

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

**Meeting held:** June 2, 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

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

**1. CALL TO ORDER**

Chair Lindstrom called the meeting to order at 9:00 a.m. and acknowledged that we live and work in the territory of the Coast Salish First Nations.

**2. APPROVAL OF AGENDA**

The following item was presented for inclusion in the agenda:  
Item 5.3 New Fire Hall Planning

**By general consent**, the agenda was approved as amended.

**3. MINUTES**

**3.1 Minutes of the Regular Meeting held May 5, 2026**

**By general consent**, the draft minutes of the Strategic Planning and Policy Development Committee regular meeting held on May 5, 2026 were adopted.

## **4. OLD BUSINESS**

### **4.1 Trustee Governance and Strategic Planning Workshop Meeting Notes**

The Trustee Governance and Strategic Planning Workshop meeting notes were received for information.

### **4.2 Draft Communicable Disease Response and Remote Work Policy No. AE-2409-01**

CAO Dieleman presented draft Communicable Disease Response and Remote Work Policy No. AE-2409-01.

**MOVED by R. Cook,**

That the Strategic Planning and Policy Development Committee recommend the Board of Trustees approve Draft Communicable Disease Response and Remote Work Policy No. AE-2409-01.

**CARRIED**

### **4.3 Draft Staff Expenses Policy - AF-3301-04**

CAO Dieleman presented Draft Staff Expenses Policy - AF-3301-04. In discussion the following items were noted:

- The schedule A is for background information and would not be included in the policy
- There was a question regarding staff expenses on wildfire deployments. CAO Dieleman advised staff expenses related to wildfire deployments will be managed by credit card and is not part of the staff expenses policy.
- There was a question regarding whether the policy includes Trustees. Trustees could be reimbursed for expenses related to attending a meeting off island for example. There was agreement to add a definitions section that includes Trustees.

**MOVED by R. Cook,**

That the Strategic Planning and Policy Development Committee recommend the Board of Trustees approve Draft Staff Expenses Policy - AF-3301-04, with the following amendments:

- Add a definitions section that includes Trustees.
- Remove Schedule A.

**CARRIED**

### **4.4 Draft Respectful Workplace/ Harassment & Discrimination Prevention Policy No. AE-2401-01**

CAO Dieleman presented Draft Respectful Workplace Policy No. AE-2401-01. In discussion the following items were noted:

- There was a question regarding whether the scope includes Trustees and the public. There was agreement to add "Trustees" to the scope.
- There was a question regarding public harassment towards staff. Currently,

protocol is for staff to de-escalate the situation. There was a suggestion to have signs in the front office. It was noted safety and security protocols will be developed for the front desk/reception area at the new fire hall.

- There was a suggestion to have a safety and security policy.

**MOVED by D. Martin,**

That the Strategic Planning and Policy Development Committee recommend the Board of Trustees approve Draft Respectful Workplace/ Harassment & Discrimination Prevention Policy No. AE-2401-01, with the following amendments:

- Add “Trustees” to the scope.
- Replace “ideally within 12 months” with a timeline such as “within 14 days from the incident” in the resolution process section – CAO Dieleman will align with Worksafe BC.
- Replace “The District will acknowledge complaints within 5 business days and complete investigations within 60 calendar days where feasible.” with “The District will acknowledge complaints within 10 business days and complete investigations within 60 calendar days where feasible.”
- Change “assess evidence using a balance of probabilities standard” in the Complaint Process & Template.

**CARRIED**

**4.5 8-kilometer Distance from a Fire Hall Mapping**

Chief Holmes advised there are pocket areas on Salt Spring Island - Southey Point, Isabella Point and Beaver Point, that are not within the 8-km distance from a fire hall, and it is not possible to have complete coverage of the District. Chief Holmes reported standard mapping is 8-km from a standard roadway. FUS could change the standard at any time including from a “distance from a fire hall” standard to a “response time” standard. In discussion the following items were noted:

- There was discussion regarding the District providing an Information bulletin regarding insurance that would be information for the public and be available on the website.
- Chief Holmes will meet with FUS at the BC Fire Chief Conference next week and will report back.
- SSIFPD could potentially have information included in future BC property tax notices like Islands Trust and CRD information that is mailed out with the notices.

**4.6 CRD Bylaw 4677 – CRD Fire Services, Operational, Fire Prevention and Administrative Bylaw and CRD Staff Report**

Chief Holmes reported the CRD has identified local fire inspectors and the District will conduct fire inspections under the jurisdiction of CRD Bylaw 4677 – CRD Fire Services, Operational, Fire Prevention and Administrative Bylaw. Chief Holmes will meet with the CRD regarding CRD Bylaw 4677 at the BC Fire Chief Conference next week and will report back.

**5. NEW BUSINESS**

**5.1 Draft 5-Year (2026–2031) Strategic Plan – Update**

CAO Dieleman presented a Draft 5-Year (2026–2031) Strategic Plan. In discussion the following items were noted:

- Our People and Workplace should be first section.
- Replace “year” with “priority”.
- Include “Develop project charter to Upgrade and/or replace the Fulford (Hall 2) and Central (Hall 3) Satellite Firehalls”.

**By general consent**, the Strategic Planning and Policy Development Committee request staff to update the 5-Year Capital Plan following the Trustee Governance and Strategic Planning Workshop.

**5.2 SSIFPD Policy Update Project**

CAO Dieleman presented a Policy Review Implementation Plan to establish a structured process for reviewing all existing Board policies.

**5.3 New Fire Hall Planning**

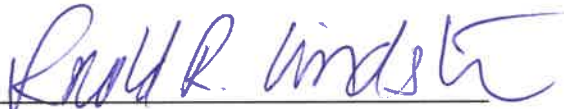
CAO Dieleman presented an update regarding planning for the upgrade and/or replace the Fulford (Hall 2) and Central (Hall 3) Satellite Firehalls. There was discussion regarding timelines and communication. There was a suggestion to work with the Communications Committee regarding planning for the upgrade and/or replacement of the satellite fire halls.

**6. NEXT MEETING**

The next meeting is scheduled on July 7, 2026 at 9:00 a.m.

**7. ADJOURNMENT**

**By general consent**, the meeting adjourned at 10:50 a.m.



Ronald Lindstrom  
Chair, Strategic Planning & Policy Development Committee



Rodney Dieleman  
Corporate Administrator