

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

Meeting will be held as follows:

Date: June 15, 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 May 25, 2026 – For Approval

That the draft minutes of the Regular Trustee meeting held May 25, 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 June 2, 2026 meeting – For Information

6.2 Finance & Audit Committee

6.2.1 Minutes of the June 9, 2026 meeting – For Information

6.3 Joint Occupational Health & Wellness Safety Committee

6.3.1 Minutes of the May 27, 2026 meeting – For Information

6.4 Strategic Planning & Policy Development Committee

6.4.1 Minutes of the June 2, 2026 meeting – For Information

7. CORRESPONDENCE

8. REPORTS

8.1 **Fire Chief’s Report** – May 2026 - Pending

8.2 **Salt Spring Island Fire Fighters’ Association Report** – May 2026 - Pending

8.3 CAO Reports

8.3.1 Budget Report to April 30, 2026

9. OLD BUSINESS

9.1 New Fire Hall Project

9.1.1 New Fire Hall Project Update to May 31, 2026

9.1.2 New Fire Hall Opening

9.1.3 EV Charger Opening Event

The New Fire Hall Project Steering Committee requested the Board of Trustees to direct the Communications Committee to plan a New Fire Hall EV charger opening event in coordination with BC Hydro and community groups.

That the Board of Trustees request the Communications and Marketing Committee to plan a New Fire Hall EV charger opening event in coordination with BC Hydro and community groups.

10. NEW BUSINESS

10.1 Draft Communicable Disease Response and Remote Work Policy No. AE-2409-01 – For Approval

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

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

10.2 Draft Staff Expenses Policy No. AF-3301-04 – For Approval

The Strategic Planning and Policy Development Committee recommended the Board of Trustees approve Draft Staff Expenses Policy - AF-3301-04.

That the Board of Trustees approve the Draft Staff Expenses Policy - AF-3301-04.

10.3 Draft Respectful Workplace Policy No. AE-2401-02 – For Approval

The Strategic Planning and Policy Development Committee recommended the Board of Trustees approve Draft Respectful Workplace Policy No. AE-2401-02.

That the Board of Trustees approve the Draft Respectful Workplace Prevention Policy No. AE-2401-02.

10.4 2027 BC Property Tax Notices

The Communications and Marketing Committee recommended that the Board of Trustees request staff to investigate the feasibility of including an informational insert in the 2027 BC Property Tax Notices.

That the Board of Trustees direct staff to investigate the feasibility of including an informational insert in the 2027 BC Property Tax Notices.

10.5 Election Processes

The Communications and Marketing Committee recommended that the Board of Trustees request staff to investigate election processes that could improve voter turnout at Trustee elections.

That the Board of Trustees request staff to investigate election processes that could improve voter turnout at Trustee elections.

10.6 2026 Town Hall Meeting – Tentative date Monday, September 14, 2026

That the Board of Trustees schedule the 2026 Town Hall Meeting on September 14, 2026.

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): (c) labour relations or other employee relations; (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and (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, CAO and Fire Chief Annual Performance Reviews, acquisition, disposition or expropriation of land or improvements, 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 July 20, 2026.

14. ADJOURNMENT

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

Date: May 25, 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 (TEAMS)
Robin Williams, Trustee (TEAMS)

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: Two 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

By general consent, the agenda was adopted.

3. BOARD MINUTES

3.1 Minutes of the Regular Trustee Meeting held April 20, 2026 – For Approval

The draft minutes of the Regular Trustee meeting held April 20, 2026 were presented.

2026-045
MOVED by Trustee Lindstrom, SECONDED by Trustee Lucarelli,
That the draft minutes of the Regular Trustee meeting held April 20, 2026 be adopted.
CARRIED

4. PETITIONS & DELEGATIONS - None

5. TOWN HALL SESSION

Chair Cook opened the town hall at 7:03 p.m. and invited members of the public to address the Board of Trustees with questions and comments. A member of the public requested an update regarding a property on Dean Road. Chief Holmes advised that the property is a private residence and, as such, falls outside the jurisdiction of SSIFR for conducting fire inspections.

6. STANDING COMMITTEE REPORTS

6.1 Communications & Marketing Committee

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

By general consent, the minutes were received.

6.2 Finance & Audit Committee

6.2.1 Minutes of the May 12, 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 April 22, 2026 meeting – For Information

By general consent, the minutes were received.

6.4 Strategic Planning & Policy Development Committee

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

By general consent, the minutes were received.

7. CORRESPONDENCE - None

8. REPORTS

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

Chief Holmes presented the Fire Chief Report for April 2026 including the following highlights:

- There were no significant calls of note in April.
- Staff agreed not to rush the finishing work on the new fire hall building project and determined it would be best to remain at the Ganges Fire Hall until construction is fully complete.
- The new ladder truck has been inspected, with logos and graphics currently being installed. The Crest radio has been ordered, and hose nozzles and other equipment are

in process. The truck is expected to arrive on Salt Spring Island in June. Several members attended operations training for the new ladder truck at the Saanich Fire Department.

By general consent, the Fire Chief Report was received.

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

Salt Spring Island Fire Fighters' Association Treasurer Dewar-McClelland presented the Association report for April 2026 and provided an overview of the Association, highlighting several key activities and initiatives. The Association is responsible for organizing the **Department's fundraising efforts, including student scholarship funds, donations to** community organizations, the Annual Boot Drive, and providing traffic support for the Annual Pride Parade. Treasurer Dewar-McClelland noted that monthly Association meetings include a shared meal and discussions regarding operational guidelines, policies and training. The Association also maintains an emergency fund available to members upon request and runs a fitness class program for members. It was reported that the 2026 Annual Boot Drive raised over \$4,300 in support of the Circle Education program. In response to a question regarding community CPR training, Treasurer Dewar-McClelland clarified that this training is provided by the SSIFR Public Education team, rather than the Association.

By general consent, the Association Report was received.

8.3. CAO Reports

8.3.1 Budget Report to March 31, 2026

CAO Dieleman presented the budget report to March 31, 2026. There was a question regarding high fuel costs impact on the budget. CAO Dieleman reported the fuel budget is on track with no significant impacts due to high fuel costs.

By general consent, the Budget report to March 31, 2026 was received.

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

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 April 30, 2026

Owner's Representative H. Hazenboom presented the **New Fire Hall Project update** as of April 30, 2026, and thanked Salt Spring Island Community Services for providing parking on their property during the project. In response to a question regarding the

timeline for moving into the new fire hall, H. Hazenboom reported that the worksite remains active, with approximately 35 workers on site each day. He also noted that fire alarm testing is expected to take place within the next few weeks, and that several components must be in place prior to testing. Chair Cook noted that the new fire hall building project is one of the most important infrastructure projects on the island and acknowledged Owner's Representative H. Hazenboom for his work on the project.

By general consent, the New Fire Hall Project Update to April 30, 2026 was received for information.

9.1.2 New Fire Hall Opening

Communications Committee Chair Trustee Williams reported the fire hall opening event will be held in September 2026 and the date is to be determined.

9.2 Fire Underwriters Survey (FUS)

Chief Holmes advised that FUS does not conduct full reviews, and updates are now completed through the FUS portal. He noted that the portal will be updated to reflect water supply information and the new ladder truck once it arrives. Chief Holmes will also meet with **FUS representatives at the Fire Chiefs' Conference in June 2026. The FUS portal is** designed for municipalities and there are some challenges with the portal for Improvement Districts. **He further indicated that he will discuss the "8 km distance from fire halls" criteria with other** Fire Chiefs. In response to a question regarding the potential to access water district mapping, it was noted that the North Salt Spring Waterworks District does not have the mapping required by FUS.

9.3 Trustee Governance Workshop

Trustees attended their annual Governance and Strategic Planning Workshop facilitated by Linda Adams on May 21, 2026. Staff have since updated the draft 5-Year Strategic Plan, which will be presented at the next Strategic Planning and Policy Development Committee meeting. Chair Cook acknowledged the contributions of Trustees and staff, including POC and Career member representatives. A Trustee commented on **the Board's strong functionality and** noted that facilitator Linda Adams emphasized the distinctions between governance and operations. It was also noted that the committee system is effective in developing recommendations for the Board.

10. NEW BUSINESS

11. BYLAWS – None

12. IN-CAMERA MEETING

12.1 Motion to Close the Meeting

2026-046

MOVED by Trustee Hetherington, MOVED by Trustee Lindstrom,
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.

CARRIED

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

The meeting moved to an in-camera meeting at 7:32 p.m.

12.2 Motion to Re-open the Meeting

2026-047

MOVED by Trustee Hetherington, MOVED by Trustee Lindstrom,
That the Board of Trustees re-open this meeting to a public session.

CARRIED

The regular meeting reconvened at 8:20 p.m.

12.3 Arise and Report

The Board of Trustees rise and report that the minutes of the In Camera meeting held on
April 13, 2026 were approved and that the Board of Trustees has directed staff to send a
Registered Letter to a former Trustee to request return of a District Laptop.

13. NEXT MEETING

The next Regular meeting will be held on June 15, 2026 at 7:00 p.m. Please check the website for
details.

14. ADJOURNMENT

By general consent, the meeting adjourned at 8:23 p.m.

Rollie Cook
Chair, Board of Trustees

Rodney Dieleman
Corporate Administrator

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

Meeting held: June 2, 2026
Apparatus Bay, Ganges Fire Hall
105 Lower Ganges Road, Salt Spring Island

Members Present: Robin Williams, Committee Chair
Rollie Cook, Board of Trustees Chair and ex-officio member
Jenny McClean, Public Member

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

Member Regrets: Mary Lynn Hetherington, Trustee

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

The following items were presented for inclusion of the agenda:

- Item 5.1 SPPD Committee update
- Item 5.2 Improved Reporting to Community

By general consent, the agenda was approved as amended.

3. APPROVAL OF MINUTES

3.1 Minutes of the Meeting held May 5, 2026

By general consent, the draft minutes of the Communications and Marketing Committee meeting held May 5, 2026 were adopted.

4. OLD BUSINESS

4.1 New Fire Hall Opening

Chair Williams advised that at the last Committee meeting, Sunday, September 13, 2026 was proposed as a potential date for the new fire hall opening. However,

this date was noted as less desirable due to a conflict with the Fall Fair. During discussion, the following points were noted:

- A suggestion was made to hold the new fire hall opening event on Sunday, September 6, 2026.
- The event is anticipated to be family-oriented and will include speeches, a BBQ, and 15-minute fire hall tours.
- Parking requirements will need to be considered.

