

Minutes of the Salt Spring Island Fire Protection District Finance and Audit Committee Regular Meeting

Meeting held: July 14, 2026
Fire Hall No. 1
455 Lower Ganges Road, Salt Spring Island

Members Present: Rollie Cook, Board of Trustees Chair
Dennis Lucarelli, Trustee
John Wakefield, Public Member

Staff Members Present: Rodney Dieleman, Corporate Administrator and Financial Officer

Regrets: Rob Oliver, Committee Chair
Jamie Holmes, Fire Chief

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

1. CALL TO ORDER

CAO Dieleman called the meeting to order at 10:40 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 June 9, 2026

By general consent, the minutes of the Regular Meeting held June 9, 2026 were adopted.

4. OLD BUSINESS

4.1 2027 Draft Budget

CAO Dieleman presented the amended 2027 Draft Budget. During discussion, the Committee noted the following:

- The \$650,000 bond payment will be removed from the budget, as the Province will make this payment directly. Consideration was given to reclassifying the Fire Hall bond payment as reserve funding for Fire Halls No. 2 and 3.

- Funding for the Assistant Deputy Chief position will be advanced in accordance with the Strategic Planning and Policy Development Committee's succession planning recommendation.
- Additional funding will be allocated to Fire Hall No. 3 to support the Strategic Plan objective of having the project tender-ready within three years.
- Funding will be added for the redesign of Fire Hall No. 2 within the next five years.
- Funding for fuel, building utilities, and building insurance will be increased.
- The contingency allowance will be increased by 30%, or \$18,000.
- The Committee discussed transitioning to a mail-in ballot process for the next Trustee election, to be funded through \$30,000 from the elections budget and a transfer of \$15,000 from the consulting budget.
- The option of funding certain Association functions, including the Christmas dinner and training opportunities, was discussed.
- The draft budget aligns with the draft Five-Year Strategic Plan.
- Several other minor budget adjustments were discussed.
- The 2027 Draft Budget must be approved on or before the September 21, 2026 Board Meeting to meet the October 31, 2026 submission deadline.

By general consent, the Finance and Audit Committee agreed that, by applying the \$650,000 bond payment reduction, advancing the Assistant Deputy Chief position, and increasing capital funding to support the District's strategic objectives, the projected annual budget increase has been reduced to approximately 5.5% per year over the next five years. This projection includes capital investments of approximately 20% and represents a reduction from the previously proposed annual increases of 7%.

5. NEW BUSINESS

5.1 New Fire Hall Facility Rentals – Staff Report

CAO Dieleman presented a staff report dated July 8, 2026 regarding New Fire Hall Facility Rentals. In discussion the following items were noted:

- Agreed to one set of rates for commercial and non-profit rentals
- Agreed to remove the AV fee
- Agreed that the training room is to be used for public safety and services and not private functions at this time.
- The Committee will revisit facility rentals and there will be limited rentals in 2026.

By general consent, the Finance and Audit Committee recommend the Board of Trustees approve the following rental rates effective upon opening of new Fire Hall No. 1:

- Board Room: \$20 per hour/ \$70 per half day/ \$125 per full day
- Half Training Room: \$25 per hour/ \$90 per half day/ \$170 per full day
- Full Training Room: \$40 per hour/ \$140 per half day/ \$260 per full day
- \$25 Cleaning Deposit (when required)
- \$150 Cleaning Deposit for a fully catered event (when required)

6. NEXT MEETING

The next meeting of the Finance and Audit Committee will be held on August 11, 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