Hall 3 Remediations	\$ 273,691	\$ 100,000		-\$ 373,691	\$ -
OECFR - Health and Wellness	\$ 12,219				\$ 12,219
WBRF - MMP Refund	\$ 42,981				\$ 42,981
Total Capital Expenses & Transfers to/from Reserve Funds	\$ 1,599,378	\$ 640,000	-\$ 995,000	-\$ 722,818	\$ 521,560



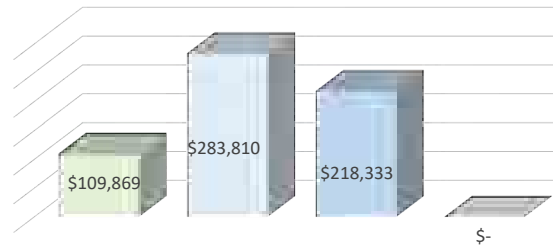
Salt Spring Island Fire Protection District
Financial Results (unaudited)
February 28, 2026

Prorate Factor
Months
0.17

Salt Spring Island Fire Protection District
Financial Results (unaudited)
February 28, 2026

Line #	2025 Approved Actuals	2026 Approved Actuals	2026 Prorated Budget	2026 Approved Budget
1	Consolidated	Consolidated	Consolidated	Consolidated
2	Income			
3	\$ 17,148	\$ 29,298	\$ -	\$ -
4	\$ 6,998	\$ 3,524	\$ -	\$ -
5	\$ 5,191	\$ 43,306	\$ -	\$ -
6	\$ -	\$ -	\$ -	\$ -
7	\$ -	\$ -	\$ -	\$ -
8	\$ 931,364	\$ 1,006,334	\$ 1,006,333	\$ 6,038,000
9	\$ 960,700	\$ 1,082,461	\$ 1,006,333	\$ 6,038,000
10				
11	Administration Expenses			
13	\$ 5,886	\$ 2,448	\$ 1,000	\$ 6,000
14	\$ 3,213	\$ 3,363	\$ 5,000	\$ 30,000
15	\$ -	\$ 221	\$ 1,333	\$ 8,000
16	\$ -	\$ -	\$ -	\$ 20,000
17	\$ 529	\$ 588	\$ 333	\$ 2,000
18	\$ 2,679	\$ -	\$ 3,333	\$ 20,000
19	\$ -	\$ 3,099	\$ 1,167	\$ 7,000
20	\$ 161	\$ 241	\$ 333	\$ 2,000
21	\$ 380	\$ 363	\$ 833	\$ 5,000
22	\$ -	\$ 98	\$ 4,167	\$ 25,000
23	\$ 1,390	\$ 310	\$ 833	\$ 5,000
24	\$ -	\$ -	\$ 833	\$ 5,000
25	\$ 298	\$ 54	\$ 833	\$ 5,000
26	\$ 9,250	\$ 9,396	\$ 10,000	\$ 60,000
27	\$ -	\$ -	\$ 4,000	\$ 24,000
28	\$ 351	\$ -	\$ 2,667	\$ 16,000
29	\$ 2,593	\$ 3,878	\$ 1,500	\$ 9,000
32	\$ -	\$ -	\$ -	\$ 650,000
33	\$ 1,697	\$ 1,540	\$ 2,667	\$ 16,000
35	\$ -	\$ -	\$ 333	\$ 2,000
36	\$ 28,426	\$ 25,598	\$ 41,167	\$ 917,000
37				
38				
39	\$ 34,167	\$ 37,500	\$ 18,750	\$ 225,000
40				
41	\$ 688	\$ 210	\$ 3,000	\$ 18,000
42	\$ 4	\$ 969	\$ 2,667	\$ 16,000
43	\$ 1,153	\$ 199	\$ 10,167	\$ 61,000
44	\$ 6,314	\$ 7,923	\$ 2,667	\$ 16,000
45	\$ 67	\$ -	\$ 1,667	\$ 10,000
46	\$ 316	\$ 1,489	\$ 2,000	\$ 12,000
47	\$ 186	\$ 1,564	\$ 1,833	\$ 11,000
48	\$ -	\$ -	\$ 667	\$ 4,000
49	\$ 110	\$ 219	\$ 2,667	\$ 16,000
50	\$ 4,912	\$ 1,303	\$ 8,167	\$ 49,000
51	\$ 11,025	\$ 10,479	\$ 6,833	\$ 41,000
52	\$ 3,777	\$ 2,166	\$ 2,667	\$ 16,000
53	\$ -	\$ -	\$ 667	\$ 4,000
54	\$ 429	\$ 310	\$ 1,833	\$ 11,000
55	\$ 47,768	\$ -	\$ 12,500	\$ 75,000
56	\$ 612	\$ 600	\$ 1,333	\$ 8,000
57	\$ -	\$ -	\$ 667	\$ 4,000
58	\$ -	\$ -	\$ 833	\$ 5,000
59	\$ -	\$ -	\$ 500	\$ 3,000
60	\$ 132	\$ -	\$ 3,333	\$ 20,000
61	\$ 1,388	\$ 1,569	\$ 1,833	\$ 11,000
62	\$ 7,161	\$ 10,040	\$ 13,333	\$ 80,000
63	\$ 5,264	\$ 7,163	\$ 18,333	\$ 110,000
64	\$ 91,174	\$ 46,337	\$ 100,167	\$ 601,000
65				
66	\$ -	\$ -	\$ -	\$ -

