

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

Meeting will be held as follows:

Date: May 25, 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 April 20, 2026 – For Approval

That the draft minutes of the Regular Trustee meeting held April 20, 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

6.1.1 Minutes of the May 5, 2026 meeting – For Information

6.2 Finance & Audit Committee

6.2.1 Minutes of the May 12, 2026 meeting – For Information

6.3 Joint Occupational Health & Wellness Safety Committee

6.3.1 Minutes of the April 22, 2026 meeting – For Information

6.4 Strategic Planning & Policy Development Committee

6.4.1 Minutes of the May 5, 2026 meeting – For Information

7. CORRESPONDENCE

8. REPORTS

8.1 **Fire Chief's Report** – April 2026 - Pending

8.2 **Salt Spring Island Fire Fighters' Association Report** – April 2026

8.3 CAO Reports

8.3.1 Budget Report to March 31, 2026

8.3.2 Driftwood Article dated May 6, 2026 Re Stark Road Fire

8.3.3 Driftwood Article dated May 13, 2026 Re Burn Ban

8.3.4 Driftwood Article dated May 13, 2026 Re Emergency Preparedness Day

9. OLD BUSINESS

9.1 New Fire Hall Project

9.1.1 New Fire Hall Project Update to April 30, 2026

9.1.2 New Fire Hall Opening

9.2 Fire Underwriters Survey (FUS) – Chief Holmes

9.3 Trustee Governance Workshop

10. NEW BUSINESS

11. BYLAWS – None

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): (g)litigation or potential litigation affecting the municipality; and that staff be invited to remain.

The items of business to be considered in the in-camera meeting are in camera minutes, and a potential litigation matter.

12.2 Motion to Re-open the Meeting

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

12.3 Arise and Report

13. NEXT MEETING

The next Regular Meeting will be held on June 15, 2026.

14. ADJOURNMENT

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

Date: April 20, 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
Ronald Lindstrom, Trustee
Dennis Lucarelli, Trustee
Darryl Martin, Trustee
Rob Oliver, Trustee
Robin Williams, Trustee

Staff Members Present: Rodney Dieleman, Corporate Administrator and Financial Officer
Dale Lundy, Deputy 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)

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 March 16, 2026 – For Approval

The draft minutes of the Regular Trustee meeting held March 16, 2026 were presented.

2026-037

MOVED by Trustee Oliver, SECONDED by Trustee Lucarelli,
That the draft minutes of the Regular Trustee meeting held March 16, 2026 be adopted.
CARRIED

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

The draft minutes of the Special Trustee meeting held March 26, 2026 were presented.

2026-038

MOVED by Trustee Oliver, SECONDED by Trustee Lucarelli,

That the draft minutes of the Special Trustee meeting held March 26, 2026 be adopted.

CARRIED

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

The draft minutes of the Annual General Meeting held April 13, 2026 were presented.

2026-039

MOVED by Trustee Oliver, SECONDED by Trustee Lucarelli,

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

CARRIED

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

The draft minutes of the Special Trustee meeting held April 13, 2026 were presented.

2026-040

MOVED by Trustee Oliver, SECONDED by Trustee Lucarelli,

That the draft minutes of the Special Trustee meeting held April 13, 2026 be adopted.

CARRIED

4. PETITIONS & DELEGATIONS - None

5. TOWN HALL SESSION

Chair Cook opened the town hall at 7:05 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

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

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

By general consent, the minutes were received.

6.3 Joint Occupational Health & Wellness Safety Committee

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

By general consent, the minutes were received.

6.4 Strategic Planning & Policy Development Committee – None

7. CORRESPONDENCE - None

8. REPORTS

8.1. **Fire Chief's Report** – March 2026

Deputy Chief Lundy presented the Fire Chief Report for March 2026.

By general consent, the Fire Chief Report was received.

8.2. **Salt Spring Island Fire Fighters' Association Report** – March 2026

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

By general consent, the Association Report was received.

8.3. CAO Reports

8.3.1 Budget Report to February 28, 2026

CAO Dieleman presented the budget report to February 28, 2026.

By general consent, the Budget report to February 28, 2026 was received.

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

By general consent, the Driftwood articles were received.

9. OLD BUSINESS

9.1 New Fire Hall Project

9.1.1 New Fire Hall Project Update to March 31, 2026

Owner's Representative H. Hazenboom presented the New Fire Hall Project Update to March 31, 2026. H. Hazenboom advised the move in date is two weeks behind schedule. It is expected that operations will begin to move on April 23, 2026. Return on Insight Bruce Cameron is planning the new fire hall opening event. There was discussion regarding whether the building that will hold the antique fire engine at the new fire hall property. CAO Dieleman reported the tax referendum funds for the new fire hall project do not include the building that will hold the antique fire engine.

By general consent, the New Fire Hall Project Update to March 31, 2026 was received for information.

2026-041

MOVED by Trustee Williams, SECONDED by Trustee Oliver,
That the Board of Trustees postpone the new fire hall opening event and refer a new date to be determined Communications and Marketing Committee at their meeting on May 5, 2026.

CARRIED

2026-042

MOVED by Trustee Williams, SECONDED by Trustee Hetherington,
That the Board of Trustees direct staff to prepare a report regarding planning for the building that will hold the antique fire engine at the new fire hall property.

CARRIED

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. DC Lundy spoke to the Royal Roads University property at Beddis Beach and noted part of the endowment funds will fund a fire suppression system.

2026-043

MOVED by Trustee Williams, SECONDED by Trustee Martin,
That 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

2026-044

MOVED by Trustee Williams, SECONDED by Trustee Lindstrom,

That the Board of Trustees refer the “8-kilometer distance from a fire hall” insurance coverage topic to the Strategic Planning and Policy Development (SPPD) Committee.

CARRIED

11. BYLAWS – None

12. IN-CAMERA MEETING - None

13. NEXT MEETING

The next Regular meeting will be held on May 25, 2026 at 7:00 p.m. Please check the website for details.

14. ADJOURNMENT

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

Rollie Cook
Chair, Board of Trustees

Rodney Dieleman
Corporate Administrator

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

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

Members Present: Robin Williams, Committee Chair
Mary Lynn Hetherington, Trustee
Jenny McClean, Public Member

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

Member Regrets: Rollie Cook, Board of Trustees Chair and ex-officio member

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. ELECTION OF CHAIR

CAO Dieleman called for nominations for the position of Committee Chair. J. McClean nominated Trustee Williams and Trustee Hetherington seconded the nomination and R. Williams accepted the nomination. CAO Dieleman called a second and third time for nominations. Trustee Williams was elected Committee Chair by acclamation.

3. APPROVAL OF AGENDA

The following items were presented for inclusion of the agenda:

- 6.1 Transition Salt Spring
- 6.2 Community Partner Liaison Committee

By general consent, the agenda was approved as amended.

4. APPROVAL OF MINUTES

4.1 Minutes of the Meeting held February 3, 2026

By general consent, the draft minutes of the Communications and Marketing Committee meeting held February 3, 2026 were adopted.

5. OLD BUSINESS

5.1 New Fire Hall Opening

CAO Dieleman reported the move into the new fire hall has been postponed to June 5, 2026. The new fire hall opening event will be held in September, after the busy summer season. Sunday, September 13, 2026 is a preferred date as it is the same weekend as Fall Fair and the 23rd **Annual Canadian Firefighter's Memorial**.

By general consent, the Communications and Marketing Committee request Bruce Cameron to check with invited dignitaries and others regarding planning for a Sunday in September 2026 and issue a press release that operations will be moving into the hall soon and the new fire hall opening event will be held in the Fall 2026.