By general consent, the Communications and Marketing Committee agreed that Committee Chair Williams will consult with Bruce Cameron regarding the possibility of scheduling the opening event on Sunday, September 6, 2026, and will discuss event logistics, including any space constraints.

5. NEW BUSINESS

5.1 SPPD Committee update

CAO Dieleman advised that the Strategic Planning and Policy Development Committee would like to collaborate with the Communications and Marketing Committee on the 5-year strategic plan update. The Strategic Planning and Policy Development Committee also discussed the option of the District having an informational insert in the 2027 BC Property Tax Notices.

By general consent, the Communications and Marketing Committee recommend that the Board of Trustees request staff to investigate the feasibility of including an informational insert in the 2027 BC Property Tax Notices.

5.2 Improved Reporting to Community

There was discussion regarding improved reporting to the community. It was noted that the 2026 Trustee election had relatively low voter turnout. There was discussion regarding election processes that could improve voter turnout at future Trustee elections. A suggestion was made to budget for an annual report to be distributed to all ratepayers. The report could be less than half a page in length and provide a summary of annual highlights. It was also noted that an annual report/highlights document could be circulated at town hall sessions.

By general consent, the Communications and Marketing Committee recommends that the Board of Trustees request staff to investigate election processes that could improve voter turnout at Trustee elections.

6. NEXT MEETING

The next meeting of the Communications and Marketing Committee will be held on September 1, 2026 at 11:00 a.m.

7. ADJOURNMENT

By general consent, the meeting adjourned at 12:05 p.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: June 9, 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
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

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 May 12, 2026

By general consent, the minutes of the Regular Meeting held May 12, 2026 were adopted.

4. OLD BUSINESS

4.1 2027 Draft Budget

CAO Dieleman presented an amended 2027 Draft Budget and a BC Fire Services Budget Comparison. In discussion the following items were noted:

- The new fire hall mortgage is a 25-year term
- Line item 32 – the administration office space lease ended in the first quarter of 2026, as the admin office will be moving to the new hall

- HUB health benefits can be carried over for one year
- **2026 Budget “projection” should be replaced with “actual”**
- There was discussion regarding pre-buying US dollars for future apparatus purchases that are manufactured in the US.
- Line item 105 - hall 1 increase by \$25,000 per year starting in 2028.

By general consent, the Finance and Audit Committee agreed to amend the 5-Year Draft Budget line item 105 - Hall 1 by adding \$25,000 per year starting in 2028; and that the draft 2027 budget will be reviewed at the next Finance and Audit Committee meeting.

It is expected that the draft 2027 budget will be recommended for approval at the July Committee meeting, and presented to the Board of Trustees at the July 20, 2026 meeting. The draft 2027 budget will be presented at the 2026 Town Hall meeting for public review and feedback.

5. NEW BUSINESS - None

6. NEXT MEETING

The next meeting of the Finance and Audit Committee will be held on July 14, 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

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

Date: May 27, 2026
Time: 6:00 p.m.
Location: Fire Hall No.2
2470 Fulford Ganges Road, Salt Spring Island

Members Present: Jamie Holmes, Co-Chair, Fire Chief (Employer Rep)
Nancy Purssell, Co-Chair (Employee Rep Admin 2026)
Gord Fraser (Employee Rep Alternate 2026)
Grant Gussie (Employee Rep POC 2026-2028)
Abe Hohn (Employee Rep POC 2025-2027)
Jaden Ursua-Riding (Employee Rep Recruit 2026)
Lawrence Pollard (Employee Alternate Recruit 2026)

Regrets: Dale Lundy, Co-Chair, Deputy Chief (Employer Rep)
Steve Leichter (Employee Rep POC 2025-2027)
Doug Ponsford (Employee Alternate Admin 2026)
Ken Akerman (Employee Rep 2026)
Gray Wardle (Employee Alternate POC 2026)

1. CALL TO ORDER

Co-Chair Holmes called the meeting to order at 6:40 p.m. The Safety Inspection of Firehall No. 2 was conducted prior to the meeting.

2. APPROVAL OF AGENDA

The following items were presented for inclusion in the agenda:

- 5.1 Annual Hearing Tests
- 5.2 Bunker Gear in the Halls
- 5.3 Hall 2 Water Report
- 5.4 Access to PPE

By general consent, the agenda was approved as amended.

3. MINUTES

3.1 Receive and Approve the April 22, 2026 Draft Minutes

By general consent, the draft minutes of the meeting held on April 22, 2026 were approved.

4. OLD BUSINESS

4.1 2026 Priority List

1. Survey – engagement, analyze, and action items – Lead Purssell – no update
2. Mental Health Team
 - CISM – Lead Purssell – Member Purssell is working with Captain Nuyens to arrange a SGI zoom meeting to discuss what is needed if there is a CIS response required to a SGI, and what resources will be needed
 - Peer Support – Lead Hohn – On-going peer support check-ins are occurring
3. Occupational Awareness – Lead Lundy – Module 8 will be presented on June 2, 2026 training night.
4. Accountability – practice and update OG – Lead Leichter – no update

4.2 Smoking Area New Fire Hall

DC Lundy provided information to CAO Dieleman regarding a smoking policy for the new fire hall and it was noted a policy will be needed.

4.3 Draft Respectful Workplace Policy AE-2401-02 with staff report

The Strategic Planning and Policy development Committee is reviewing Draft Respectful Workplace Policy AE-2401-02.

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

The Strategic Planning and Policy development Committee is reviewing Draft Communicable Disease Response and Remote Work Policy – AE-2409-01.

4.5 Draft DEI-Policy-Revision-AE-2408-02 with staff report

The Strategic Planning and Policy development Committee is reviewing Draft DEI-Policy-Revision-AE-2408-02.

4.6 Emergency Evacuation Plans for the new firehall

Hans Hazenboom is working with a company to complete a Fire Safety Plan for the new hall. Chief Holmes will follow up.

5. NEW BUSINESS

5.1 Hearing Tests

Chief Holmes will add the hearing test information to his Chief Report to the Association for the June 2, 2026 meeting. The Association Safety Talk will include a reminder about the hearing tests on June 9, 2026 at hall 1.

5.2 Bunker Gear

A reminder regarding wearing bunker gear (PPE) in the hall will be discussed at the Association Safety Talk. A notice will be posted at the hall to remind everyone that bunker gear should only be worn in the apparatus bays.

5.3 Potable Water at Hall 2

Member Hohn will take another sample of the water at hall 2. In the meantime, a water cooler will be set up in hall 2 for drinking water.

5.4 Access to PPE

Chief Holmes will ensure operation guidelines regarding access to PPE are followed.

6. REVIEW OF INSPECTION REPORTS

6.1 Review of Hall Inspections

First Quarter Hall Inspections: Complete

Second Quarter Hall Inspections:

The Committee walked through the new fire hall prior to the meeting and a Hall 2 inspection was completed prior to this meeting. Items of note will be passed on to the hall maintenance team.

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 Gussie and Hohn will be the primary investigators in June, and Member Pursell will be the alternate. Chief Holmes approved the appointments.

8. EDUCATION

Member Pollard completed the required OSH 1 course. Committee members were encouraged to investigate 8-hour educational opportunities for 2026. Mike Harnett presented a Fatigue Management session at the May 26, 2026 training night. **After listening to Mike's presentation, a suggestion was made about obtaining a "full spectrum" lighting unit for use in the health room.**

9. OTHER BUSINESS

9.1 Association Safety Talk

Member Hohn will present hearing tests, bunker gear in the halls and Hall 2 water; and Member Fraser will present summer preparedness for self-care, and heat emergencies at the next Association meeting.

10. NEXT MEETING

The next meeting will be held on June 24, 2026; at Hall 3, 110 Vesuvius Bay Road, 18:00 hours.

11. ADJOURNMENT

By general consent, the meeting was adjourned at 07:30 p.m.

Nancy Purssell, Committee Co-Chair

Jamie Holmes, Fire Chief & Committee Co-Chair

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 Trustee 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

Salt Spring Island Fire Protection District

Summary Financial Package

For the Period Ending: April 30, 2026
These Financial Statements are DRAFT, without Audit or Annualized Adjustments

Summary of the 2026 April Financial Statements

The Salt Spring Island Fire Protection District remains in a strong financial position through the first four months of 2026. Total revenue of \$2.118 million exceeded the prorated budget of \$2.013 million by approximately \$106,000, primarily due to higher interest earnings and miscellaneous revenue.

Total expenditures were \$1.533 million, approximately \$82,000 below the prorated budget of \$1.615 million.

Administration expenses were \$15,860 below budget, operating expenses were \$17,057 below budget, and wages and benefits were \$85,537 below budget, partially offset by higher-than-budgeted amortization.

As a result, the District reported a surplus before capital expenses of \$585,805, exceeding the prorated budget of \$397,917 by approximately \$188,000. After accounting for non-cash amortization, the change in working capital totaled \$660,805, compared to a prorated budget of \$416,667.

Overall, year-to-date financial results are favourable and position the District well to fund the \$640,000 in planned 2026 capital expenditures and reserve transfers while maintaining a healthy financial position.

Salt Spring Island Fire Protection District
Summary Financial Package

For the Period Ending: April 30, 2026

These Financial Statements are DRAFT, without Audit or Annualized Adjustments

	2025	2026		
	4 Months Actuals	4 Months Actuals	4 Month Budget	2026 Budget
Total Income	\$ 1,909,833	\$ 2,118,350	\$ 2,012,667	\$ 6,038,000

Total Administration Expenses	\$ 88,096	\$ 86,473	\$ 102,333	\$ 920,333
Total Operating Expenses	\$ 175,488	\$ 183,276	\$ 200,333	\$ 601,000
Total Wages & Benefits	\$ 1,182,569	\$ 1,187,796	\$ 1,273,333	\$ 3,820,000
Extraordinary Expense/ Contingency Reserve	\$ -	\$ -	\$ 20,000	\$ 60,000
Amortization	\$ 68,333	\$ 75,000	\$ 18,750	\$ 225,000
Interest - LTD & Lease (SCBA)	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 1,506,571	\$ 1,532,545	\$ 1,614,750	\$ 5,623,000

Surplus Before Capital Expenses	\$ 403,262	\$ 585,805	\$ 397,917	\$ 415,000
Non Cash Expense (Amortization)	\$ 68,333	\$ 75,000	\$ 18,750	\$ 225,000
Total Capital Expenses	\$ -	\$ -	\$ -	\$ 640,000
Principal Payments - LTD & Lease (SCBA)	\$ -	\$ -	\$ -	\$ -
Change in Working Capital	\$ 471,595	\$ 660,805	\$ 416,667	\$ -

Executive Summary

2026 (First 4 Months) Overall Financial Position
From: Chief Administrative Officer

At April 30, 2026, the DistrFor the Period Ending April 30, 2026.

