

Agenda
Salt Spring Island Fire Protection District
Strategic Planning and Policy Development Committee
Regular Meeting

Meeting will be held as follows:

Date: July 7, 2026

Time: 9:00 a.m.

Location: New Fire Hall No. 1
455 Lower Ganges Road, Salt Spring Island

Committee Members:

Ron Lindstrom, Committee Chair

Darryl Martin, Trustee

Keith Ballantyne, Public Member

Rollie Cook, Board of Trustees Chair

Jamie Holmes, Fire Chief

Rodney Dieleman, Corporate Administrative Officer

1. CALL TO ORDER

We would like to begin this meeting by humbly acknowledging that we live and work in the territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

3. MINUTES

3.1 Minutes of the Regular Meeting held June 2, 2026

That the draft minutes of the Strategic Planning and Policy Development Committee regular meeting held on June 2, 2026 be adopted.

4. OLD BUSINESS

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

The draft 5-Year (2026–2031) Strategic Plan will be presented at the Town Hall Meeting on September 14, 2026.

4.2 New Fire Hall Planning

4.3 Fire Underwriters Survey (FUS) – Chief Holmes

- 4.4 **CRD Bylaw 4677 – CRD Fire Services, Operational, Fire Prevention and Administrative Bylaw and CRD Staff Report – Chief Holmes**
- 4.5 **Policy Update Project - Update**
- 5. **NEW BUSINESS**
 - 5.1 **Communications Committee Terms of Reference Policy No. AG-4103-07 – Staff Report**
 - 5.1.1 **Draft Communications Committee Terms of Reference Policy No. AG-4103-07**
 - 5.2 **SPPD Committee Terms of Reference Policy No. AG-4108-07 – Staff Report**
 - 5.2.1 **Draft SPPD Committee Terms of Reference Policy No. AG-4108-07**
 - 5.3 **Finance and Audit Committee Terms of Reference Policy No. AG-4107-05 – Staff Report**
 - 5.3.1 **Draft Finance and Audit Committee Terms of Reference Policy No. AG-4107-05**
 - 5.4 **Administrator One Employee of Board Policy No. AG-4301-02 - Staff Report**
 - 5.4.1 **Draft Administrator One Employee of Board Policy No. AG-4301-02**
 - 5.5 **Alcohol and Drug Use Policy No. AE-2405-03 - Staff Report**
 - 5.5.1 **Draft Alcohol and Drug Use Policy No. AE-2405-03**
 - 5.6 **Credit Card Policy No. AF-3601-03 - Staff Report**
 - 5.6.1 **Draft Credit Card Policy No. AF-3601-03**
 - 5.7 **Document Management Policy No. AG-5201-02 - Staff Report**
 - 5.7.1 **Draft Document Management Policy No. AG-5201-02**
 - 5.8 **Technology Use and Mobile Device Policy No. AG-5101-02 - Staff Report**
 - 5.8.1 **Technology Use and Mobile Device Policy No. AG-5101-02**
- 6. **IN CAMERA MEETING**
 - 6.1 **Motion to Close the Meeting**

That the Strategic Planning and Policy Development Committee close this meeting to the public subject to Community Charter Section 90 (1): (c) labour relations or other employee relations; and that staff be invited to remain.

The item of business to be considered in the in-camera meeting is a human resources matter.

6.2 Motion to Re-open the Meeting

That the Strategic Planning and Policy Development Committee re-open this meeting to a public session.

6.3 Arise and Report

7. NEXT MEETING

The next meeting is scheduled on August 4, 2026 at 9:00 a.m.

8. ADJOURNMENT