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

Date: June 15, 2026

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

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

Regrets: Mary Lynn Hetherington, Trustee

Staff Members Present: Rodney Dieleman, Corporate Administrator and Financial Officer
Jamie Holmes, Fire Chief
Hans Hazenboom, New Fire Hall Project Owner's Representative
Sarah Shugar, Recorder

Others Present: 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 7:02 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 May 25, 2026 – For Approval

The draft minutes of the Regular Trustee meeting held May 25, 2026 were presented.

2026-048
MOVED by Trustee Oliver, SECONDED by Trustee Lindstrom,
That the draft minutes of the Regular Trustee meeting held May 25, 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. There were no speakers in the town hall session.

6. STANDING COMMITTEE REPORTS

6.1 Communications & Marketing Committee

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

By general consent, the minutes were received.

6.2 Finance & Audit Committee

6.2.1 Minutes of the June 9, 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 May 27, 2026 meeting – For Information

By general consent, the minutes were received.

6.4 Strategic Planning & Policy Development Committee

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

By general consent, the minutes were received.

7. CORRESPONDENCE - None

8. REPORTS

8.1. Fire Chief's Report – May 2026

Chief Holmes presented a verbal report and highlighted the following:

- The new ladder truck is currently stored at Hall 2 and is planned to be relocated to the new Fire Hall 1 prior to July 1, 2026. Staff have begun training and pre-planning activities. The truck is expected to be operational in the fall, pending outfitting with required equipment such as nozzles and related gear.
- Chief Holmes attended the BC Fire Chiefs Conference in Victoria last week. During the conference, he met with FUS representatives and will provide a follow-up report at the next meeting. The BC Fire Chiefs Association approved drafting a letter to both the Provincial and Federal governments addressing the impacts of climate change on fire services.

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

The Association report for May 2026 was presented. **By general consent,** the Association Report was received.

8.3. CAO Reports

8.3.1 Budget Report to April 30, 2026

CAO Dieleman presented the budget report to April 30, 2026.

By general consent, the Budget report to April 30, 2026 was received.

9. OLD BUSINESS

9.1 New Fire Hall Project

9.1.1 New Fire Hall Project Update to May 31, 2026

Owner's Representative H. Hazenboom presented the New Fire Hall Project update as of May 31, 2026. In discussion the following items were noted:

- There was a question regarding the water storage tanks. The water tanks will be transported on a barge as they could not be transported through Fulford ferry terminal.
- There was a question regarding signage. Signage installation will begin this week and some of the signage that was planned by the architect has been reduced for cost savings and to suit the rural character of the island.
- There was discussion regarding planning a tour of the new fire hall for Trustees.

2026-049
MOVED by Trustee Williams, SECONDED by Trustee Lindstrom,
That the Board of Trustees direct staff to schedule a tour of the new fire hall for Trustees on July 1, 2026 at 1:00 p.m.
CARRIED
Trustees Lucarelli and Oliver Opposed

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

9.1.2 New Fire Hall Opening

Communications Committee Chair Trustee Williams reported that the Communications Committee recommended the new fire hall opening event be held on September 6, 2026, the Sunday of the Labour Day weekend, as the Committee's preferred date.

2026-050
MOVED by Trustee Williams, SECONDED by Trustee Martin,
That the Board of Trustees schedule the new fire hall opening event on Sunday, September 6, 2026.
CARRIED
Trustees Lucarelli and Oliver Opposed

9.1.3 EV Charger Opening Event

Communications Committee Chair Trustee Williams reported 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. Chief Holmes reported BC Hydro is testing the wi-fi and cellular data connectivity and the EV Chargers should be online in the next two weeks. The EV chargers will be connected to a BC Hydro app for a customer pay model. Parking for the event will need to be considered as there is limited public parking at the new fire hall.

2026-051
MOVED by Trustee Williams, SECONDED by Trustee Martin,
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.
CARRIED

10. NEW BUSINESS

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

Trustee Lindstrom reported that the Strategic Planning and Policy Development Committee recommended approval of the draft Communicable Disease Response and Remote Work Policy No. AE-2409-01. CAO Dieleman noted that the draft policy would replace the COVID-19 Work from Home Policy No. AE-2406-01 and the COVID Isolation Policy No. AE-2407-01. The policy is broader in scope, applying to communicable diseases generally rather than being COVID-19 specific, and aligns with guidance from BC health authorities. In response to a question regarding staff support, CAO Dieleman advised that staff would be accommodated to work remotely on a case-by-case basis, as needed. There was discussion regarding the policy review cycle, specifically whether it should be "annually" or "periodically." It was noted that the policy could be reviewed on an as-needed basis, and that communicable disease response may be directed by the Province.

