

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

Meeting held: July 7, 2026
Fire Hall No. 1
455 Lower Ganges Road, Salt Spring Island

Members Present: Ron Lindstrom, Committee Chair
Darryl Martin, Trustee
Rollie Cook, Board of Trustees Chair

Member Regrets: 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 consideration:

4.1.1 Town Hall Meeting

By general consent, the agenda was approved as amended.

3. MINUTES

3.1 Minutes of the Regular Meeting held June 2, 2026

By general consent, the draft minutes of the Strategic Planning and Policy Development Committee regular meeting held on June 2, 2026 were 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.

In discussion the following items were noted:

- The draft 5-Year (2026–2031) Strategic Plan Hall should be amended by “Be tender ready in 2030 for construction” with “Be tender ready in 2029 for construction”
- Add “Provide meeting space and coordination for inter-agency collaboration.
- There was discussion regarding community relations and governance and that the District could coordinate regular governance coordination meetings.

MOVED by D. Martin,

The Strategic Planning and Policy Development Committee recommend the draft 5-Year (2026–2031) Strategic Plan as amended to the Board of Trustees, to be presented at the September 14, 2026 Town Hall meeting for the purpose of public feedback.

CARRIED

4.1.1 Town Hall Meeting

By general consent, the Strategic Planning and Policy Development Committee agreed to present a New Fire Hall Project high-level review at the Town Hall meeting that would highlight the following:

- The engagement of Capex for the capital planning
- Hiring a local Owners representative
- Chief Holmes leadership
- the democratic referendum election mail out voting process
- and tangible benefits for the community.

The town hall agenda will be presented at the next board meeting. There was a suggestion to include recruitment of public members on Committees at the town hall meeting.

4.2 New Fire Hall Planning

CAO Dieleman is preparing a staff report for planning for Fulford (Hall 2) and Central Hall (Hall 3).

4.3 Fire Underwriters Survey (FUS)

Chief Holmes reported he met with FUS at the BC Fire Chief’s conference and discussed the best approach to expand the insurance requirement to beyond 8-km radius from a fire hall. Chief Holmes suggested there could be an “urban standard” and a “rural

standard” for the distance from a fire hall insurance requirement. Chief Holmes confirmed FUS can provide multiple extensions for fire apparatus.

MOVED by R. Cook,

That the Strategic Planning and Policy Development Committee recommend the Board of Trustees direct staff to prepare a public information document regarding “distance from a fire hall” insurance rates and a letter to the local insurance providers that will include that there are three pocket areas Southey Point, Isabella Point and Beaver Point, where properties are outside of the “8-km distance from a fire hall” and therefore may have higher insurance rates and that staff include an estimate of the number of homes.

CARRIED

4.4 CRD Bylaw 4677 – CRD Fire Services, Operational, Fire Prevention and Administrative Bylaw and CRD Staff Report – Chief Holmes – No update

4.5 Policy Update Project – Update

The SSIFPD District Policy table was presented.

5. NEW BUSINESS

5.1 Draft Communications Committee Terms of Reference Policy No. AG-4103-07 – Staff Report

A staff report regarding draft Communications Committee Terms of Reference Policy No. AG-4103-07 was presented.

5.1.1 Draft Communications Committee Terms of Reference Policy No. AG-4103-07

The draft Communications Committee Terms of Reference Policy No. AG-4103-07 was presented. In discussion the following items were noted:

- The Committee purview could include a “Communications Plan” that could include “public relations”. Replace “Communications Committee” with “Community Relationships Committee”
- Add “inter-agency” relationships/community hub
- Add “find members to serve on public Committees”
- Suggest the Finance Committee could fund two or three annual inter-agency meetings

By general consent, the Strategic Planning and Policy Development Committee direct staff to amend the terms of reference and bring it back to the next Committee meeting.

5.2 Draft Strategic Planning and Policy Development Committee Terms of Reference Policy No. AG-4108-07 – Staff Report

A staff report regarding draft Strategic Planning and Policy Development Committee Terms of Reference Policy No. AG-4108-07 was presented.

5.2.1 Draft Strategic Planning and Policy Development Committee Terms of Reference Policy No. AG-4108-07

The Draft Strategic Planning and Policy Development Committee Terms of Reference Policy No. AG-4108-07 was presented. A typo was noted on page two replace "Finance and Audit Committee" with "Strategic Planning and Policy Development Committee".

MOVED by D. Martin,

That the Strategic Planning and Policy Development Committee recommend the Board of Trustees approve the Draft Strategic Planning and Policy Development Committee Terms of Reference Policy No. AG-4108-07.

CARRIED

5.3 Draft Finance and Audit Committee Terms of Reference Policy No. AG-4107-05 – Staff Report

A staff report regarding draft Finance and Audit Committee Terms of Reference Policy No. AG-4107-05 was presented.

5.3.1 Draft Finance and Audit Committee Terms of Reference Policy No. AG-4107-05

The Draft Finance and Audit Committee Terms of Reference Policy No. AG-4108-07 was presented.

MOVED by R. Lindstrom,

That the Strategic Planning and Policy Development Committee recommend the Board of Trustees approve the Draft Finance and Audit Committee Terms of Reference Policy No. AG-4108-07.

CARRIED

5.4 Administrator One Employee of Board Policy No. AG-4301-02 - Staff Report - Deferred

5.4.1 Draft Administrator One Employee of Board Policy No. AG-4301-02

By general consent, the Strategic Planning and Policy Development Committee agreed to defer this item to the next meeting.

5.5 Alcohol and Drug Use Policy No. AE-2405-03 - Staff Report – Deferred

5.5.1 Draft Alcohol and Drug Use Policy No. AE-2405-03

By general consent, the Strategic Planning and Policy Development Committee agreed to replace "Alcohol and Drug Use Policy" with "Fit for Duty Policy" and

defer this item to the next meeting.

5.6 Credit Card Policy No. AF-3601-03 - Staff Report - Deferred

5.6.1 Draft Credit Card Policy No. AF-3601-03

By general consent, the Strategic Planning and Policy Development Committee agreed to defer this item to the next meeting.

5.7 Document Management Policy No. AG-5201-02 - Staff Report - Deferred

5.7.1 Draft Document Management Policy No. AG-5201-02

By general consent, the Strategic Planning and Policy Development Committee agreed to defer this item to the next meeting.

5.8 Technology Use and Mobile Device Policy No. AG-5101-02 - Staff Report - Deferred

5.8.1 Technology Use and Mobile Device Policy No. AG-5101-02

By general consent, the Strategic Planning and Policy Development Committee agreed to defer this item to the next meeting.

6. IN CAMERA MEETING

6.1 Motion to Close the Meeting

MOVED by R. Lindstrom,

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.

CARRIED

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

The meeting moved in camera at 11:00 a.m.

6.2 Motion to Re-open the Meeting

MOVED by R. Lindstrom,

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

CARRIED

The meeting re-opened to the regular meeting at 11:35 a.m.

6.3 Arise and Report

The Strategic Planning and Policy Development Committee rise and report that the Committee received a staff report on senior management succession planning.

7. NEXT MEETING

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

8. ADJOURNMENT

By general consent, the meeting adjourned at 11:36 a.m.



Ronald Lindstrom
Chair, Strategic Planning & Policy Development Committee



Rodney Dieleman
Corporate Administrator