6. NEW BUSINESS

6.1 Transition Salt Spring

Chair Williams reported he and Member McClean attended the Transition SS AGM. Chief Holmes reported SSIFR has provided Fire Prevention funds to Transition SS for fuel mitigation projects. There may be opportunities to work together on projects of mutual interest.

6.2 Community Partner Liaison Committee

There was discussion regarding establishing a new Committee for community partners including Islands Trust, CRD, LCC, RCMP. It was noted the topic of establishing a new SSIFPD/Community Partner Liaison Committee would be brought forward to the Trustee workshop.

7. NEXT MEETING

The next Special meeting of the Communications and Marketing Committee will be held on June 2, 2026 at 11:00 a.m.

8. ADJOURNMENT

By general consent, the meeting adjourned at 11:50 a.m.

Robin Williams
Chair, Communications and Marketing Committee

Rodney Dieleman
Corporate Administrator

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

Meeting held: May 12, 2026
Ganges Fire Hall
105 Lower 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
Jamie Holmes, Fire Chief

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

1. CALL TO ORDER

Chair Oliver 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 April 14, 2026

By general consent, the minutes of the Regular Meeting held April 14, 2026 were adopted.

4. OLD BUSINESS

4.1 2027 Draft Budget

CAO Dieleman presented an amended 2027 Draft Budget, based on the Committee revisions made at the April 14, 2026 meeting.

In discussion the following items were noted:

- To increase the New Fire Hall #1 Capital Maintenance Fund by \$25,000.
- To increase the Satellite Hall Capital Fund by \$25,000.
- To increase the Payroll Liability Fund by \$50,000.

- To increase the Apparatus Capital Fund by \$60,000.
- To increase the Liability Insurance budget by \$20,000.
- To increase the Vehicle budget by \$30,000.
- To increase the Utilities budget by \$19,000.
- To increase the Wages budget by \$208,000.

By general consent, the Finance and Audit Committee agreed to raise the 2027 Draft Budget to **6.9% to match 2026's increase and increase the contingency fund.** This draft budget will be provided at the Trustee Governance and Strategic Planning Workshop on May 21, 2026.

5. NEW BUSINESS - None

6. NEXT MEETING

The next meeting of the Finance and Audit Committee will be held on June 9, 2026.

7. ADJOURNMENT

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

Rob Oliver
Chair, Finance and Audit Committee

Rodney Dieleman
Corporate Administrator

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

Date: April 22, 2026
Time: 6:00 p.m.
Location: Fire Hall No.1
455 Lower Ganges Road, Salt Spring Island

Members Present: Dale Lundy, Co-Chair, Deputy Chief (Employer Rep)
Nancy Pursell, Co-Chair (Employee Rep Admin 2026)
Gord Fraser (Employee Rep Alternate Union 2026)
Grant Gussie (Employee Rep POC 2026-2028)
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: Ken Akerman (Employee Rep Union)
Jamie Holmes, Co-Chair, Fire Chief (Employer Rep)
Gray Wardle (Employee Alternate POC 2026)
Abe Hohn (Employee Rep POC 2025-2027)

1. CALL TO ORDER

Co-Chair Pursell called the meeting to order at 6:47 p.m. A tour of the New Fire Hall No. 1 site was conducted prior to the meeting.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved.

3. MINUTES

3.1 Receive and Approve the March 25, 2026 minutes

The draft March 25, 2026 minutes were presented. The following amendment was presented: **Replace: “Ken Akerman (Employee Rep POC 2026)” with “Ken Akerman (Employee Rep Union)” and “Gord Fraser (Employee Rep Alternate 2026)” with “Gord Fraser (Employee Rep Alternate Union)”**

By general consent, the draft March 25, 2026 minutes were approved as amended.

4. OLD BUSINESS

4.1 2026 Priority List

1. Survey – engagement, analyze, and action items – Lead Purssell - ongoing
2. Mental Health Team
 - CISM – Lead Purssell – on going
 - Peer Support – Lead Hohn – tabled
 - Occupational Awareness – Lead Lundy – on going – Season 2 OSH programme is continuing this year.
3. Accountability – practice and update OG – Lead Leichter – OG update is started.

4.2 Smoking Area New Fire Hall

The Committee agreed to a recommendation at the March meeting. Member Lundy will follow up with CAO Dieleman.

4.3 MSDS Update for New Fire Hall

A new supplier is being sourced for the new firehall. The supplier will provide the MSDS paperwork. Item CLOSED

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

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

4.7 Draft DEI-Policy-Revision-AE-2408-02 with staff report – Tabled

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

Two members will be attending the conference. Item CLOSED

5. NEW BUSINESS

5.1 Emergency Evacuation Plans for the new firehall

Hans Hazenboom is working with a company to complete a Fire Safety Plan for the new hall.

6. REVIEW OF INSPECTION REPORTS

6.1 Review of Hall Inspections

First Quarter Hall Inspections: Complete

Second Quarter Hall Inspections: New Firehall 1 – walk through of building completed prior to the meeting.

7. REVIEW OF FIRST AID AND ACCIDENT/INCIDENT INVESTIGATIONS

7.1 Review of First Aid and Accident/Incident - None received

7.2 Appointment of Accident/Incident Investigators

Members Gussie and Pursell will be the primary investigators in May, and Member Hohn will be the alternate. Deputy Chief Lundy approved the appointments.

8. EDUCATION

8.1 OSH 1 Course for New Committee Members

Member Pollard will be completing the OSH 1 course in May.

9. OTHER BUSINESS

9.1 Association Safety Talk

Member Pollard will review the backing up apparatus protocol with the membership.

10. NEXT MEETING

The next meeting will be May 27, 2026, at Hall 2, 2470 Fulford Ganges Road, 18:00 hours.

11. ADJOURNMENT

By general consent, the meeting was adjourned at 7:05 p.m.

Nancy Pursell, Committee Co-Chair

Dale Lundy, Deputy Fire Chief & Committee Co-Chair

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

May 2026 Association Report

Dear SSIFPD Trustees,

April marks the first of our outdoor social events with the annual Easter Party. This year we held the event at Hall 3 and it was well attended by Members and their families.

We did not hold an association meeting in April in favour of a Respectful Workspace Training seminar with an off-island trainer.

As usual, committees were hard at work fulfilling their mandates. For example, the Scholarship committee is starting to look at applications for our multiple bursaries and the Fitness committee recently purchased the majority of the equipment for the training room at the new Fire Hall.

The Executive are looking forward to presenting some ideas at the upcoming Strategic Planning session.

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: March 31, 2026
These Financial Statements are DRAFT, without Audit or Annualized Adjustments

Summary of the 2026 March Financial Statements

The Salt Spring Island Fire Protection District continues to report a positive financial position through the first quarter of 2026. Total revenue was \$1.604 million, exceeding the prorated budget of \$1.510 million by approximately \$95,000, primarily driven by higher than anticipated interest earnings and tax revenue.

Total expenditures for the period were \$1.259 million, approximately \$58,000 above the prorated budget of \$1.201 million. The primary variance relates to wages and benefits, which totaled \$1.060 million compared to the prorated budget of \$955,000. Increased staffing and related statutory benefit costs continue to place upward pressure on personnel expenditures.

Administration expenses of \$47,627 and operating expenses of \$94,925 both remained below prorated budget levels, helping offset wage-related pressures. Several operating accounts, including hydrant repairs, training, utilities, and protective clothing, reflect seasonal or operational timing differences that are expected to normalize over the course of the year.

The District reported a surplus before capital expenses of \$345,397, exceeding the prorated budget surplus of \$308,750 by approximately \$36,600. After accounting for amortization, the change in working capital and reserve allocations totaled approximately \$401,647, indicating the District remains financially stable and on track with overall budget expectations.

The 2026 approved budget also includes \$640,000 in planned capital expenditures and reserve transfers related to apparatus replacement, water infrastructure improvements, small capital projects, and Hall 2 and 3 remediation initiatives.