2026-052
MOVED by Trustee Lindstrom, SECONDED by Trustee Williams,
That the Board of Trustees approve draft Communicable Disease Response and Remote Work Policy No. AE-2409-01 with the following amendment: Replace "This policy will be reviewed annually or as directed by new guidance from BC Health authorities" with "This policy will be reviewed periodically or as directed by new guidance from BC Health authorities".
CARRIED

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

Trustee Lindstrom reported that the Strategic Planning and Policy Development Committee recommended approval of Draft Staff Expenses Policy No. AF-3301-04. CAO Dieleman noted that the per diem rate is based on inter-jurisdictional comparisons and has been increased to $110 per day. In response to a question regarding comparisons, CAO Dieleman advised that staff provided an analysis to the Committee and noted that the Federal government per diem rate is $111.95 per day. Chief Holmes advised receipts are required for per diem reimbursement.

2026-053
MOVED by Trustees Lindstrom, SECONDED by Trustee Martin,
That the Board of Trustees approve draft Staff Expenses Policy - AF-3301-04.
CARRED

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

The Strategic Planning and Policy Development Committee recommended that the Board of Trustees approve the Draft Respectful Workplace Policy No. AE-2401-02. CAO Dieleman reported that a complaint and resolution process, including timelines, has been incorporated into the policy.

2026-054
MOVED by Trustees Lindstrom, SECONDED by Trustee Oliver,
That the Board of Trustees approve the Draft Respectful Workplace Prevention Policy No. AE-2401-02.
CARRIED

10.4 2027 BC Property Tax Notices

Trustee Williams reported that 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. It was noted that Salt Spring Island property tax notices currently include informational inserts from the Islands Trust and the CRD.

2026-055
MOVED by Trustee Williams, SECONDED by Trustee Oliver,
That the Board of Trustees direct staff to investigate the feasibility of including an informational insert in the 2027 BC Property Tax Notices.
CARRIED

10.5 Election Processes

Trustee Williams reported 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. In response to a question regarding costs, CAO Dieleman advised that the 2025 election, which included a mail-out ballot process, cost approximately $36,000, and noted that postage costs have increased since that time. The 2026 Trustee election, which included a mail-in ballot by request only, cost approximately $15,000. It was noted that alternative election processes, such as electronic voting, may reduce costs and improve accessibility. Election procedures are governed by the District Letters Patent and the District Elections Policy. There was a question regarding the costs of having to hold Trustee election every year. It was noted that the District Letters Patent requires annual Trustee elections.

2026-056
MOVED by Trustee Williams, SECONDED by Trustee Lindstrom,
That the Board of Trustees request staff to investigate election processes that could improve voter turnout at Trustee elections.
CARRIED

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

Chair Cook reported the draft 2027 Budget and draft 5-Year Strategic Plan would be presented for public input and feedback, and the location of the Town Hall meeting will be the new fire hall.

2026-057
MOVED by Trustee Williams, SECONDED by Trustee Lindstrom,
the Board of Trustees schedule the 2026 Town Hall Meeting on September 14, 2026.
CARRIED

11. BYLAWS – None

12. IN-CAMERA MEETING

12.1 Motion to Close the Meeting

2026-058
MOVED by Trustee Lucarelli, MOVED by Trustee Oliver,
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.
CARRIED

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.

The meeting moved to an in-camera meeting at 8:05 p.m.

12.2 Motion to Re-open the Meeting

2026-059
MOVED by Trustee Lucarelli, SECONDED by Trustee Oliver,
That the Board of Trustees re-open this meeting to a public session.
CARRIED

The regular meeting reconvened 9:55 p.m.

12.3 Arise and Report

The Board of Trustee rise and report that the May 25, 2026 draft in-camera meeting minutes were approved and Chief Holmes and CAO Dieleman annual Performance Reviews were completed.

13. NEXT MEETING

The next Regular meeting will be held on July 20, 2026 at 7:00 p.m. Please check the website for details.

14. ADJOURNMENT

By general consent, the meeting adjourned at 10:00 p.m.

Rollie Cook
Chair, Board of Trustees

Rodney Dieleman
Corporate Administrator