The Salt Spring Island Fire Protection District remains in a strong financial position through the first four months of 2026. Total revenue of \$2.118 million exceeded the prorated budget of \$2.013 million by approximately \$106,000, primarily due to higher interest earnings and miscellaneous revenue.

Total expenditures were \$1.533 million, approximately \$82,000 below the prorated budget of \$1.615 million. Administration, operating, and wage and benefit costs all remain below budget, reflecting continued cost control across District operations.

As a result, the District recorded a surplus before capital expenses of \$585,805, which is approximately \$188,000 ahead of budget. After accounting for amortization, the change in working capital totaled \$660,805, compared to a prorated budget of \$416,667.

Overall, financial results are favourable and position the District well to fund its planned \$640,000 in 2026 capital projects and reserve transfers.

Income

Line #		2025	2026		
		4 Months Actuals	4 Months Actuals	4 Month Budget	2026 Budget
2	Income				
3	Interest General	\$ 28,276	\$ 52,181	\$ -	\$ -
4	Interest CWRRF	\$ 13,639	\$ 10,195	\$ -	\$ -
5	Miscellaneous Income	\$ 5,191	\$ 43,306	\$ -	\$ -
8	Tax Revenue	\$ 1,862,728	\$ 2,012,668	\$ 2,012,667	\$ 6,038,000
9	Total Income	\$ 1,909,833	\$ 2,118,350	\$ 2,012,667	\$ 6,038,000

Executive Summary
2026 (First 4 Months) Revenue

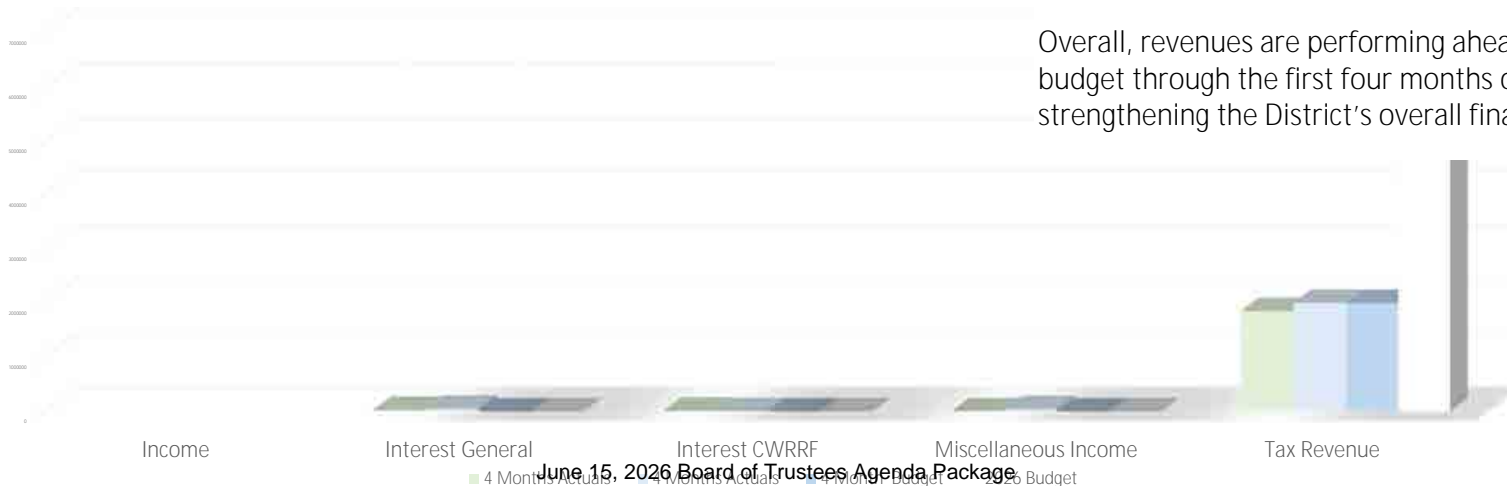
Total revenue at April 30, 2026 is \$2,118,350, exceeding the four-month budget of \$2,012,667 by \$105,683 (+5.2%).

Tax revenue of \$2,012,668 is fully aligned with budget and continues to provide a stable and predictable primary funding source for the District.

The favourable variance is primarily driven by: Higher general interest income of \$52,181, and Unbudgeted miscellaneous income totaling \$43,306.

Interest earned on CWRRF reserves totaled \$10,195, contributing additional unbudgeted revenue.

Overall, revenues are performing ahead of budget through the first four months of 2026, strengthening the District's overall financial



Administration Expenses

Line #		2025	2026		
		4 Months Actuals	4 Months Actuals	4 Month Budget	2026 Budget
13	Advertising	\$ 6,914	\$ 2,448	\$ 2,000	\$ 6,000
14	Advertising - Elections, AGM, Board Meetings and	\$ 5,496	\$ 14,304	\$ 10,000	\$ 30,000
15	Annual Appreciation Dinner	\$ 57	\$ 221	\$ 2,667	\$ 8,000
16	Audit & Related Fees	\$ 19,561	\$ 19,500	\$ 20,000	\$ 20,000
17	Bank Charges/Credit Card Fees/Telpay Fees/Final	\$ 883	\$ 1,147	\$ 667	\$ 2,000
18	Communications - Phone	\$ 6,285	\$ 6,477	\$ 6,667	\$ 20,000
19	Communications & Miscellaneous	\$ -	\$ -	\$ 2,333	\$ 7,000
20	Community Relations	\$ -	\$ 3,574	\$ 667	\$ 2,000
21	Conferences	\$ 1,669	\$ 1,120	\$ 1,667	\$ 5,000
22	Consulting Fees	\$ 1,665	\$ 98	\$ 8,333	\$ 25,000
23	Dues & Subscriptions	\$ 3,031	\$ 1,083	\$ 1,667	\$ 5,000
24	Fireworks	\$ 1,471	\$ -	\$ 1,667	\$ 5,000
25	Freight/Postage	\$ 298	\$ 637	\$ 1,667	\$ 5,000
26	Insurance	\$ 9,250	\$ 18,906	\$ 20,000	\$ 60,000
27	Labour Relations	\$ 18,499	\$ 5,622	\$ 8,000	\$ 24,000
28	Legal	\$ 5,505	\$ 420	\$ 5,333	\$ 16,000
29	Licenses, leases & Rentals	\$ 3,889	\$ 5,208	\$ 3,000	\$ 9,000
30	Bond Repayment	\$ -	\$ -	\$ -	\$ 650,000
31	Office Supplies & Equipment	\$ 3,623	\$ 5,709	\$ 5,333	\$ 5,333
32	Professional Development - Excluded Staff	\$ -	\$ -	\$ 667	\$ 16,000
33	Total Administration Expenses	\$ 88,096	\$ 86,473	\$ 102,333	\$ 920,333

% of Total Expenditures

5.8% 5.6% 1.8% 16.4%

Executive Summary

Administration expenses total \$86,473 at April 30, 2026, which is \$15,860 below the four-month budget of \$102,333.

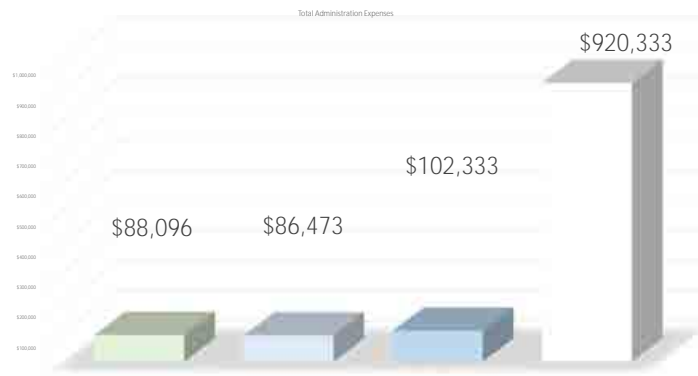
Overall spending remains below budget due to the timing of expenditures and several budgeted items not yet incurred. Key observations include:

Consulting, legal, labour relations, conferences, and professional development remain below budget due to timing and reduced activity to date.

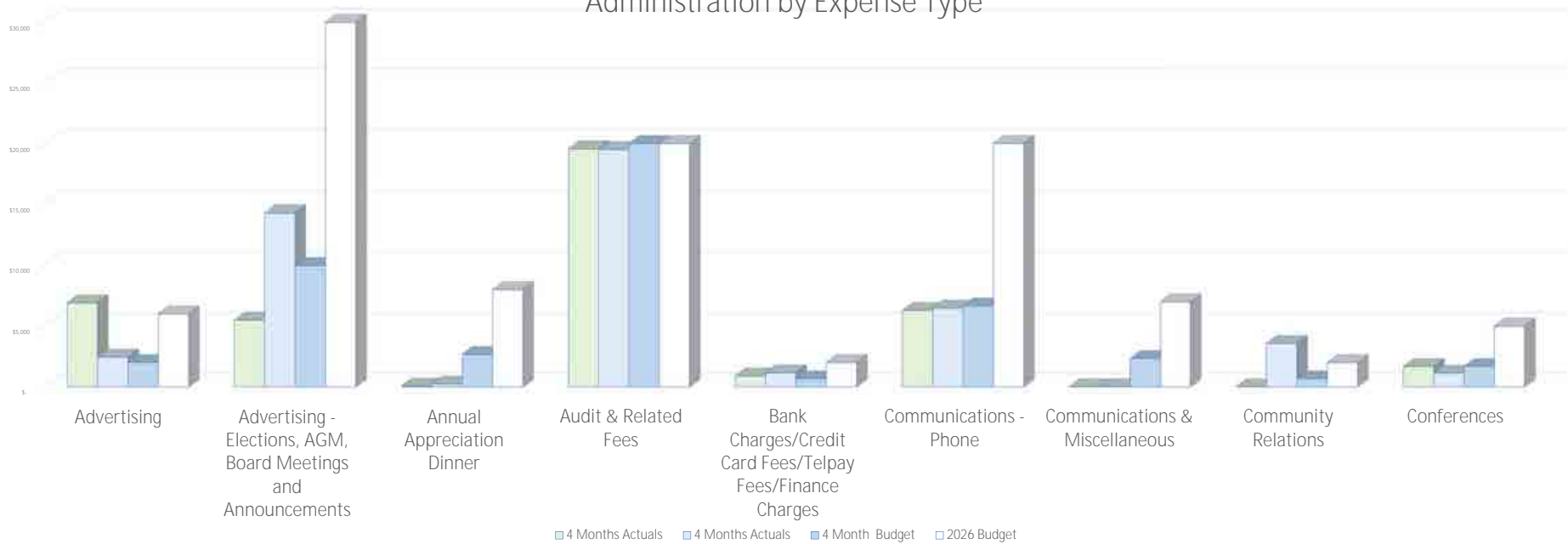
Insurance costs are tracking close to budget expectations.