Recommendation: That the Board receive the March 31, 2026 unaudited financial results for information.

Salt Spring Island Fire Protection District
Summary Financial Package
For the Period Ending: March 31, 2026
These Financial Statements are DRAFT, without Audit or Annualized Adjustments

	2025	2026		
	3 Months Actuals	3 Months Actuals	3 Month Budget	2026 Budget
Total Income	\$ 1,436,143	\$ 1,604,362	\$ 1,509,500	\$ 6,038,000

Total Administration Expenses	\$ 53,608	\$ 47,627	\$ 61,750	\$ 919,000
Total Operating Expenses	\$ 142,906	\$ 94,925	\$ 150,250	\$ 601,000
Total Wages & Benefits	\$ 1,001,598	\$ 1,060,163	\$ 955,000	\$ 3,820,000
Extraordinary Expense/ Contingency Reserve	\$ -	\$ -	\$ 15,000	\$ 60,000
Amortization	\$ 51,250	\$ 56,250	\$ 18,750	\$ 225,000
Interest - LTD & Lease (SCBA)	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 1,242,279	\$ 1,258,965	\$ 1,200,750	\$ 5,623,000

Surplus Before Capital Expenses	\$ 193,865	\$ 345,397	\$ 308,750	\$ 415,000
Non Cash Expense (Amortization)	\$ 51,250	\$ 56,250	\$ 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	\$ 245,115	\$ 401,647	\$ 327,500	\$ -

Executive Summary

For the first three months of 2026, the Salt Spring Island Fire Protection District reported total revenue of \$1.604 million, exceeding the prorated budget of \$1.510 million by approximately \$95,000, primarily due to higher tax revenue and interest income.

Total expenditures for the period were \$1.259 million, approximately \$58,000 above the prorated budget of \$1.201 million. The variance is primarily attributable to wages and benefits, which totaled \$1.060 million compared to the prorated budget of \$955,000. Wage pressures continue to reflect operational staffing requirements and related statutory benefit costs.

Administration expenses of \$47,627 and operating expenses of \$94,925 both remained below budget, helping offset wage-related pressures in the quarter.

The District recorded a surplus before capital expenses of \$345,397, exceeding the prorated budget surplus of \$308,750 by approximately \$36,600. After accounting for non-cash amortization, the change in working capital and reserve allocations totaled approximately \$401,647, indicating the District remains in a stable financial position heading into the remainder of the fiscal year.

The approved 2026 budget includes \$640,000 in planned capital expenditures and reserve transfers, primarily related to apparatus replacement, water infrastructure, and Hall remediation projects.

Recommendation: That the Board receive the 2026 first quarter financial results for information.

Income

Line #		2025	2026		
		3 Months Actuals	3 Months Actuals	3 Month Budget	2026 Budget
2	Income				
3	Interest General	\$ 23,739	\$ 41,659	\$ -	\$ -
4	Interest CWRRF	\$ 10,168	\$ 9,797	\$ -	\$ -
5	Miscellaneous Income	\$ 5,191	\$ 43,406	\$ -	\$ -
8	Tax Revenue	\$ 1,397,046	\$ 1,509,501	\$ 1,509,500	\$ 6,038,000
9	Total Income	\$ 1,436,143	\$ 1,604,362	\$ 1,509,500	\$ 6,038,000

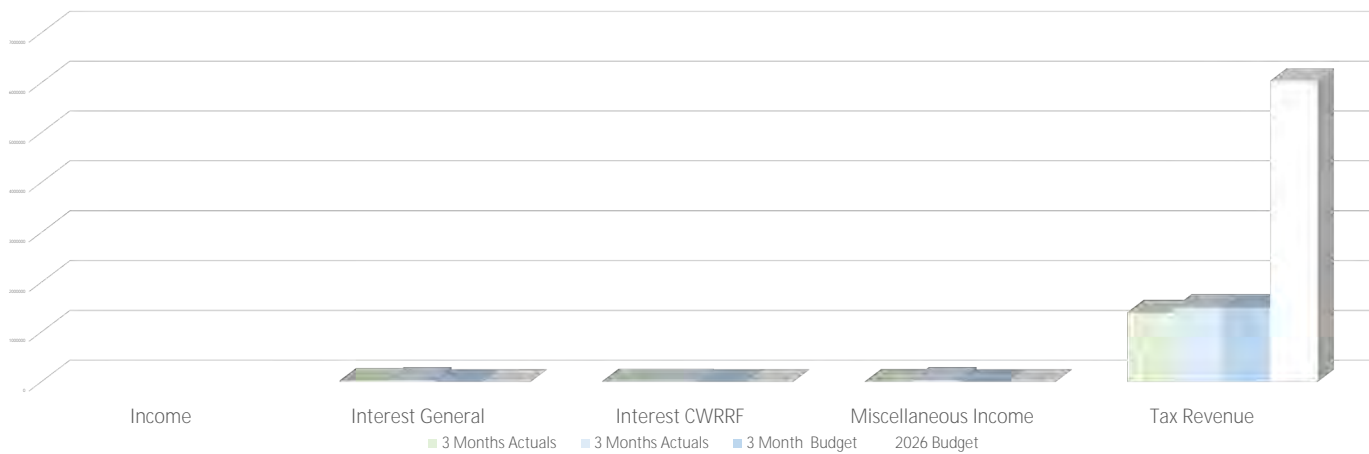
Executive Summary
Income (Q1 2026)

Total income for the first three months of 2026 was \$1,604,362, exceeding the budget of \$1,509,500 by approximately \$94,862.

This favourable variance is primarily driven by unbudgeted interest income, including \$41,659 in general interest and \$9,797 from CWRRF, as well as higher-than-expected miscellaneous income of \$43,406.

Tax revenue of \$1,509,501 is in line with budget, reflecting stable and predictable core funding.

Overall, the District's revenue performance is ahead of budget, with additional interest and miscellaneous income contributing to a strong start to the fiscal year.



Administration Expenses

Line #		2025	2026		
		3 Months Actuals	3 Months Actuals	3 Month Budget	2026 Budget
13	Advertising	\$ 5,886	\$ 2,448	\$ 1,500	\$ 6,000
14	Advertising - Elections, AGM, Board Meetings and Announcements	\$ 3,903	\$ 7,774	\$ 7,500	\$ 30,000
15	Annual Appreciation Dinner	\$ -	\$ 221	\$ 2,000	\$ 8,000
16	Audit & Related Fees	\$ -	\$ -	\$ -	\$ 20,000
17	Bank Charges/Credit Card Fees/Telpay Fees/Finance Charges	\$ -	\$ 940	\$ 500	\$ 2,000
18	Communications - Phone	\$ 756	\$ 4,771	\$ 5,000	\$ 20,000
19	Communications & Miscellaneous	\$ 4,050	\$ -	\$ 1,750	\$ 7,000
20	Community Relations	\$ -	\$ 2,471	\$ 500	\$ 2,000
21	Conferences	\$ 814	\$ 1,120	\$ 1,250	\$ 5,000
22	Consulting Fees	\$ 1,665	\$ 98	\$ 6,250	\$ 25,000
23	Dues & Subscriptions	\$ -	\$ 1,083	\$ 1,250	\$ 5,000
24	Fireworks	\$ 1,471	\$ -	\$ 1,250	\$ 5,000
25	Freight/Postage	\$ 298	\$ 485	\$ 1,250	\$ 5,000
26	Insurance	\$ 9,250	\$ 13,994	\$ 15,000	\$ 60,000
27	Labour Relations	\$ 13,874	\$ 5,329	\$ 6,000	\$ 24,000
28	Legal	\$ 5,505	\$ 420	\$ 4,000	\$ 16,000
29	Licenses, leases & Rentals	\$ 3,885	\$ 3,878	\$ 2,250	\$ 9,000
30	Bond Repayment	\$ -	\$ -	\$ -	\$ 650,000
31	Office Supplies & Equipment	\$ 2,252	\$ 2,596	\$ 4,000	\$ 4,000
32	Professional Development - Excluded Staff	\$ -	\$ -	\$ 500	\$ 16,000
33	Total Administration Expenses	\$ 53,608	\$ 47,627	\$ 61,750	\$ 919,000
% of Total Expenditures		4.3%	3.8%	1.1%	16.3%

Executive Summary

Administration Expenses

Total administration expenses for the first three months of 2026 were \$47,627, which is \$14,123 below the prorated budget of \$61,750 (22.9%).