Line #	2025 Approved Actuals	2026 Approved Actuals	2026 Prorated Budget	2026 Approved Budget
	Consolidated	Consolidated	Consolidated	Consolidated
67	Wage & Related Expenses			
68	\$ 523,014	\$ 503,859	\$ 428,667	\$ 2,572,000
69	\$ 39,020	\$ 47,087	\$ 48,333	\$ 290,000
70	\$ 562,035	\$ 550,946	\$ 477,000	\$ 2,862,000
71	Statutory & Group Benefits			
72	\$ -	\$ -	\$ 333	\$ 2,000
73	\$ 21,688	\$ 20,207	\$ 26,833	\$ 161,000
74	\$ 29,715	\$ 30,305	\$ 13,667	\$ 82,000
75	\$ 11,782	\$ 12,800	\$ 5,167	\$ 31,000
76	\$ 11,441	\$ 11,196	\$ 9,833	\$ 59,000
77	\$ 57,436	\$ 55,079	\$ 59,333	\$ 356,000
78	\$ 583	\$ -	\$ 8,500	\$ 51,000
79	\$ 21,276	\$ 20,981	\$ 16,833	\$ 101,000
80	\$ 10,025	\$ 17,180	\$ 16,667	\$ 100,000
81	\$ 5,249	\$ 8,023	\$ 2,500	\$ 15,000
82	\$ 169,196	\$ 175,770	\$ 159,667	\$ 958,000
83	\$ 731,231	\$ 726,717	\$ 636,667	\$ 3,820,000
84				
85	\$ -	\$ -	\$ 10,000	\$ 60,000
86				
87	\$ 884,998	\$ 836,151	\$ 806,750	\$ 5,623,000
88	\$ 75,702	\$ 246,310	\$ 199,583	\$ 415,000
89				
90	Capital Account			
93	\$ -	\$ -	\$ -	\$ 50,000
94	\$ -	\$ -	\$ -	\$ -
95	\$ -	\$ -	\$ -	\$ 50,000
96	\$ -	\$ -	\$ -	\$ 440,000
97	\$ -	\$ -	\$ -	\$ -
98	\$ -	\$ -	\$ -	\$ -
99	\$ -	\$ -	\$ -	\$ 100,000
105	\$ -	\$ -	\$ -	\$ 640,000
106				
107	\$ -	\$ -	\$ -	\$ -
108	\$ -	\$ -	\$ -	\$ -
109	\$ 75,702	\$ 246,310	\$ 199,583	\$ 225,000
110	\$ 34,167	\$ 37,500	\$ 18,750	\$ 225,000
111	\$ 109,869	\$ 283,810	\$ 218,333	\$ -



Driftwood Article files saved separately

Driftwood Article files saved separately

Driftwood Article files saved separately

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

Date: April 10, 2026
 Subject: New Fire Hall Project Status Update for March 31, 2026
 To: Board of Trustees
 From: Rodney Dieleman, CAO

Issue: New Fire Hall Project Status Update for March 31, 2026

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 March 31, 2026, a total of \$10,947,964 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, interior finishes, exterior finishes. 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 February 28, 2026	Actuals to February 28, 2026
Construction Costs	\$ 8,075,200	\$ 12,000,000	\$ 9,846,021
2021 cost escalation estimate	\$ 1,532,900	included	included
Permits	\$ 100,000	included	included
Insurance	\$ 100,000	included	included
Construction Contingency	\$ 1,391,900	\$ 200,000	\$ -
Total Direct Construction Costs:	\$ 11,200,000	\$ 12,200,000	\$ 9,846,021
Architect	\$ 858,000	\$ 948,000	\$ 840,508
Project Manager	\$ 560,000	\$ 220,000	\$ 186,212
Contractor	\$ 672,000	Included	included
Interim Financing	\$ 410,000	Included	included
Total Consulting Costs:	\$ 2,500,000	\$ 1,168,000	\$ 1,026,720
Building Amenities:	\$ -	\$ 300,000	\$ 75,224
Total Project Costs	\$ 13,700,000	\$ 13,668,000	\$ 10,947,964
Capital Region Community Works Grant	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
SSIFPD Capital Reserve Funds	\$ 3,000,000	\$ 2,968,000	\$ 1,589,864
25 year Bond Financing	\$ 9,700,000	\$ 9,700,000	\$ 8,358,100
Total Financing:	\$ 13,700,000	\$ 13,668,000	\$ 10,947,964

Owner' Representative Report

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

Exterior Improvements

- Concrete aprons, sidewalks, and curbs have been installed.

Mechanical Systems

- Installation of plumbing and drainage piping is ongoing.
- Installation of the heating and ventilation duct system continues.
- Fire suppression system installation is in progress.

Electrical Work

- Rough-in and finishing electrical work are ongoing.
- The diesel generator has been delivered to site.
- The fuel tank for generators and apparatus is installed.

Building Envelope (Cladding)

- Installation of exterior trim, insulation, soffits, and cladding is ongoing.

Interior Finishes

- Drywall installation is complete.
- Painting is approximately 75% complete.
- Suspended ceiling installation is in progress.
- Interior doors have been installed.
- Flooring materials are on site.
- Furniture and filing cabinets have been ordered.

Infrastructure

- BC Hydro and Technical Safety BC have approved all installations for service connection.

Safety and Security

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

Forecast

The following activities are scheduled for the upcoming period:

- Completion of siding and soffits
- Ongoing plumbing and mechanical work
- Continued fire suppression system installation
- Ongoing electrical work
- Commissioning of the generator
- Activation of the main electrical service
- Continued painting
- Installation of floor coverings
- Installation of millwork
- Completion of suspended ceilings
- Paving and landscaping
- Installation of rainwater collection tanks
- Final BC Hydro connection

ACTIVITY DESCRIPTION: PICTURES



Main corridor



Flagpole Bases



Cladding on South Wall



Front Apron Forms

ACTIVITY DESCRIPTION/PICTURES



Curbing at Guest Parking



Front Apron: Concrete Pour