No bond repayment expenses have been incurred to date.

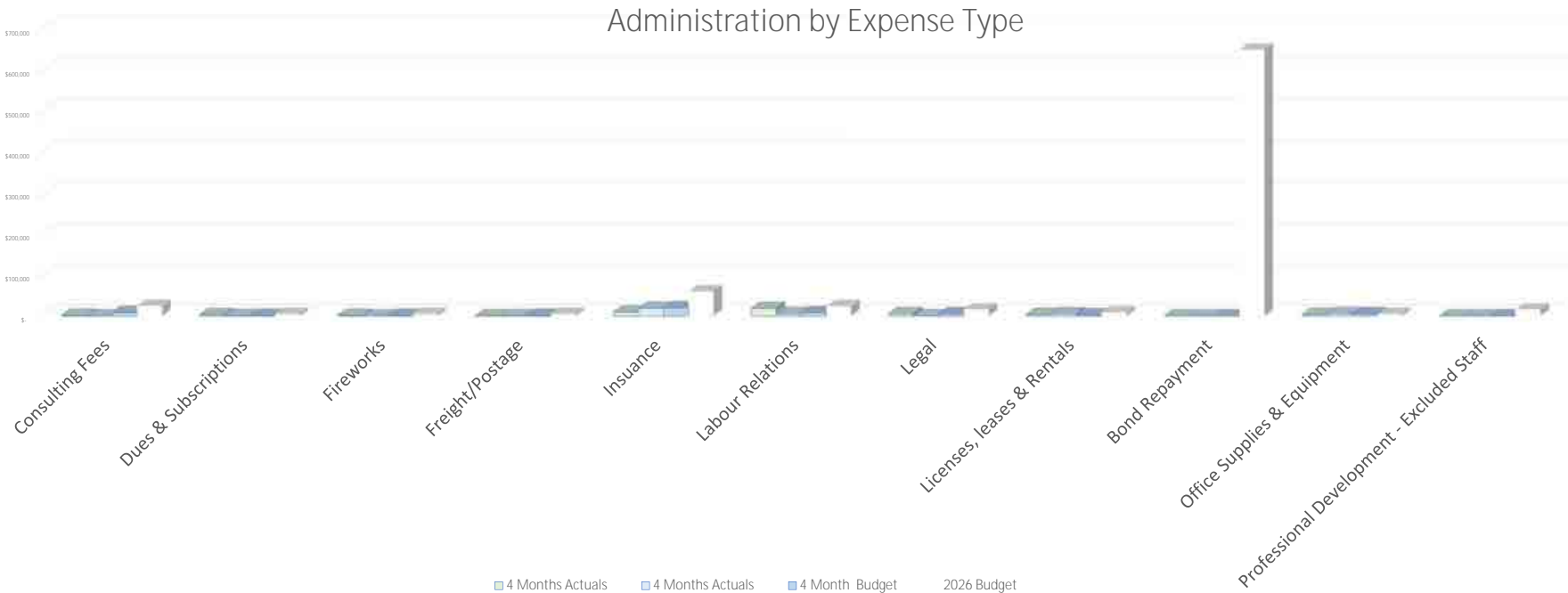
Overall, administration expenses remain favourable to budget through the first four months of 2026, with current variances primarily related to timing and operational activity levels.



Administration by Expense Type



Administration by Expense Type



Operating Expenses

Line #		2025	2026			
		4 Months Actuals	4 Months Actuals	4 Month Budget	2026 Budget	
40	Clothing - Career	\$ 8,403	\$ 4,461	\$ 6,000	\$ 18,000	
41	Clothing - Paid on Call	\$ 900	\$ 2,136	\$ 5,333	\$ 16,000	
42	Clothing - Protective	\$ 1,835	\$ 72,664	\$ 20,333	\$ 61,000	
43	Computer, Hardware, Software & S	\$ 9,119	\$ 9,796	\$ 5,333	\$ 16,000	
44	Employee/ POC Recognition	\$ -	\$ 468	\$ 3,333	\$ 10,000	
45	Equipment - Repair & Maintenance	\$ 611	\$ 1,097	\$ 4,000	\$ 12,000	
46	Equipment Purchase - Small Tools	-\$ 702	\$ 1,564	\$ 3,667	\$ 11,000	
47	Fire Department Record System	\$ -	\$ -	\$ 1,333	\$ 4,000	
48	Fire Prevention & Public Education	\$ 130	\$ 6,526	\$ 5,333	\$ 16,000	
49	Fire Station Repair & Maintenance	\$ 11,172	\$ 2,375	\$ 16,333	\$ 49,000	
50	Fire Station Utilities	\$ 17,717	\$ 17,104	\$ 13,667	\$ 41,000	
51	First Responder	\$ 5,503	\$ 3,426	\$ 5,333	\$ 16,000	
52	Foam	\$ -	\$ -	\$ 1,333	\$ 4,000	
53	Health & Wellness	\$ 713	\$ 380	\$ 3,667	\$ 11,000	
54	Hydrant Install/Repair	\$ 47,768	\$ 573	\$ 25,000	\$ 75,000	
55	Landscaping	\$ 1,812	\$ 2,400	\$ 2,667	\$ 8,000	
56	Miscellaneous	\$ -	\$ -	\$ 1,333	\$ 4,000	
57	Paid-on-call recruitment & Retentic	\$ 67	\$ 145	\$ 1,667	\$ 5,000	
58	Radio Equipment Repair & Supplies	\$ 28	\$ -	\$ 1,000	\$ 3,000	
59	Self Contained Breathing Apparatus	\$ 19,259	\$ 2,113	\$ 6,667	\$ 20,000	
60	Supplies & Sundries	\$ 2,293	\$ 3,312	\$ 3,667	\$ 11,000	
61	Training - Paid-on-call & Career	\$ 34,920	\$ 26,240	\$ 26,667	\$ 80,000	
62	Vehicle Operating	\$ 13,942	\$ 26,496	\$ 36,667	\$ 110,000	
63	Total Operating Expenses	\$ 175,488	\$ 183,276	\$ 200,333	\$ 601,000	
	% of Total Expenditures		11.6%	12.0%	3.6%	10.7%

Executive Summary

Operating expenses total \$183,276 at April 30, 2026, which is \$17,057 below the four-month budget of \$200,333. -17057

The favourable variance is primarily due to the timing of planned expenditures, with several operational and maintenance items not yet incurred. Key observations include:

Hydrant installation/repair, fire station repairs, and several equipment-related categories remain significantly below budget due to deferred or scheduled work later in the year.

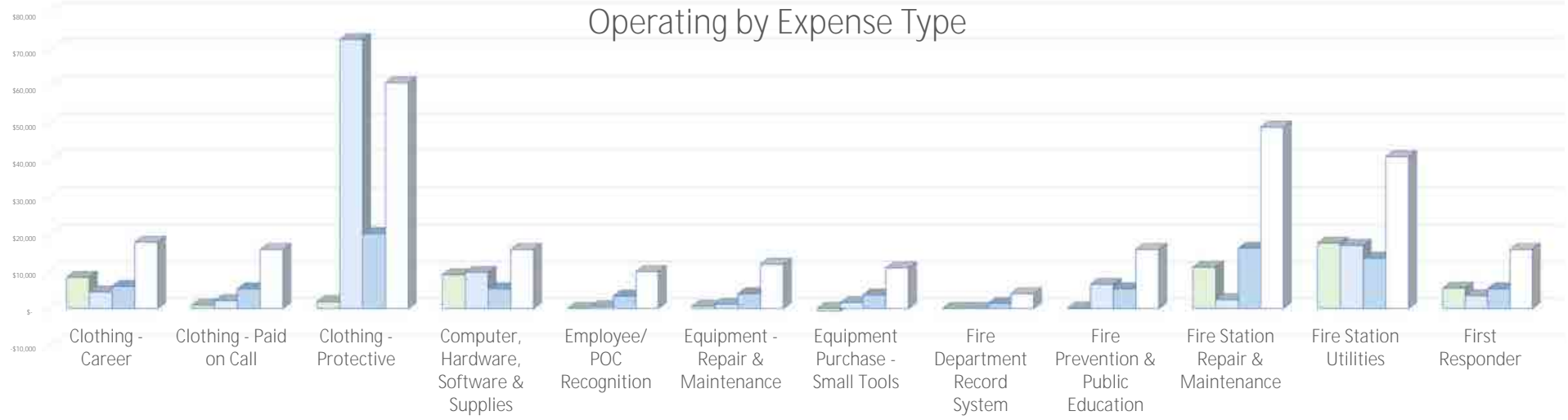
Vehicle operating costs are below budget despite increasing fuel and maintenance pressures.

Computer, hardware, software & supplies and fire prevention & public education are modestly above budget due to operational needs and program activity.