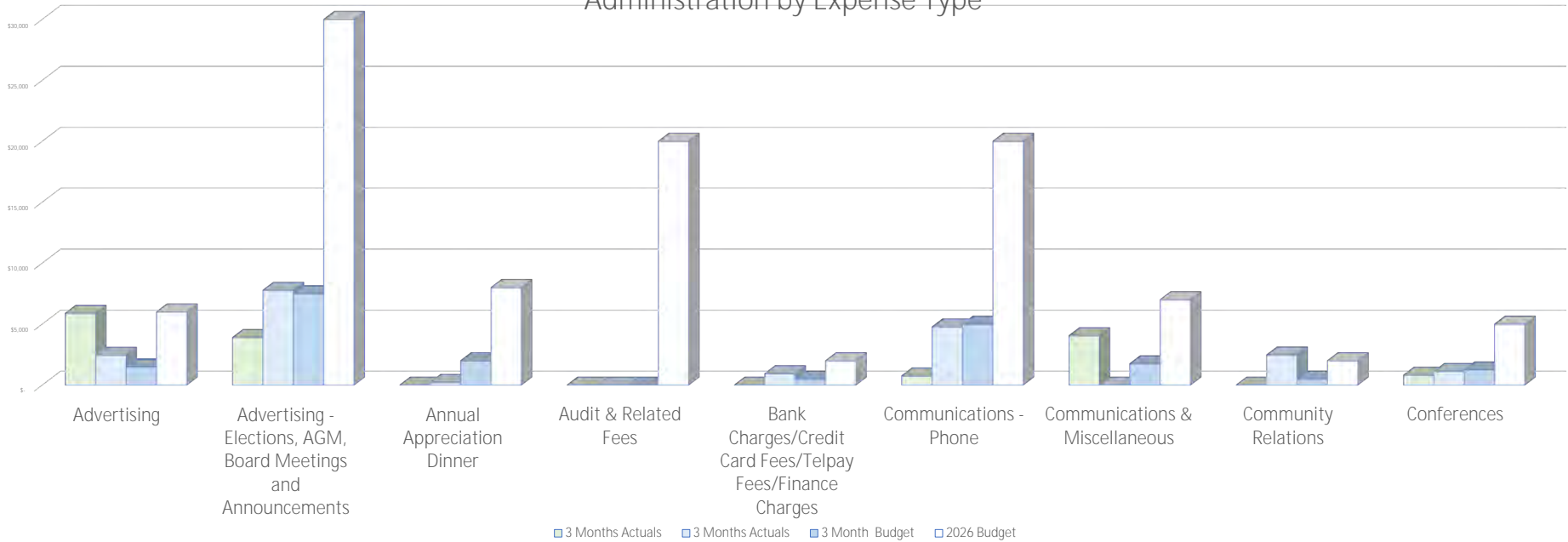
Several administration expense categories remain below budget due to timing of expenditures, including consulting fees, legal, freight/postage, professional development, and communications & miscellaneous expenses. Insurance and communications costs are generally tracking in line with budget expectations.

Higher-than-budgeted expenditures were recorded in community relations, bank and finance charges, and advertising related to elections, AGM, board meetings, and announcements; however, these increases are partially offset by savings in other administrative areas.

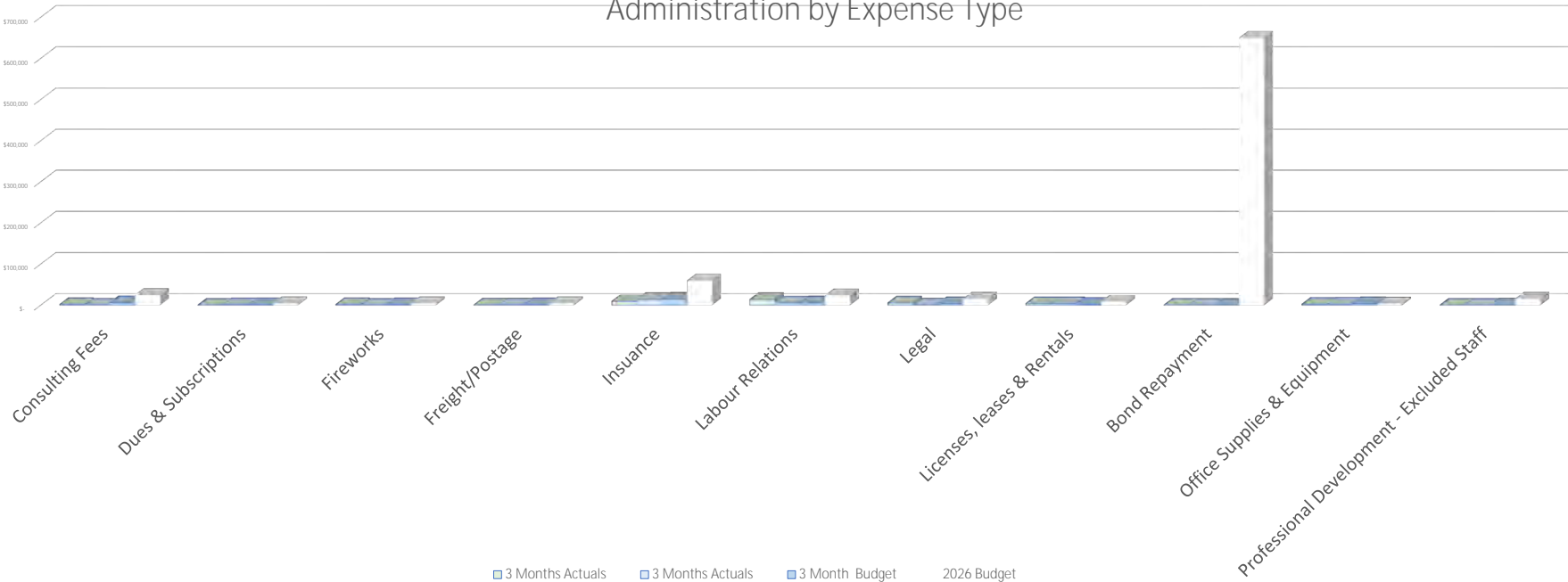
Overall, administration expenditures are currently tracking favourably against budget through the first quarter of 2026, with no significant financial concerns identified at this time.



