

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

Meeting held: May 5, 2026
Ganges Fire Hall
105 Lower Ganges Road, Salt Spring Island

Members Present: Ron Lindstrom, Chair
Darryl Martin, Trustee
Rollie Cook, Board of Trustees Chair
Ron Lindstrom, Trustee
Keith Ballantyne, Public Member

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

Others Present: Mike McCormick, Beddis and Cusheon Area Residents Association

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 9:01 a.m. and acknowledged that we live and work in the territory of the Coast Salish First Nations.

2. ELECTION OF CHAIR

CAO Dieleman called for nominations for the position of Committee Chair. D. Martin nominated R. Lindstrom and R. Cook seconded the nomination. Trustee R. Lindstrom accepted the nomination. CAO Dieleman called a second and third time for nominations for the position of Chair. Trustee Lindstrom was elected Committee Chair by acclamation.

3. APPROVAL OF AGENDA

By general consent, the agenda was approved.

4. MINUTES

3.1 Minutes of the Regular Meeting held March 3, 2026

By general consent, the draft minutes of the Strategic Planning and Policy Development Committee regular meeting held on March 3, 2026 were adopted.

5. OLD BUSINESS

5.1 Trustee Governance and Strategic Planning Workshop

Linda Adams will facilitate the Trustee Governance and Strategic Planning Workshop on May 21, 2026. Two POC member representatives and two career member representatives will present to Trustees. The location will likely be the United Church as the New Fire Hall meeting room is not ready and lunch will be provided.

5.2 5-Year Strategic Plan Dashboard

CAO Dieleman presented the 5-Year Strategic Plan Dashboard. In discussion the following items were noted:

- How do operating costs of the new fire hall factor into the budget. The budget projections include new fire hall operating costs. The engineered design and efficiency should minimize utility costs. Cleaning costs are unknown at this time although it is planned that rental fees would offset the additional cleaning costs.
- CAO Dieleman is in negotiations with the CRD regarding rental rates for the CRD Emergency Services office space in the new fire hall.

5.3 Draft Communicable Disease Response and Remote Work Policy No. AE-2409-01 – Update

CAO Dieleman presented the Draft Communicable Disease Response and Remote Work Policy No. AE-2409-01. This policy would replace AE-2406-01 – COVID-19 Work From Home Policy and the AE-2407-01 – COVID Isolation Policy. There was discussion and Committee members will send comments to CAO Dieleman and the draft policy will be brought back to the next meeting for approval.

5.4 Draft Diversity, Equity and Inclusion Policy No. AE-2408-02 – Update

CAO Dieleman reported the Draft Diversity, Equity and Inclusion Policy No. AE-2408-02 is being updated to be aligned with provincial guidelines and staff have had the opportunity for input.

5.5 Draft Respectful Workplace Policy No. AE-2401-02 – Update

CAO Dieleman presented the Draft Respectful Workplace Policy No. AE-2401-02. In discussion there was a question whether the draft policy is aligned with best practices, it was noted to add a revision date and send out the complaint form template to Committee. The GVLRA recommendation is to have separate policies for Board of Trustees and Staff. The Board of Trustees Respectful Workplace is governed by the Code of Conduct Policy. There was discussion and Committee members will send comments to CAO Dieleman and the draft policy will be brought back to the next meeting for approval.

6. NEW BUSINESS

6.1 Draft Staff Expenses Policy AF-3301-04

CAO Dieleman presented the Draft Staff Expenses Policy AF-3301-04. The meals per diem rate is rising from a maximum of \$76.00 per day to a maximum of \$110 per day. In discussion the following items were noted:

- There was a question regarding the staff expense for this line item. The training budget is \$90,000 and approximately 10% of the training budget is per diem costs. The per diem costs are approximately \$9,000 per year.
- Include a Schedule "A" for per diem rates in other comparable municipalities etc.

6.2 8-kilometer Distance from a Fire Hall Mapping – Staff Report

At the April 20, 2026 meeting, the Board of Trustees referred the "8-kilometer distance from a fire hall" insurance coverage topic to the Strategic Planning and Policy Development (SPPD) Committee.

Chief Holmes advised there are pocket areas on Salt Spring Island that are not within the 8-km distance from a fire hall and it is not possible to have complete coverage of the District. FUS is not conducting full FUS reviews and advised the District could advocate for FUS to change the "8-km distance from a fire hall" standard due to improved equipment, technology. FUS is the insurance company for insurance providers. Islands Trust could advocate for the Union of BC Municipalities to advocate for FUS. Chair Lindstrom advised that this topic will be considered at the Governance and Strategic Planning Workshop. FUS could change the standard at any time including from a "distance from a fire hall" standard to a "response time" standard. NFPA also has an "urban remote" standard. Building codes are also an important factor.

6.2.1 Beddis and Cusheon Area Residents Association (BACARA) Presentation Re: 8-kilometer distance from a fire hall

Mike McCormick presented a letter Beddis and Cusheon Area Residents Association (BACARA) Presentation Re: 8-kilometer distance from a fire hall. The CRD Beddis Area Water Commission and the Royal Roads University property may have the opportunity to provide assets for fire protection. M. McCormick advised that the District could follow up with the Beddis Area Water Commission to work together on fire suppression for the area. In discussion the following items were presented:

- There was a question regarding how many properties are currently outside of the 8-km distance from a fire hall.
- CAO Dieleman advised it would be preferable to use response time as a metric as the distance from a fire hall is subject to change.
- Insurance companies provide insurance outside of the 8-km radius although there are premium costs.

Mike McCormick left the meeting at 9:25 a.m.

6.3 CRD Bylaw 4677 – CRD Fire Services, Operational, Fire Prevention and Administrative Bylaw and CRD Staff Report – Chief Holmes

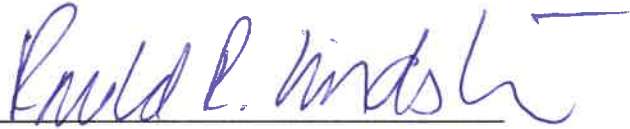
CRD Bylaw 4677 – CRD Fire Services, Operational, Fire Prevention and Administrative Bylaw was presented. SSIFR is in the process of submitting an impact assessment and the CRD is in the process of drafting an inspections policy. Regular inspections have been suspended for the last two years and inspections are currently done by request. Chief Holmes reported staff are in the process of preparing a report regarding CRD Bylaw 4677. The District could consider rescinding the Open Burning Bylaw No. 125 and follow the CRD Burning Bylaw.

7. NEXT MEETING

The next meeting is scheduled on June 2, 2026 at 9:00 a.m.

8. ADJOURNMENT

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



Ronald Lindstrom
Chair, Strategic Planning & Policy Development Committee



Rodney Dieleman
Corporate Administrator