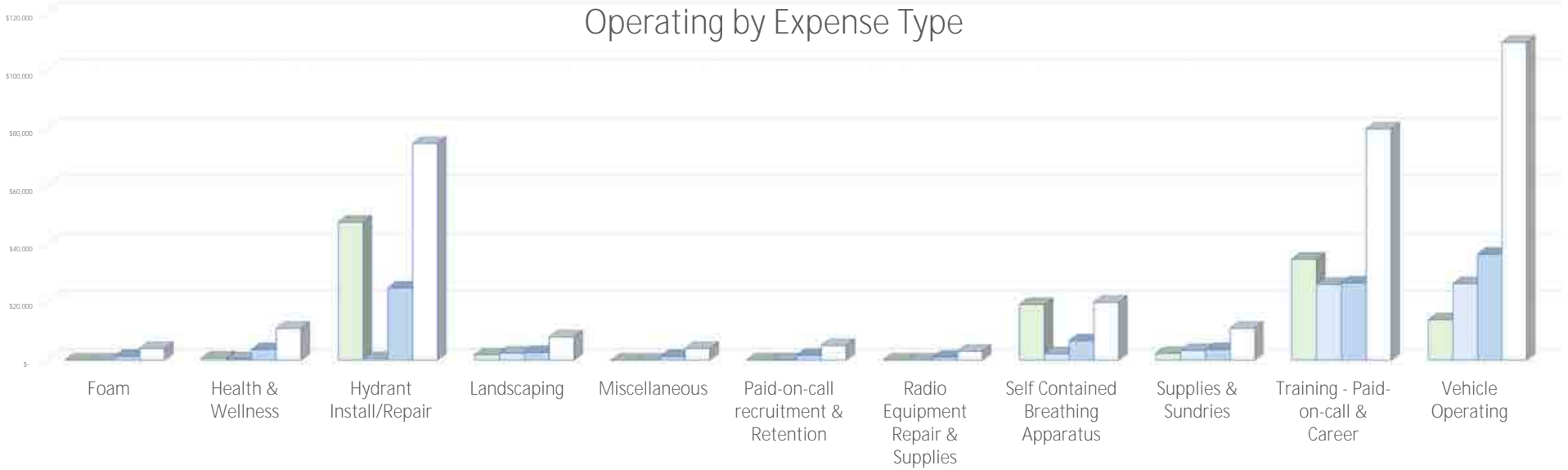
Protective clothing and training costs are tracking close to budget expectations. Overall, operating expenses remain well below budget through the first four months of 2026, with variances largely attributable to timing of planned expenditures and project scheduling.



Operating by Expense Type



Operating by Expense Type



Wages

Line #		2025	2026		
		4 Months Actuals	4 Months Actuals	4 Month Budget	2026 Budget
67	Wage & Related Expenses				
68	Career/Excluded/Casual Staff Wages & Salaries	\$ 789,870	\$ 770,955	\$ 857,333	\$ 2,572,000
69	Paid-on-call Members Wages	\$ 83,652	\$ 90,684	\$ 96,667	\$ 290,000
70	Total Wages	\$ 873,522	\$ 861,638	\$ 954,000	\$ 2,862,000
71	Statutory & Group Benefits				
72	Employee Allowances	\$ -	\$ -	\$ 667	\$ 2,000
73	Employee Group Health, Dental Plans & LTD	\$ 42,591	\$ 42,422	\$ 53,667	\$ 161,000
74	Employer CPP Expense	\$ 49,823	\$ 52,451	\$ 27,333	\$ 82,000
75	Employer EI Expense	\$ 19,716	\$ 22,065	\$ 10,333	\$ 31,000
76	Employer Health Tax	\$ 20,022	\$ 20,910	\$ 19,667	\$ 59,000
77	Employer Registered Pension Plan & Supp. Pension	\$ 100,043	\$ 100,864	\$ 118,667	\$ 356,000
78	Fire Fighter Employee Assistance Plan	\$ 2,339	\$ 171	\$ 17,000	\$ 51,000
79	Group Life, AD&D & WCB	\$ 38,764	\$ 39,520	\$ 33,667	\$ 101,000
80	HUB Health Benefits (POC members)	\$ 23,349	\$ 32,268	\$ 33,333	\$ 100,000
81	Matching RRSP	\$ 12,402	\$ 15,487	\$ 5,000	\$ 15,000
82	Total Statutory & Group Benefits	\$ 309,048	\$ 326,157	\$ 319,333	\$ 958,000
83	Total Wages & Benefits	\$ 1,182,569	\$ 1,187,796	\$ 1,273,333	\$ 3,820,000

Executive Summary

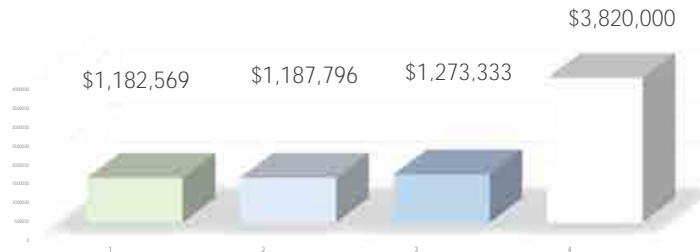
Total wages and benefits at April 30, 2026 are \$1,187,796, which is \$85,537 below the four-month budget of \$1,273,333 (-6.7%).

Total wages of \$861,638 are below the prorated budget of \$954,000, primarily due to lower-than-budgeted career staff wage expenditures. Paid-on-call wages are also slightly below budget.

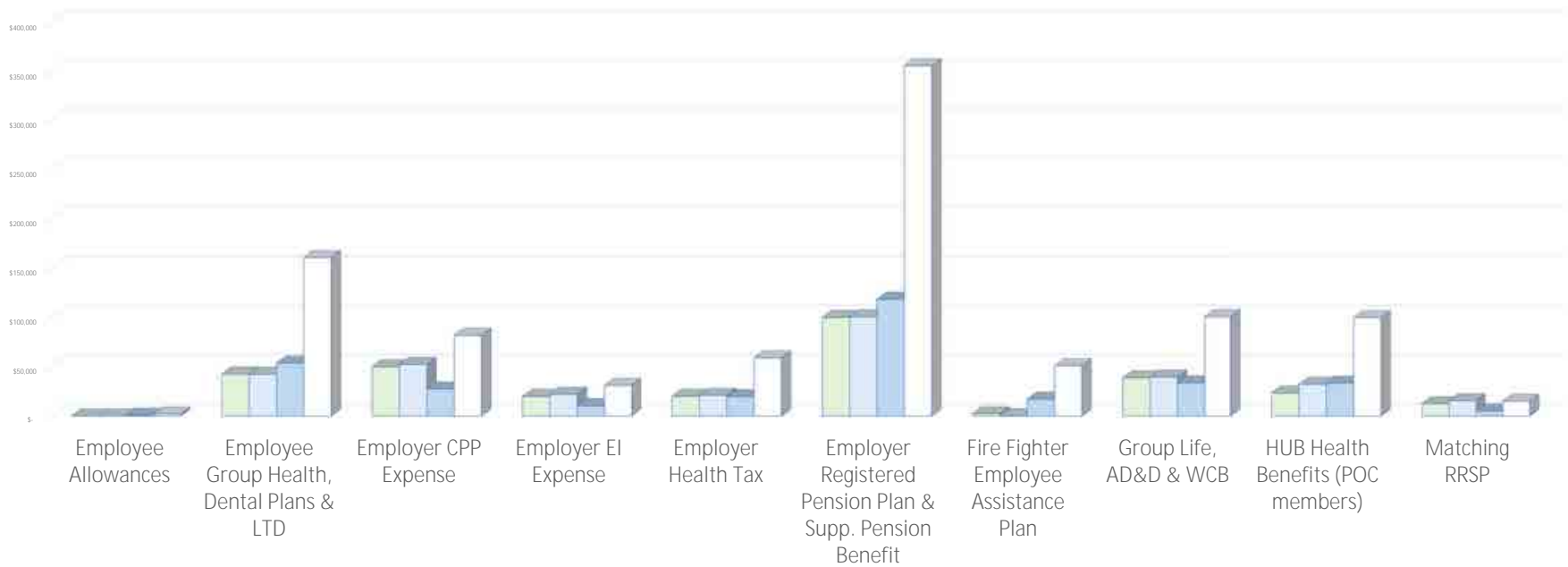
Overall, labour-related costs are currently tracking below budget through the first four months of 2026, reflecting lower wage expenditures partially offset by increased statutory benefit costs.

Continued monitoring of staffing levels, overtime, and benefit obligations will continue through the remainder of the year.

Ongoing monitoring of staffing levels and overtime pressures will continue through the remainder of the year.



Wage Expenses by Type



Capital and Reserve Funds

	2025	2026	
	4 Months Actuals	4 Months Actuals	2026 Budget

Executive Summary

Capital Accounts and Reserve Accounts

Capital Account	2025	2026	2026 Budget
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	\$ 403,262	\$ 585,805	-\$ 225,000
Non Cash Expense (Amortization)	\$ 68,333	\$ 75,000	\$ 225,000
Change in Working Capital (Current Assets - Current Liabi	\$ 471,595	\$ 660,805	\$ -

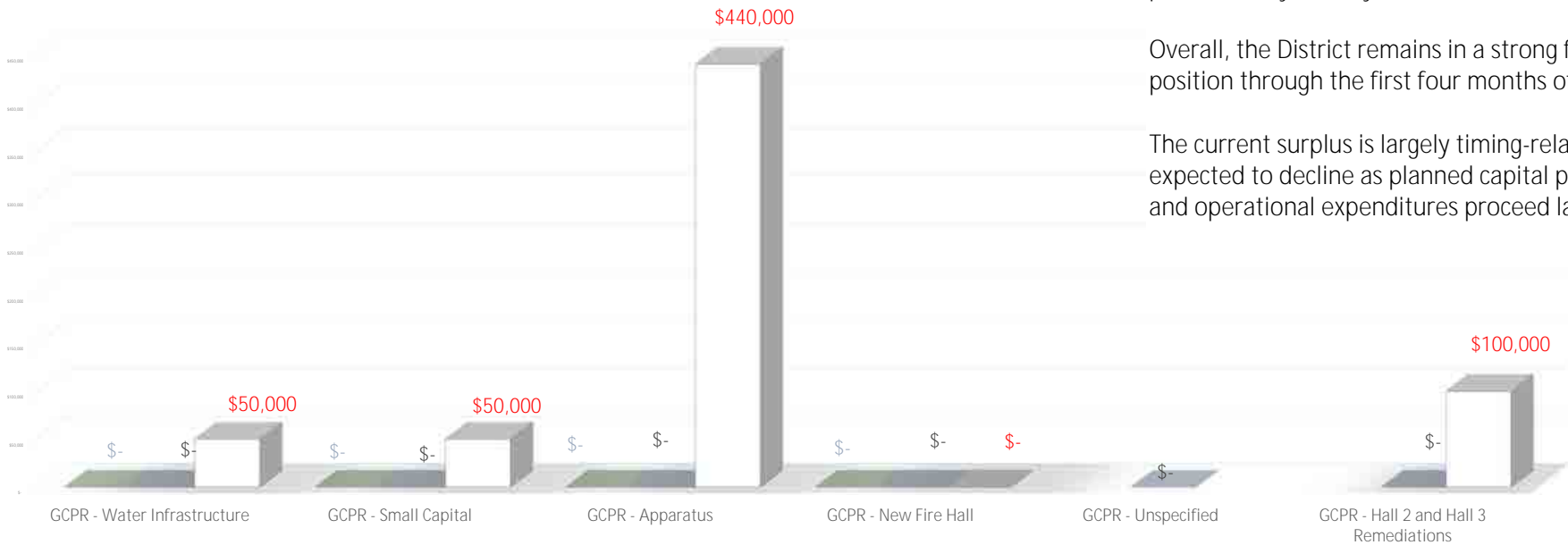
No capital expenditures or reserve transfers have occurred to date against the approved 2026 capital budget of \$640,000, as planned projects and reserve-funded initiatives are expected to proceed later in the year.