Administration by Expense Type



Administration by Expense Type



Operating Expenses

Line #		2025	2026		
		3 Months Actuals	3 Months Actuals	3 Month Budget	2026 Budget
40	Clothing - Career	\$ 4,536	\$ 2,306	\$ 4,500	\$ 18,000
41	Clothing - Paid on Call	\$ 23	\$ 1,910	\$ 4,000	\$ 16,000
42	Clothing - Protective	\$ 1,835	\$ 20,002	\$ 15,250	\$ 61,000
43	Computer, Hardware, Software & S	\$ 8,614	\$ 8,871	\$ 4,000	\$ 16,000
44	Employee/ POC Recognition	\$ 67	\$ -	\$ 2,500	\$ 10,000
45	Equipment - Repair & Maintenance	\$ 611	\$ 494	\$ 3,000	\$ 12,000
46	Equipment Purchase - Small Tools	-\$ 708	\$ 1,564	\$ 2,750	\$ 11,000
47	Fire Department Record System	\$ -	\$ -	\$ 1,000	\$ 4,000
48	Fire Prevention & Public Education	\$ 130	\$ 6,380	\$ 4,000	\$ 16,000
49	Fire Station Repair & Maintenance	\$ 5,424	\$ 1,658	\$ 12,250	\$ 49,000
50	Fire Station Utilities	\$ 14,775	\$ 14,451	\$ 10,250	\$ 41,000
51	First Responder	\$ 4,295	\$ 2,966	\$ 4,000	\$ 16,000
52	Foam	\$ -	\$ -	\$ 1,000	\$ 4,000
53	Health & Wellness	\$ 569	\$ 344	\$ 2,750	\$ 11,000
54	Hydrant Install/Repair	\$ 47,768	\$ -	\$ 18,750	\$ 75,000
55	Landscaping	\$ 1,812	\$ 1,800	\$ 2,000	\$ 8,000
56	Miscellaneous	\$ -	\$ -	\$ 1,000	\$ 4,000
57	Paid-on-call recruitment & Retentic	\$ 67	\$ -	\$ 1,250	\$ 5,000
58	Radio Equipment Repair & Supplies	\$ -	\$ -	\$ 750	\$ 3,000
59	Self Contained Breathing Apparatus	\$ 16,483	\$ 1,692	\$ 5,000	\$ 20,000
60	Supplies & Sundries	\$ 2,031	\$ 2,436	\$ 2,750	\$ 11,000
61	Training - Paid-on-call & Career	\$ 23,383	\$ 16,318	\$ 20,000	\$ 80,000
62	Vehicle Operating	\$ 11,192	\$ 11,733	\$ 27,500	\$ 110,000
63	Total Operating Expenses	\$ 142,906	\$ 94,925	\$ 150,250	\$ 601,000
	% of Total Expenditures	11.5%	7.5%	2.7%	10.7%

Executive Summary

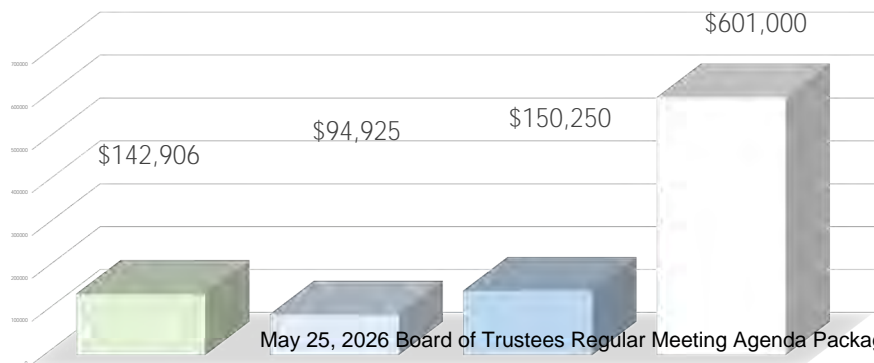
Total operating expenses for the first three months of 2026 were \$94,925, which is \$55,325 below the prorated budget of \$150,250 (36.8%).

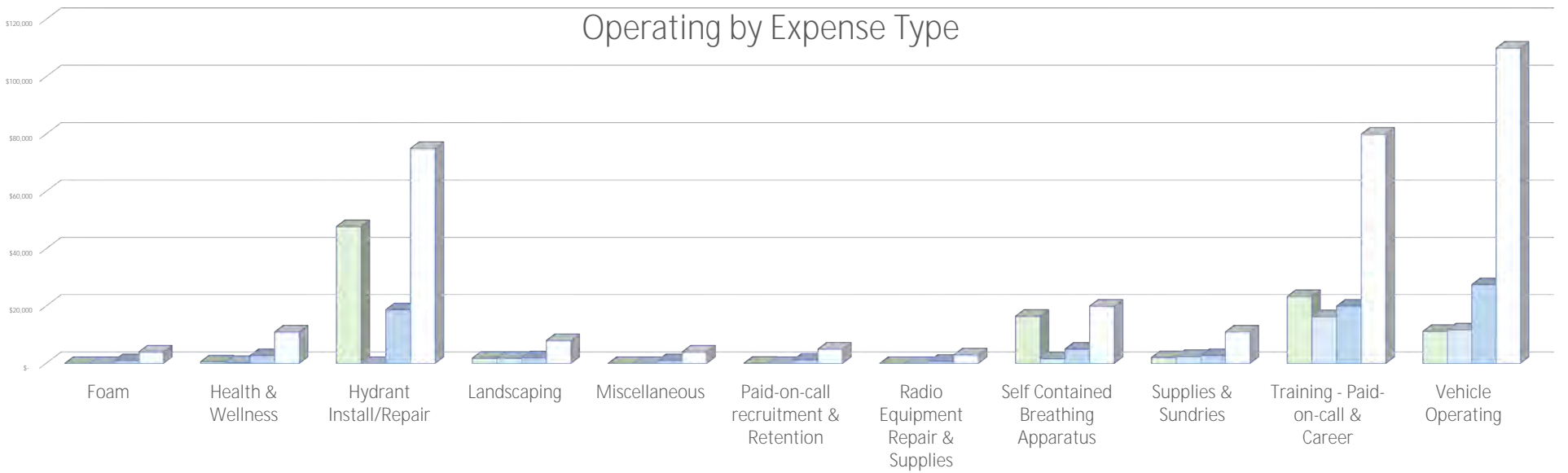
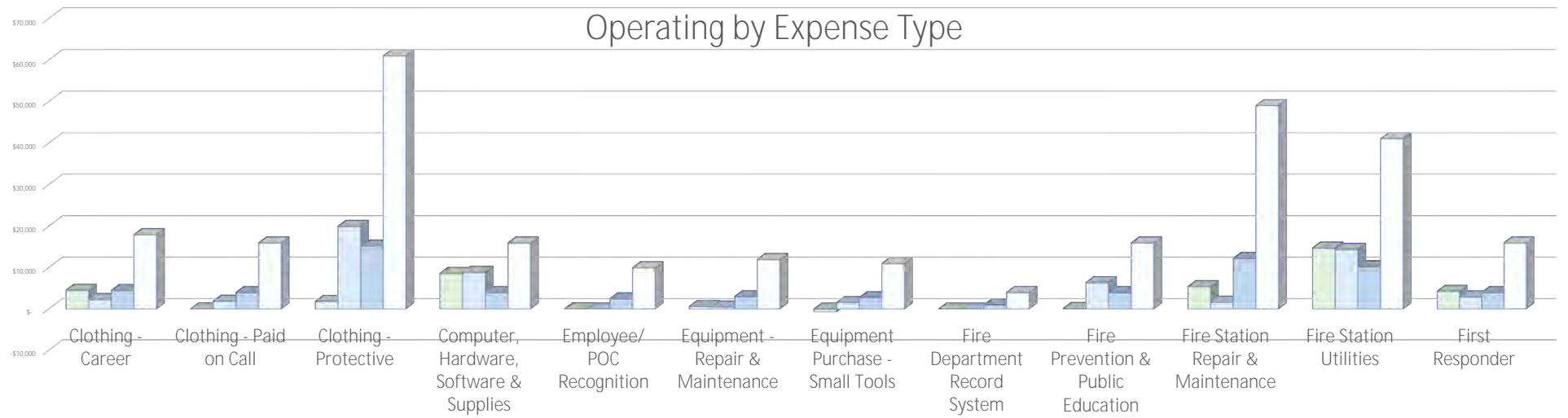
Several operating categories are tracking below budget due to timing of expenditures, including hydrant installation and repair, vehicle operating, fire station repairs and maintenance, training, and SCBA expenditures.

Higher-than-budgeted expenditures were recorded in protective clothing, computer hardware/software, fire prevention and public education, and fire station utilities.

These increases are largely offset by savings across other operational areas.

Overall, operating expenditures remain well below budget through the first quarter of 2026, and current spending trends do not indicate any significant financial concerns at





Wages

Line #		2025	2026		
		3 Months Actuals	3 Months Actuals	3 Month Budget	2026 Budget
67	Wage & Related Expenses				
68	Career/Excluded/Casual Staff Wages & Salaries	\$ 703,276	\$ 734,288	\$ 643,000	\$ 2,572,000
69	Paid-on-call Members Wages	\$ 56,148	\$ 69,008	\$ 72,500	\$ 290,000
70	Total Wages	\$ 759,424	\$ 803,296	\$ 715,500	\$ 2,862,000
71	Statutory & Group Benefits				
72	Employee Allowances	\$ -	\$ -	\$ 500	\$ 2,000
73	Employee Group Health, Dental Plans & LTD	\$ 31,846	\$ 31,314	\$ 40,250	\$ 161,000
74	Employer CPP Expense	\$ 40,340	\$ 42,681	\$ 20,500	\$ 82,000
75	Employer EI Expense	\$ 16,005	\$ 17,972	\$ 7,750	\$ 31,000
76	Employer Health Tax	\$ 15,644	\$ 16,437	\$ 14,750	\$ 59,000
77	Employer Registered Pension Plan & Supp. Pension	\$ 78,872	\$ 77,982	\$ 89,000	\$ 356,000
78	Fire Fighter Employee Assistance Plan	\$ 1,639	\$ -	\$ 12,750	\$ 51,000
79	Group Life, AD&D & WCB	\$ 29,674	\$ 30,241	\$ 25,250	\$ 101,000
80	HUB Health Benefits (POC members)	\$ 17,085	\$ 26,149	\$ 25,000	\$ 100,000
81	Matching RRSP	\$ 11,070	\$ 14,091	\$ 3,750	\$ 15,000
82	Total Statutory & Group Benefits	\$ 242,174	\$ 256,867	\$ 239,500	\$ 958,000
83	Total Wages & Benefits	\$ 1,001,598	\$ 1,060,163	\$ 955,000	\$ 3,820,000
	% of Total Expenditures	80.6%	84.2%	79.5%	67.9%

Executive Summary

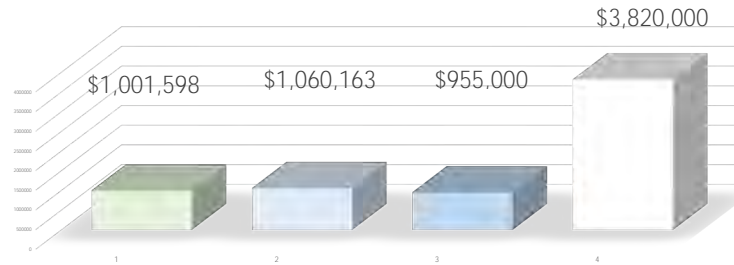
Wages & Benefits

Executive Summary

Total wages and benefits for the first three months of 2026 were \$1,060,163, which is \$105,163 above the prorated budget of \$955,000 (11.0%).

Total wages of \$803,296 are \$87,796 above budget, primarily due to higher career staff wage costs, while paid-on-call wages remain slightly below budget. Statutory and group benefits total \$256,867, which is \$17,367 above budget. The variance is mainly related to higher CPP, EI, RRSP matching, and health benefit costs associated with increased wage expenditures.

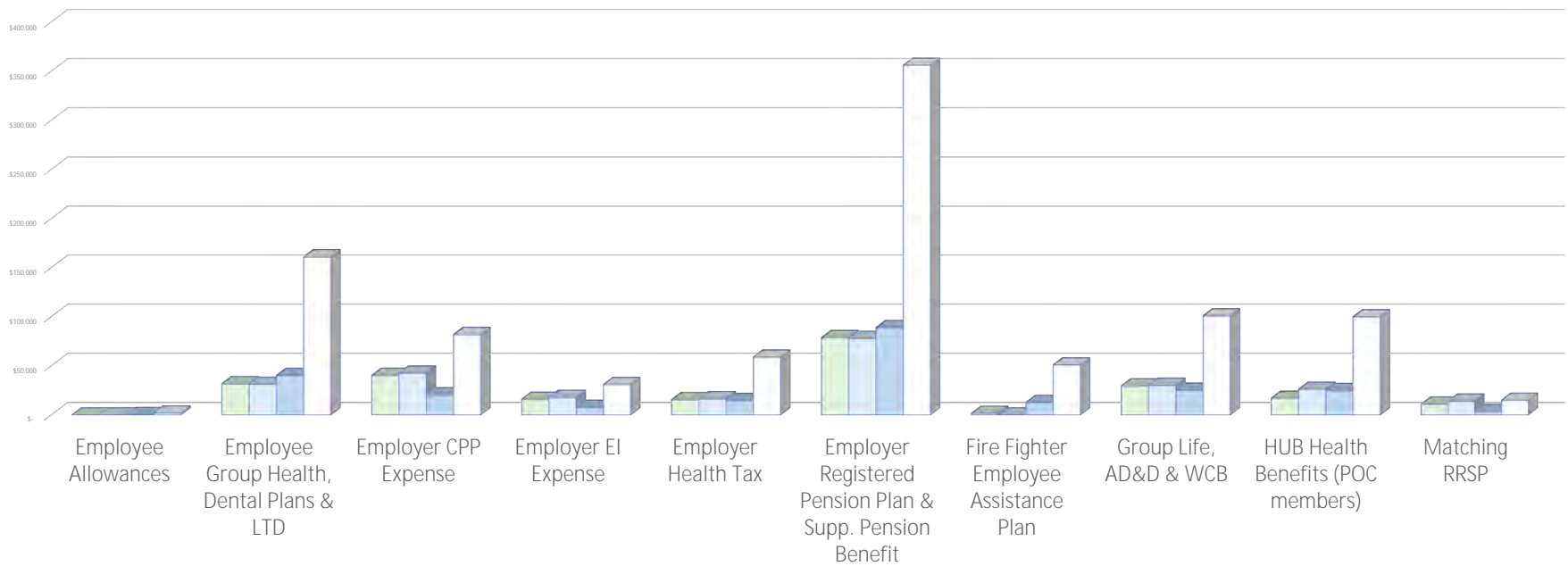
Several benefit categories remain below budget due to timing, including employee assistance plan costs and pension-related expenses.



Overall, labour-related expenditures are currently trending above budget through the first quarter of 2026, primarily driven by career staffing costs and associated statutory benefit obligations.