Stronger-than-budgeted operating revenues, Lower administration and operating expenditures due to timing, and Delayed capital spending.

Non-cash amortization expense totals \$75,000, while the District's change in working capital is currently \$660,805, indicating a strong liquidity position early in the year.

Overall, the District remains in a strong financial position through the first four months of 2026.

The current surplus is largely timing-related and is expected to decline as planned capital projects and operational expenditures proceed later in the



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	\$ 720,658	\$ 440,000	-\$ 995,000		\$ 165,658
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	\$ 1,373,676	\$ 640,000	-\$ 995,000	-\$ 722,818	\$ 295,858



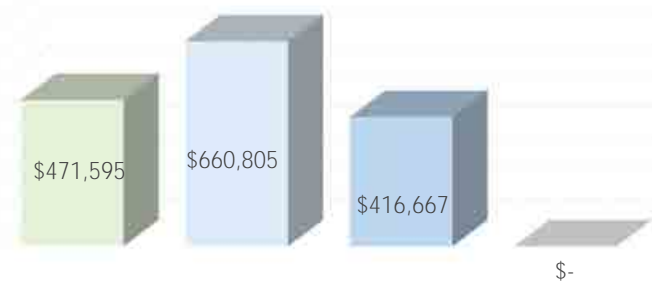
Salt Spring Island Fire Protection District
 Financial Results (unaudited)
 April 30, 2026

Prorate Factor
 Months
 0.33

Salt Spring Island Fire Protection District
 Financial Results (unaudited)
 April 30, 2026

Line #		2025 Approved Actuals	2026 Approved Actuals	2026 Prorated Budget	2026 Approved Budget
1		Consolidated	Consolidated	Consolidated	Consolidated
2	Income				
3	Interest General	\$ 28,276	\$ 52,181	\$ -	\$ -
4	Interest CWRRF	\$ 13,639	\$ 10,195	\$ -	\$ -
5	Miscellaneous Income	\$ 5,191	\$ 43,306	\$ -	\$ -
6	Tax Revenue - LTD Interest	\$ -		\$ -	\$ -
7	Tax Revenue- LTD Retirement	\$ -		\$ -	\$ -
8	Tax Revenue	\$ 1,862,728	\$ 2,012,668	\$ 2,012,667	\$ 6,038,000
9	Total Income	\$ 1,909,833	\$ 2,118,350	\$ 2,012,667	\$ 6,038,000
10					
11	Administration Expenses				
13	Advertising	\$ 6,914	\$ 2,448	\$ 2,000	\$ 6,000
14	Advertising - Elections, AGM	\$ 5,496	\$ 14,304	\$ 10,000	\$ 30,000
15	Annual Appreciation Dinner	\$ 57	\$ 221	\$ 2,667	\$ 8,000
16	Audit & Related Fees	\$ 19,561	\$ 19,500	\$ 20,000	\$ 20,000
17	Bank Charges/Credit Card Fees	\$ 883	\$ 1,147	\$ 667	\$ 2,000
18	Communications - Phone	\$ 5,402	\$ 6,477	\$ 6,667	\$ 20,000
19	Communications & Miscellaneous			\$ 2,333	\$ 7,000
20	Community Relations	\$ 1,669	\$ 3,574	\$ 667	\$ 2,000
21	Conferences	\$ 1,665	\$ 1,120	\$ 1,667	\$ 5,000
22	Consulting Fees	\$ 3,031	\$ 98	\$ 8,333	\$ 25,000
23	Dues & Subscriptions	\$ 1,471	\$ 1,083	\$ 1,667	\$ 5,000
24	Fireworks			\$ 1,667	\$ 5,000
25	Freight/Postage	\$ 1,070	\$ 637	\$ 1,667	\$ 5,000
26	Insurance	\$ 18,499	\$ 18,906	\$ 20,000	\$ 60,000
27	Labour Relations	\$ 1,445	\$ 5,622	\$ 8,000	\$ 24,000
28	Legal	\$ 5,505	\$ 420	\$ 5,333	\$ 16,000
29	Licenses, leases & Rentals	\$ 3,889	\$ 5,208	\$ 3,000	\$ 9,000
32	Bond Repayment	\$ -			\$ 650,000
33	Office Supplies & Equipment	\$ 3,623	\$ 5,709	\$ 5,333	\$ 16,000
35	Professional Development -	\$ -		\$ 667	\$ 2,000
36	Total Administration Expenses	\$ 80,180	\$ 86,473	\$ 102,333	\$ 917,000
37					
38					
39	Amortization	\$ 68,333	\$ 75,000	\$ 18,750	\$ 225,000
40					
41	Clothing - Career	\$ 8,403	\$ 4,461	\$ 6,000	\$ 18,000
42	Clothing - Paid on Call	\$ 900	\$ 2,136	\$ 5,333	\$ 16,000
43	Clothing - Protective	\$ 1,835	\$ 72,664	\$ 20,333	\$ 61,000
44	Computer, Hardware, Software	\$ 9,119	\$ 9,796	\$ 5,333	\$ 16,000
45	Employee/ POC Recognition		\$ 468	\$ 3,333	\$ 10,000
46	Equipment - Repair & Maintenance	\$ 611	\$ 1,097	\$ 4,000	\$ 12,000
47	Equipment Purchase - Small	\$ 702	\$ 1,564	\$ 3,667	\$ 11,000
48	Fire Department Record System			\$ 1,333	\$ 4,000
49	Fire Prevention & Public Education	\$ 130	\$ 6,526	\$ 5,333	\$ 16,000
50	Fire Station Repair & Maintenance	\$ 11,172	\$ 2,375	\$ 16,333	\$ 49,000
51	Fire Station Utilities	\$ 17,717	\$ 17,104	\$ 13,667	\$ 41,000
52	First Responder	\$ 5,503	\$ 3,426	\$ 5,333	\$ 16,000
53	Foam			\$ 1,333	\$ 4,000
54	Health & Wellness	\$ 713	\$ 380	\$ 3,667	\$ 11,000
55	Hydrant Install/Repair	\$ 47,768	\$ 573	\$ 25,000	\$ 75,000
56	Landscaping	\$ 1,812	\$ 2,400	\$ 2,667	\$ 8,000
57	Miscellaneous			\$ 1,333	\$ 4,000
58	Paid-on-call recruitment & Retention	\$ 67	\$ 145	\$ 1,667	\$ 5,000
59	Radio Equipment Repair & Replacement	\$ 28		\$ 1,000	\$ 3,000
	Self Contained Breathing Apparatus	\$ 19,259	\$ 2,113	\$ 6,667	\$ 20,000
61	Supplies & Sundries	\$ 2,293	\$ 3,312	\$ 3,667	\$ 11,000
62	Training - Paid-on-call & Career	\$ 34,920	\$ 26,240	\$ 26,667	\$ 80,000
63	Vehicle Operating	\$ 13,942	\$ 26,496	\$ 36,667	\$ 110,000
+	Total Operating Expenses	\$ 175,488	\$ 183,276	\$ 200,333	\$ 601,000

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	\$ 789,870	\$ 770,955	\$ 857,333	\$ 2,572,000
69	Paid-on-call Members Wages	\$ 83,652	\$ 90,684	\$ 96,667	\$ 290,000
70	Total Wages	\$ 873,522	\$ 861,638	\$ 954,000	\$ 2,862,000
71	Statutory & Group Benefits				
72	Employee Allowances			\$ 667	\$ 2,000
73	Employee Group Health, Dental Plans & LTD	\$ 42,591	\$ 42,422	\$ 53,667	\$ 161,000
74	Employer CPP Expense	\$ 49,823	\$ 52,451	\$ 27,333	\$ 82,000
75	Employer EI Expense	\$ 19,716	\$ 22,065	\$ 10,333	\$ 31,000
76	Employer Health Tax	\$ 20,022	\$ 20,910	\$ 19,667	\$ 59,000
77	Employer Registered Pension Plan & Supp. Pension Benefits	\$ 100,043	\$ 100,864	\$ 118,667	\$ 356,000
78	Fire Fighter Employee Assistance Plan	\$ 2,339	\$ 171	\$ 17,000	\$ 51,000
79	Group Life, AD&D & WCB	\$ 38,764	\$ 39,520	\$ 33,667	\$ 101,000
80	HUB Health Benefits (POC members)	\$ 23,349	\$ 32,268	\$ 33,333	\$ 100,000
81	Matching RRSP	\$ 12,402	\$ 15,487	\$ 5,000	\$ 15,000
82	Total Statutory & Group Benefits	\$ 309,048	\$ 326,157	\$ 319,333	\$ 958,000
83	Total Wages & Benefits	\$ 1,182,569	\$ 1,187,796	\$ 1,273,333	\$ 3,820,000
84					
85	Extraordinary Expense/ Contingency Reserve	\$ -		\$ 20,000	\$ 60,000
86					
87	Total Expenses	\$ 1,506,571	\$ 1,532,545	\$ 1,614,750	\$ 5,623,000
88	Surplus Before Capital Expenses	\$ 403,262	\$ 585,805	\$ 397,917	\$ 415,000
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 Funds	\$ -	\$ -	\$ -	\$ 640,000
106					
107	Principal Payments - LTD & Lease (SCBA)		\$ -	\$ -	\$ -
108	SCBA Lease payout				
109	Surplus After Capital Expenses & Principal Payments LTD	\$ 403,262	\$ 585,805	\$ 397,917	\$ 225,000
110	Non Cash Expense (Amortization)	\$ 68,333	\$ 75,000	\$ 18,750	\$ 225,000
111	Change in Working Capital (Current Assets - Current Liabilities)	\$ 471,595	\$ 660,805	\$ 416,667	\$ -