Administration will continue to monitor staffing levels, overtime, and benefit expenditures closely throughout

Wage Expenses by Type



Capital and Reserve Funds

	2025		2026	
	3 Months Actuals		3 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	\$ 193,865	\$ 345,397	\$ -	\$ 225,000
Non Cash Expense (Amortization)	\$ 51,250	\$ 56,250	\$ -	\$ 225,000
Change in Working Capital (Current Assets - Current Liabilities)	\$ 245,115	\$ 401,647	\$ -	\$ -

Executive Summary

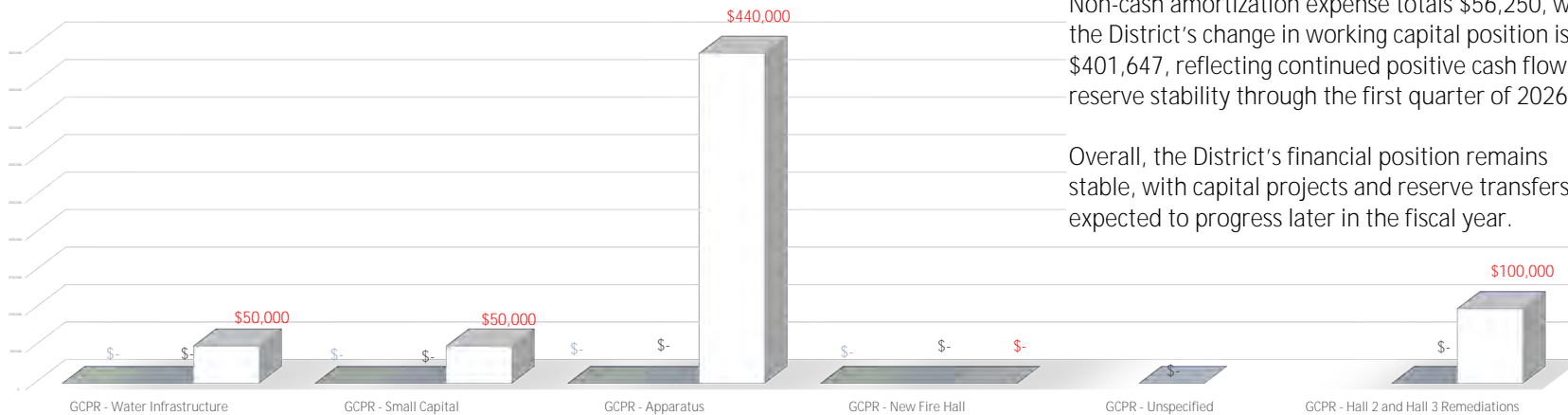
Capital Accounts and Reserve Accounts

No capital expenditures or reserve fund transfers have occurred during the first three months of 2026. The 2026 Capital Budget includes planned funding for water infrastructure, apparatus replacement, and Hall 2 and Hall 3 remediation projects totaling \$640,000, with expenditures anticipated later in the year.

As of March 31, 2026, the District reports a surplus after capital expenses and principal payments of \$345,397.

Non-cash amortization expense totals \$56,250, while the District's change in working capital position is \$401,647, reflecting continued positive cash flow and reserve stability through the first quarter of 2026.

Overall, the District's financial position remains stable, with capital projects and reserve transfers expected to progress later in the fiscal year.



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	\$ 864,994	\$ 440,000	-\$ 995,000		\$ 309,994
G CPR - New Fire Hall	\$ -	\$ -			\$ -
G CPR - Unspecified	\$ 75,000				\$ 75,000
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	\$ 1,518,012	\$ 640,000	-\$ 995,000	-\$ 722,818	\$ 440,194

The District's projected capital reserve balance at year-end 2025 is \$1.518 million. The 2026 Reserve Budget includes planned reserve allocations totaling \$640,000, primarily for apparatus replacement, water infrastructure, and Hall 2 and Hall 3 remediation projects.

Significant planned reserve expenditures include: \$995,000 toward the acquisition of the new Midland Tender and Spartan Ladder apparatus; and \$722,818 in closing fire hall-related costs funded through reserve balances.

Following these planned expenditures and reserve transfers, the projected remaining capital reserve balance is approximately \$440,194.

Several reserve accounts, including Water Infrastructure, Small Capital, and Hall 2 and Hall 3 Remediation reserves, are expected to be fully utilized to support planned capital and infrastructure priorities. The Apparatus Reserve is projected to retain an estimated balance of approximately \$309,994 following the planned apparatus purchases.

Overall, reserve funding continues to be strategically allocated to support long-term infrastructure renewal, fleet replacement, and facility-related capital priorities while maintaining a remaining reserve balance for future needs.



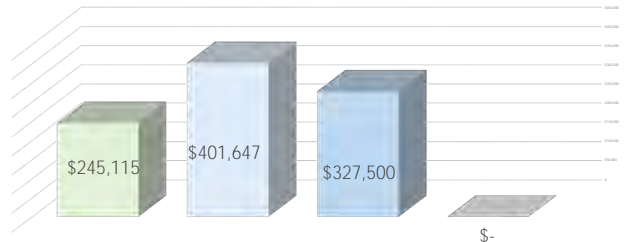
Salt Spring Island Fire Protection District
Financial Results (unaudited)
March 31, 2026

Prorate Factor
Months
0.25

Salt Spring Island Fire Protection District
Financial Results (unaudited)
March 31, 2026

Line #	2025 Approved Actuals	2026 Approved Actuals	2026 Prorated Budget	2026 Approved Budget
1	Consolidated	Consolidated	Consolidated	Consolidated
2	Income			
3	Interest General	\$ 23,739	\$ 41,659	\$ -
4	Interest CWRRF	\$ 10,168	\$ 9,797	\$ -
5	Miscellaneous Income	\$ 5,191	\$ 43,406	\$ -
6	Tax Revenue - LTD Interest	\$ -	\$ -	\$ -
7	Tax Revenue- LTD Retiremer	\$ -	\$ -	\$ -
8	Tax Revenue	\$ 1,397,046	\$ 1,509,501	\$ 6,038,000
9	Total Income	\$ 1,436,143	\$ 1,604,362	\$ 6,038,000
10				
11	Administration Expenses			
13	Advertising	\$ 5,886	\$ 2,448	\$ 1,500
14	Advertising - Elections, AGM	\$ 3,903	\$ 7,774	\$ 7,500
15	Annual Appreciation Dinner	\$ -	\$ 221	\$ 2,000
16	Audit & Related Fees	\$ -	\$ -	\$ 20,000
17	Bank Charges/Credit Card Fe	\$ 756	\$ 940	\$ 500
18	Communications - Phone	\$ 4,050	\$ 4,771	\$ 5,000
19	Communications & Miscellaneous	\$ -	\$ -	\$ 1,750
20	Community Relations	\$ 814	\$ 2,471	\$ 500
21	Conferences	\$ 1,665	\$ 1,120	\$ 1,250
22	Consulting Fees	\$ 98	\$ 98	\$ 6,250
23	Dues & Subscriptions	\$ 1,471	\$ 1,083	\$ 1,250
24	Fireworks	\$ -	\$ -	\$ 1,250
25	Freight/Postage	\$ 1,019	\$ 485	\$ 1,250
26	Insurance	\$ 13,874	\$ 13,994	\$ 15,000
27	Labour Relations	\$ 1,445	\$ 5,329	\$ 6,000
28	Legal	\$ 5,505	\$ 420	\$ 4,000
29	Licenses, leases & Rentals	\$ 3,885	\$ 3,878	\$ 2,250
32	Bond Repayment	\$ -	\$ -	\$ 650,000
33	Office Supplies & Equipment	\$ 2,252	\$ 2,596	\$ 4,000
35	Professional Development -	\$ -	\$ -	\$ 500
36	Total Administration Expens	\$ 46,524	\$ 47,627	\$ 61,750
37				
38				
39	Amortization	\$ 51,250	\$ 56,250	\$ 18,750
40				
41	Clothing - Career	\$ 4,536	\$ 2,306	\$ 4,500
42	Clothing - Paid on Call	\$ 23	\$ 1,910	\$ 4,000
43	Clothing - Protective	\$ 1,835	\$ 20,002	\$ 15,250
44	Computer, Hardware, Softw	\$ 8,614	\$ 8,871	\$ 4,000
45	Employee/ POC Recognition	\$ 67	\$ -	\$ 2,500
46	Equipment - Repair & Maint	\$ 611	\$ 494	\$ 3,000
47	Equipment Purchase - Small	\$ 708	\$ 1,564	\$ 2,750
48	Fire Department Record System	\$ -	\$ -	\$ 1,000
49	Fire Prevention & Public Edu	\$ 130	\$ 6,380	\$ 4,000
50	Fire Station Repair & Mainte	\$ 5,424	\$ 1,658	\$ 12,250
51	Fire Station Utilities	\$ 14,775	\$ 14,451	\$ 10,250
52	First Responder	\$ 4,295	\$ 2,966	\$ 4,000
53	Foam	\$ -	\$ -	\$ 1,000
54	Health & Wellness	\$ 569	\$ 344	\$ 2,750
55	Hydrant Install/Repair	\$ 47,768	\$ -	\$ 18,750
56	Landscaping	\$ 1,812	\$ 1,800	\$ 2,000
57	Miscellaneous	\$ -	\$ -	\$ 1,000
58	Paid-on-call recruitment & R	\$ 67	\$ -	\$ 1,250
59	Radio Equipment Repair & Suppl	\$ -	\$ -	\$ 750
	Self Contained Breathing Ap	\$ 16,483	\$ 1,692	\$ 5,000
61	Supplies & Sundries	\$ 2,031	\$ 2,436	\$ 2,750
62	Training - Paid-on-call & Car	\$ 23,383	\$ 16,318	\$ 20,000
63	Vehicle Operating	\$ 11,192	\$ 11,733	\$ 27,500
+	Total Operating Expenses	\$ 142,906	\$ 94,925	\$ 150,250
65				
66	Interest - LTD & Lease (SCBA)	\$ -	\$ -	\$ -

Line #	2025 Approved Actuals	2026 Approved Actuals	2026 Prorated Budget	2026 Approved Budget
	Consolidated	Consolidated	Consolidated	Consolidated
67	Wage & Related Expenses			
68	Career/Excluded/Casual Staff Wages & Salaries	\$ 703,276	\$ 734,288	\$ 643,000
69	Paid-on-call Members Wages	\$ 56,148	\$ 69,008	\$ 72,500
70	Total Wages	\$ 759,424	\$ 803,296	\$ 715,500
71	Statutory & Group Benefits			
72	Employee Allowances	\$ -	\$ -	\$ 500
73	Employee Group Health, Dental Plans & LTD	\$ 31,846	\$ 31,314	\$ 40,250
74	Employer CPP Expense	\$ 40,340	\$ 42,681	\$ 20,500
75	Employer EI Expense	\$ 16,005	\$ 17,972	\$ 7,750
76	Employer Health Tax	\$ 15,644	\$ 16,437	\$ 14,750
77	Employer Registered Pension Plan & Supp. Pension Benef	\$ 78,872	\$ 77,982	\$ 89,000
78	Fire Fighter Employee Assistance Plan	\$ 1,639	\$ -	\$ 12,750
79	Group Life, AD&D & WCB	\$ 29,674	\$ 30,241	\$ 25,250
80	HUB Health Benefits (POC members)	\$ 17,085	\$ 26,149	\$ 25,000
81	Matching RRSP	\$ 11,070	\$ 14,091	\$ 3,750
82	Total Statutory & Group Benefits	\$ 242,174	\$ 256,867	\$ 239,500
83	Total Wages & Benefits	\$ 1,001,598	\$ 1,060,163	\$ 955,000
84				
85	Extraordinary Expense/ Contingency Reserve	\$ -	\$ -	\$ 15,000
86				
87	Total Expenses	\$ 1,242,279	\$ 1,258,965	\$ 1,200,750
88	Surplus Before Capital Expenses	\$ 193,865	\$ 345,397	\$ 308,750
89				
90	Capital Account			
93	Budget Capital Expenses Funded by Operating Funds (Water Supply)			\$ 50,000
94	Budget Capital Expenses Funded by Reserves (Apparatus)			
95	Budget Capital Expenses Funded by Reserves (Small Capital)			\$ 50,000
96	Transfer to General Capital Purposes Reserve Fund (Apparatus)			\$ 440,000
97	Transfer to General Capital Purposes Reserve Fund (New Fire Hall Reserve)			
98	Transfer to General Capital Purposes Reserve Fund (Unspecified)			
99	Transfer to General Capital Purposes Reserve Fund (Halls 2 & 3 Remediation)			\$ 100,000
105	Total Capital Expenses & Transfers to/from Reserve Fun	\$ -	\$ -	\$ 640,000
106				
107	Principal Payments - LTD & Lease (SCBA)		\$ -	\$ -
108	SCBA Lease payout			\$ -
109	Surplus After Capital Expenses & Principal Payments LTD	\$ 193,865	\$ 345,397	\$ 308,750
110	Non Cash Expense (Amortization)	\$ 51,250	\$ 56,250	\$ 18,750
111	Change in Working Capital (Current Assets - Current Liab	\$ 245,115	\$ 401,647	\$ 327,500



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

Date: **May 8, 2026**
 Subject: **New Fire Hall Project Status Update for April 30, 2026**
 To: **Board of Trustees**
 From: **Rodney Dieleman, CAO**

Issue: New Fire Hall Project Status Update for April 30, 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 April 30, 2026, a total of \$12,167,773 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 near completion. 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 April 30, 2026	Actuals to April 30, 2026
Construction Costs	\$ 8,075,200	\$ 12,003,023	\$ 11,009,628
2021 cost escalation estimate	\$ 1,532,900	included	included
Permits	\$ 100,000	included	included
Insurance	\$ 100,000	included	included
Construction Contingency	\$ 1,391,900	\$ 190,000	-
Total Direct Construction Costs:	\$ 11,200,000	\$ 12,193,023	\$ 11,009,628
Architect	\$ 858,000	\$ 948,000	\$ 848,804
Project Manager	\$ 560,000	\$ 230,000	\$ 202,939
Contractor	\$ 672,000	Included	included
Interim Financing	\$ 410,000	Included	included
Total Consulting Costs:	\$ 2,500,000	\$ 1,178,000	\$ 1,051,743
Building Amenities:	\$ -	\$ 300,000	\$ 106,402
Total Project Costs	\$ 13,700,000	\$ 13,671,023	\$ 12,167,773
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	\$ 9,577,909
Total Financing:	\$ 13,700,000	\$ 13,668,000	\$ 12,167,773

Owner' Representative Report

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

Exterior Improvements

- Paving has been completed.

Mechanical Systems

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

Electrical Work

- Electrical infrastructure wiring and fixture installation are ongoing.
- Fire alarm system installation and associated wiring are underway.

Building Envelope and Cladding

- Installation of exterior trim, insulation, soffits, and cladding continues.

Interior Finishes

- Drywall installation has been completed.
- Painting is approximately 90% complete.
- Installation of suspended ceiling systems is underway.
- Furniture, filing cabinets, and appliances have been delivered.
- Interior doors have been installed.
- Floor covering installation is approximately 80% complete.

Infrastructure

- BC Hydro and Technical Safety BC have approved the service connection.

Safety and Security

- No safety or security concerns were reported this month. Contractors and trades continue to follow all site safety protocols diligently.

Forecast

The following activities are scheduled for the upcoming reporting period:

- Completion of soffits and exterior cladding
- Continued plumbing and mechanical system installation
- Continued fire suppression system installation
- Ongoing electrical work
- Generator commissioning
- Activation of the main electrical service
- Completion of painting
- Completion of floor coverings
- Installation of millwork
- Installation of suspended ceiling tiles
- Landscaping work
- Installation of rainwater collection tanks
- Fire alarm commissioning
- Occupancy permit application submission
- Consultant field review
- Completion of project reports and warranties documentation

ACTIVITY DESCRIPTION/PICTURES



Floor Finish in Apparatus Bay



Interior Finishes



Cladding on South Wall



Temporary Trades Parking

ACTIVITY DESCRIPTION/PICTURES



Delivery of Appliances and Furniture



Front Apron Paving



South Elevation



South Elevation