Salt Spring Island Fire Protection District (SSIFPD) Staff Report

Date: May 8, 2026
Subject: New Fire Hall Project Status Update for May 31, 2026
To: Board of Trustees
From: Rodney Dieleman, CAO

Issue: New Fire Hall Project Status Update for May 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 May 31, 2026, a total of \$12,910,496 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 May 31, 2026	Actuals to May 31, 2026
Construction Costs	\$ 8,075,200	\$ 12,038,592	\$ 11,708,193
2021 cost escalation estimate	\$ 1,532,900	included	included
Permits	\$ 100,000	included	included
Insurance	\$ 100,000	included	included
Construction Contingency	\$ 1,391,900	\$ 172,408	\$ -
Total Direct Construction Costs:	\$ 11,200,000	\$ 12,211,000	\$ 11,708,193
Architect	\$ 858,000	\$ 948,000	\$ 848,804
Project Manager	\$ 560,000	\$ 231,000	\$ 213,035
Contractor	\$ 672,000	Included	included
Interim Financing	\$ 410,000	Included	included
Total Consulting Costs:	\$ 2,500,000	\$ 1,179,000	\$ 1,061,839
Building Amenities:	\$ -	\$ 300,000	\$ 140,464
Total Project Costs	\$ 13,700,000	\$ 13,690,000	\$ 12,910,496
Capital Region Community Works Grant	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
SSIFPD Capital Reserve Funds	\$ 3,000,000	\$ 2,990,000	\$ 2,210,496
25 year Bond Financing	\$ 9,700,000	\$ 9,700,000	\$ 9,700,000
Total Financing:	\$ 13,700,000	\$ 13,690,000	\$ 12,910,496

Owner' Representative Report

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

Work in Progress

- Mechanical, electrical, and plumbing systems are being completed, including final commissioning, testing, and balancing.
- Installation of the rainwater catchment system is underway and nearing completion.
- A small crew is currently installing furniture, audio-visual equipment, whiteboards, hardware, and specialty equipment throughout the facility.
- Deficiency identification and corrective work are ongoing as we move toward project completion.

Approximately 10% of the project remains to be completed, including:

- Final inspections and regulatory approvals.
- Completion and correction of outstanding deficiencies.
- Final commissioning and operational testing of building systems.
- Final cleaning and preparation for occupancy.
- Submission of closeout documentation, including warranties, operating manuals, and maintenance information.

Conclusion

Overall, the project continues to progress well and remains in its final stages. The building is approaching readiness for occupancy, with current efforts focused on final detailing, commissioning, deficiency correction, and project closeout activities.

DRAFT

Salt Spring Island Fire Protection District

Communicable Disease Response and Remote Work Policy

POLICY ADMINISTRATION

Policy Number	AE-2409-01
Policy Category	Employment
Approved By	Board of Trustees
Approval Date	TBD
Review Date	TBD
Supersedes	AE-2406-01, AE-2407-01

PURPOSE

This policy establishes Salt Spring Island Fire Protection District's response framework for public health emergencies and communicable disease events, including provisions for workplace safety, employee protection, and operational continuity. It aligns with the BC Public Health Act, WorkSafeBC communicable disease prevention requirements, and directives issued by the BC Centre for Disease Control and Island Health.

SCOPE

This policy applies to all employees, volunteers and the Board of Trustees of the Salt Spring Island Fire Protection District. It governs preventive measures during elevated public health risk periods, remote or alternate work arrangements, and reporting, isolation, and return-to-work procedures when illness is suspected or confirmed. This policy replaces prior COVID-specific documents and serves as a standing response framework for future events.

DEFINITIONS

“BC Health authorities” include the BC Ministry of Health, the Provincial Health Officer, the BC Centre for Disease Control, and Island Health, which provide public health directives, disease prevention guidance, and outbreak management.

“Board of Trustees” means the Board of Trustees of the Salt Spring Island Fire Protection District.

“Communicable disease event” means any instance, occurrence, suspected case, cluster, or outbreak involving a communicable disease — i.e., an illness caused by a specific infectious agent that can be transmitted directly or indirectly — including exposure, suspected or confirmed infection, or any event triggering public-health or workplace health & safety measures under BC Health **authorities’** guidance.

“Employee” for purposes of this policy means casual, part-time and regular employees including paid-on-call members and volunteers acting on behalf of the District.

“Exposure” means close or direct contact with a confirmed or suspected case of a communicable disease or has been present in an environment where transmission could reasonably occur, as defined by BC Health authorities.

“SSIFPD” means the Salt Spring Island Fire Protection District.

POLICY STATEMENT

The District is committed to safeguarding health and maintaining essential services during communicable disease events. The SSIFPD subscribes to the following guideline principles:

1. Health and Safety First: Employee and public health is prioritized consistent with provincial public health orders.
2. Operational Continuity: Maintain essential emergency and administrative functions.
3. Compliance: All employees must adhere to directions from BC Health authorities and SSIFPD leadership.
4. Flexibility: Provisions may be adjusted as circumstances evolve or as directed by the Fire Chief or Corporate Administrative Officer.

Preventative Measures

In accordance with BC Health authorities’ guidance, the SSIFPD will maintain a staffing call-out protocol, ensure hygiene and Personal Protective Equipment (PPE) availability, encourage employees to stay home when ill, and post information on current health measures.

Employee Health and Isolation Requirements

Employees showing symptoms of a communicable disease must inform their supervisor and remain home until symptom-free per BC Health authorities' guidelines. Public health isolation or testing requirements will be followed as mandated. If an employee has had close or direct contact with a confirmed or suspected case of a communicable disease or has been present in an environment where transmission could reasonably occur, as defined by BC Health authorities, the exposure must be reported to their supervisor, and confidentiality will be maintained.

Remote and Alternate Work

Remote work may be implemented during declared public health emergencies or as a preventive measure. Employees must remain available during work hours, maintain confidentiality, and use SSIFPD systems securely. Equipment may be provided when feasible, and employees must ensure home safety standards, including maintaining a workspace that is ergonomically appropriate, free of physical hazards, compliant with basic fire safety practices, suitable for secure and uninterrupted work, and consistent with WorkSafeBC requirements for home-based workspaces.

Essential Service Continuity

During public health emergencies, essential employees such as Firefighters and First Responders may be directed to report under adjusted safety protocols. Return-to-work criteria follow BC Health authorities' recommendations.

Communication and Reporting

The SSIFPD will communicate updates from BC Health authorities. The Fire Chief or Corporate Administrative Officer will coordinate employee responses. Employees must promptly report exposures or confirmed infections.

AUTHORITY

BC Public Health Act and WorkSafeBC requirements.

COMPLIANCE & ENFORCEMENT

Non-compliance may result in disciplinary action consistent with District policy.

RECORDS MANAGEMENT

Records must be maintained per District records and legislative requirements.

REFERENCES & RELATED DOCUMENTS

BC Public Health Act and Regulations:

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/00_08028_01

Office of the Provincial Health Officer:

<https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer>

Island Health: www.islandhealth.ca

WorkSafeBC Communicable Disease Prevention: www.worksafebc.com

BC Centre for Disease Control (BCCDC): www.bccdc.ca

REVIEW & REVISION

This policy will be reviewed annually or as directed by new guidance from BC Health authorities. The COVID-19 Work from Home Policy No. AE-2406-01 and the COVID Isolation Policy No. AE-2407-01 are rescinded.

DRAFT

Salt Spring Island Fire Protection District

Staff Expenses Policy

POLICY ADMINISTRATION

Policy Number	AF-3301-04
Policy Category	Finance
Approved By	Board of Trustees
Approval Date	TBD
Review Date	TBD
Supersedes	AF-3301-01, AF-3301-02, AF-3301-03

PURPOSE

To establish clear guidelines for the reimbursement and management of staff expenses incurred while conducting District business, ensuring accountability, consistency, and use of District funds.

SCOPE

This policy applies to all District staff including Trustees who incur expenses while representing the District, attending meetings, conferences, seminars, training, or otherwise conducting authorized District business.

DEFINITIONS

“District Credit Card” means a credit card issued by the District to authorized staff for approved expenditures.

“Staff” for purposes of this policy means casual, part-time and regular employees including paid-on-call members and volunteers acting on behalf of the District.

“Per Diem” means a daily maximum reimbursement amount for meals and incidental expenses.

“Reasonable Expenses” means costs that are necessary, appropriate, and reflect sound judgment in the circumstances.

POLICY STATEMENT

Staff may incur reasonable expenses within approved budget limits while representing the District, conducting District business, or attending meetings, conferences, seminars, and training. All expenses must be supported by appropriate documentation.

Responsibility And Training

Staff are responsible for complying with and implementing this policy. The Fire Chief is responsible for ensuring staff are informed and trained on its requirements.

Budget

The Fire Chief is responsible for including anticipated expenses for conferences, seminars, and training in the annual budget submission to the Finance Committee. All travel and event-related expenses must receive prior approval from the Fire Chief.

Frequency Of Conference Attendance

Staff may attend no more than one conference per calendar year unless otherwise approved by the Board of Trustees.

Registration and Course Fees

Registration and course fees, including applicable taxes, will be paid by the District.

Transportation

Staff shall select transportation options that are reasonable and cost-effective relative to the distance travelled. Use of a personal vehicle will be reimbursed at the prevailing Canada Revenue Agency mileage rate, plus tolls, parking, and ferry charges. Staff travelling to the same event are expected to share transportation where practical. Air travel will be reimbursed at economy class rates only. Any upgrades (including preferred seating or excess baggage fees) are at the individual's expense.

Accommodation

Accommodation must be reasonably located in relation to the business activity and booked at the best available rate. The District will reimburse the cost of a standard single-occupancy room with receipts. Where private accommodation is used (e.g., staying with friends or relatives), a flat rate of \$50 per night will be reimbursed without receipts.

Meals and Incidental Expenses (Per Diems)

The District will reimburse reasonable meal and incidental expenses incurred during travel. Claims must be supported by receipts. No reimbursement will be provided for meals included in event fees or otherwise provided at no cost. Reimbursement is limited to the lesser of actual costs incurred or \$110.00 per day. The daily maximum applies to the total of all meals in a single calendar day. Where District credit card charges exceed the allowable daily maximum, the employee must promptly reimburse the excess or authorize payroll deduction.

Spouse/Partner Expenses

Expenses for spouses, partners, or family members will not be reimbursed, except in cases of relocation related to employment with the District

Payment By Cheque Requisition

Staff may request reimbursement by submitting a cheque requisition with all required receipts following the event.

Payment By District Credit Card

Authorized staff may use a District-issued credit card for expenses permitted under this policy. All receipts must be retained and submitted with the credit card statement. Each expense must be coded to the appropriate account prior to approval.

Review and Approval of Expenses

Staff expenses must be reviewed and approved by the Fire Chief. In the Fire Chief's absence, approval may be provided by the Deputy Chief. Expenses submitted by the Management Team (Fire Chief, Deputy Chief, and CAO) must be reviewed and approved by the Chair of the Finance Committee.

EMPLOYER'S DISCRETION

The Board of Trustees reserves the right to amend this policy at any time.

AUTHORITY

The Board of Trustees has authority over this policy. Administration and implementation are delegated to the Fire Chief.

COMPLIANCE AND ENFORCEMENT

All staff must comply with this policy. Expenses require appropriate approval. Non-compliance may result in denial of reimbursement.

RECORDS MANAGEMENT

All expense claims and documentation must be retained in accordance with District requirements.

REFERENCES & RELATED DOCUMENTS

[Salt Spring Island Fire Rescue Operational Guideline 1.03.08 - Travel Expense Rate \(Per Diem\)](#)

REVIEW AND REVISION

This policy will be reviewed periodically and may be amended by the Board of Trustees.

REVISION HISTORY

Version	Date	Change Description	Approved By
AF-3301-01	Sept. 21, 2015	Initial approval	Board of Trustees
AF-3301-02	Oct. 26, 2015	Amendment	Board of Trustees
AF-3301-03	May 28, 2018	Amendment	Board of Trustees

DRAFT

Salt Spring Island Fire Protection District

Respectful Workplace Policy

POLICY ADMINISTRATION

Policy Number	AE-2401-02
Policy Category	Employment
Approved By	Board of Trustees
Approval Date	TBD
Review Date	
Supersedes	AE-2401-01

PURPOSE

The Salt Spring Island Fire Protection District (“District”) is committed to providing and maintaining a respectful workplace where all workers are treated with dignity and respect. This policy prevents and addresses workplace bullying and harassment, discrimination, and sexual harassment, and establishes a fair, timely, and impartial complaint resolution process.

SCOPE

This policy applies to all District workers, including unionized career members, paid-on-call members, excluded staff, casual employees, volunteers, supervisors, managers and Trustees. This policy applies to conduct occurring at District workplaces and facilities, incident scenes, training, meetings, conferences, District events, work-related travel, work-related social situations, and through written and electronic communications. Off-duty conduct may fall under this policy where it impacts workplace relationships.

DEFINITIONS

“Bullying and Harassment” includes inappropriate conduct or comment by a person toward a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated. A single serious incident may qualify if it has a lasting harmful effect.

Bullying and harassment excludes reasonable management actions carried out in a respectful manner.

“Discrimination” means discrimination as defined by the BC Human Rights Code.

“Sexual Harassment” means unwelcome conduct of a sexual nature that affects the work environment or leads to adverse job-related consequences.⁴ Policy Statement

POLICY STATEMENT

The District will not tolerate bullying and harassment, discrimination, or sexual harassment. Where a complaint is substantiated, corrective action will be taken up to and including termination of employment or removal from volunteer service

Rights and Responsibilities

All workers must treat others respectfully, refrain from prohibited conduct, report incidents, and cooperate in investigations. Supervisors and managers must model respectful conduct, act promptly, prevent retaliation, and document concerns. The District will implement prevention measures, provide training, ensure complaints are addressed fairly, and conduct investigations impartially.

Reporting Options (Multiple Paths)

Workers may report concerns to their supervisor, Fire Chief, Corporate Administrator, or Board Chair (only where complaint involves the Fire Chief/Corporate Administrator or where other reporting options are compromised). If the supervisor is the respondent, report through another option. Anonymous reports will be reviewed, but may limit investigation.

Resolution Process

Early / Informal Resolution: where appropriate and safe, concerns may be addressed through coaching, facilitated discussion, or voluntary mediation. Informal resolution is not required where conduct is severe, there is a power imbalance, or the worker requests formal handling. Formal Complaint: should include date(s), time(s), location(s), description, witnesses, and supporting documents. Complaints should be made as soon as possible, ideally within 14 days of the incident.

Investigation

Investigations will occur when a formal complaint is made or when the District becomes aware of serious concerns. Investigations may be conducted by trained internal personnel or external investigators where required. The District will acknowledge complaints within 10 business days

and complete investigations within 60 calendar days where feasible. Parties will be advised of outcomes, subject to privacy limitations.

Confidentiality and Privacy

All parties must maintain confidentiality to the greatest extent possible. Records will be handled in accordance with FOIPPA and disclosed only as necessary to address the complaint, conduct a fair investigation, or comply with legal obligations.

Protection from Retaliation

Retaliation or reprisal against anyone who in good faith raises a concern, files a complaint, or participates in an investigation is prohibited and may result in discipline. Bad faith complaints may also result in discipline.

Support Measures

The District may implement interim measures such as modified reporting relationships, schedule adjustments, temporary reassignment, or no-contact directives. These measures are not disciplinary unless stated otherwise.

Training and Communication

The District will provide respectful workplace training during onboarding and refresher training at least every 2 years. Supervisors will receive enhanced training. Workers will sign an acknowledgement confirming they have read and understood this policy.

AUTHORITY

This policy aligns with WorkSafe BC OHS requirements, BC Human Rights Code, and FOIPPA.

COMPLIANCE AND ENFORCEMENT

All workers must comply. The District will investigate complaints and take appropriate action. Retaliation is prohibited.

RECORDS MANAGEMENT

Records will be managed in accordance with FOIPPA and kept confidential on a need-to-know basis.

REFERENCES & RELATED DOCUMENTS

[WorksafeBC Employer Duties Workplace Bullying & Harassment](#)

[BC Human Rights Code](#)

[BC Freedom of Information and Protection of Privacy Act](#)

District Recruitment, Harassment Prevention, and Code of Conduct Policies

Appendix A - Respectful Workplace Complaint Process & Form Template

REVISION HISTORY

Version	Date	Change Description	Approved By
AE-2401-01	Jan. 18, 2016	Initial approval	Board of Trustees

Appendix A

Salt Spring Island Fire Protection District Respectful Workplace Complaint Process & Form Template

1. Complaint Process (Bullying & Harassment / Discrimination / Sexual Harassment)

This document supports Policy AE-2401-02 Respectful Workplace / Harassment & Discrimination Prevention Policy.

1.1 Immediate Safety

- If there is immediate danger, call 911.
- If urgent operational safety concerns exist, notify the Officer in Charge / Fire Chief immediately.

1.2 Reporting Options

A worker may report a concern to any of the following: Immediate Supervisor, Fire Chief, Corporate Administrator, Board Chair (only where complaint involves the Fire Chief/Corporate Administrator or where other reporting options are compromised)

1.3 Informal Resolution (Where Appropriate)

Where safe and appropriate, the District may attempt informal resolution such as:

- Coaching / facilitated discussion
- Voluntary mediation
- Clarification of expectations / behaviour standards

Informal resolution is not required where the conduct is severe, involves a power imbalance, or the worker requests a formal complaint process.

1.4 Formal Complaint

A formal complaint should be submitted in writing using the attached template, where possible. Complaints should be made as soon as practicable.

1.5 Acknowledgement

The District will acknowledge receipt of a formal complaint within 5 business days (where feasible).

1.6 Interim Measures

Where required, interim measures may be implemented (not disciplinary unless stated) including:

- **schedule changes**
- **modified reporting relationships**
- **temporary reassignment**
- **no-contact directions**

1.7 Investigation

An investigation may be conducted by a trained internal investigator or an external investigator (recommended where there is conflict of interest, seniority, seriousness, or sensitivity).

The investigator will:

- interview the Complainant, Respondent, and witnesses
- collect relevant documents and records
- assess evidence

1.8 Timelines

The District will make reasonable efforts to complete investigations within 60 calendar days. If delays occur, parties will be advised.

1.9 Findings & Outcomes

At the conclusion of the investigation:

- **the parties will be advised whether the complaint was substantiated**
- **corrective actions will be implemented as appropriate**
- **privacy limitations may restrict disclosure of specific discipline**

1.10 Records & Confidentiality

All documentation will be handled in accordance with FOIPPA and maintained in confidential storage. Information will be shared only on a need-to-know basis.

1.11 Protection from Retaliation

Retaliation or reprisal is prohibited. Any retaliation may result in discipline up to and including termination or removal from volunteer service.

2. [Template: Respectful Workplace Complaint Form](#)

Date Submitted:

Complainant Name:

Position / Role:

Work Location / Station:

Preferred Contact (phone/email):

Respondent Name(s):

Respondent Position / Role:

Type of Concern (check all that apply): Bullying & Harassment Discrimination Sexual Harassment
 Other

Incident Date(s) and Time(s):

Incident Location(s):

Description of Incident(s): Provide a clear description of what occurred. Include exact words used if possible.

Witnesses (names and contact info):

Supporting Documents Attached: Emails Texts Photos Other

Steps Already Taken (if any):

Desired Resolution / Outcome:

Safety Concerns / Interim Measures Requested:

Signature (Complainant):

Date:

3. [Template: Investigation Summary \(Internal Use\)](#)

File Number:

Investigator:

Date Assigned:

Complainant:

Respondent:

Allegations Summary:

Policy / Code References: AE-2401-02, WorkSafe BC OHS & BC Human Rights Code (as applicable)

Interim Measures Implemented:

Interviews Conducted: Complainant / Respondent / Witnesses (list names and dates)

Documents Reviewed:

Findings (Balance of Probabilities):

Conclusion: Substantiated Not Substantiated Inconclusive

Corrective Actions / Recommendations:

Date Closed:

Investigator Signature:

Date:
