

Agenda

Salt Spring Island Fire Protection District

Board of Trustees Regular Meeting

Meeting will be held as follows:

Date: July 20, 2026

Time: 7:00 p.m.

Location: Apparatus Bay, 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 June 15, 2026 – For Approval

That the draft minutes of the Regular Trustee meeting held June 15, 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 – None

That the Communications Committee schedule a special meeting on August 4, 2026 at 11:00 a.m. to plan the new fire hall opening event.

6.2 Finance & Audit Committee

6.2.1 Minutes of the July 14, 2026 meeting – For Information - Pending

6.3 Joint Occupational Health & Wellness Safety Committee

6.3.1 Minutes of the June 24, 2026 meeting – For Information

6.4 Strategic Planning & Policy Development Committee

6.4.1 Minutes of the July 7, 2026 meeting – For Information

7. CORRESPONDENCE

7.1 Letter Dated 2026-06-16 Received from Ministry of Labour Re: Provincial Infrastructure Support

7.2 Letter Dated 2026-06-18 Received from Minister Boyle Re: Improvement Districts

8. REPORTS

8.1 **Fire Chief's Report** – June 2026 - Pending

8.2 **Salt Spring Island Fire Fighters' Association Report** – June 2026 - Pending

8.3 CAO Reports

8.3.1 Budget Report to May 31, 2026

8.3.2 Driftwood Article Dated June 17, 2026 Re Isabella Trailer Fire

8.3.3 Driftwood Article Dated Re: June 24, 2026 Re: New Fire Hall Opening Event

8.3.4 Driftwood Article Dated July 1, 2026 Re: Pickle Ball Courts at Hall 2

8.3.5 Driftwood Article Dated July 1, 2026 Re: Wildfire Preparedness

9. OLD BUSINESS

9.1 New Fire Hall Project

9.1.1 New Fire Hall Project Update to June 30, 2026 – **Owner's Representative Hans Hazenboom - Pending**

9.1.2 New Fire Hall Opening – Communications Committee Chair Trustee Williams

9.1.3 EV Charger Opening Event - Communications Committee Chair Trustee Williams

9.2 2026 Town Hall Meeting Agenda – September 14, 2026

10. NEW BUSINESS

10.1 Draft 5-Year (2026–2031) Strategic Plan

The Strategic Planning and Policy Development Committee recommended 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.

That the Board of Trustees present the draft 5-Year (2026–2031) Strategic Plan at the September 14, 2026 Town Hall meeting for the purpose of public feedback.

10.2 Fire Underwriters Survey (FUS) – Chief Holmes

The Strategic Planning and Policy Development Committee recommended 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.

That 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.

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

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

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

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

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

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

11. BYLAWS – None

12. IN-CAMERA MEETING - None

13. NEXT MEETING

The next Regular Meeting will be held on August 17, 2026.

14. ADJOURNMENT

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.
CARRIED

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

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

Date: June 24, 2026
Time: 6:00 p.m.
Location: Fire Hall No.3
110 Vesuvius Bay Road, Salt Spring Island

Members Present: Dale Lundy, Co-Chair, Deputy Chief (Employer Rep)
Nancy Purssell, Co-Chair (Employee Rep Admin 2026)
Ken Akerman (Employee Rep 2026)
Grant Gussie (Employee Rep POC 2026-2028)
Abe Hohn (Employee Rep POC 2025-2027)
Steve Leichter (Employee Rep POC 2025-2027)
Jaden Ursua-Riding (Employee Rep Recruit 2026)

Regrets: Gord Fraser (Employee Rep Alternate 2026)
Doug Ponsford (Employee Alternate Admin 2026)
Lawrence Pollard (Employee Alternate Recruit 2026)
Jamie Holmes, Co-Chair, Fire Chief (Employer Rep)
Anthony Wardle (Employee Alternate POC 2026)

1. CALL TO ORDER

Co-Chair Purssell called the meeting to order at 6:20 p.m. The Safety Inspection of Firehall No. 3 was conducted prior to the meeting.

2. APPROVAL OF AGENDA

The following items were presented for inclusion in the agenda:

- 5.1 MSDS (SDS) Sheets
- 5.2 Near Miss

By general consent, the agenda was approved as amended.

3. MINUTES

3.1 Receive and Approve the May 27, 2026 Draft Minutes

By general consent, the draft minutes of the meeting held on May 27, 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 reported that contact with the SGI CISM teams is being planned.
 - Peer Support – Lead Hohn – On-going peer support check-ins are occurring; the team is available to the members.
3. Occupational Awareness – Lead Lundy – 2026 training night will continue for the second session of the programme. A third session has now been produced by BCMSA.
4. Accountability – practice and update OG – Lead Leichter – The OGs need to be updated. We will need direction from management regarding who is responsible for the updates. A committee was formed to look at the OGs: Members Leichter, Purssell, Akerman, and Ursua-Riding.

4.2 Smoking Area New Fire Hall

DC Lundy will reach out to CAO Dieleman regarding the SSIFPD direction for policy.

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

The Board of Trustees approved Respectful Workplace Policy AE-2401-02 and it is on the website. ITEM CLOSED

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

The Board of Trustees approved Communicable Disease Response and Remote Work Policy – AE-2409-01 and it is on the website. ITEM CLOSED

4.5 Draft DEI-Policy-Revision-AE-2408-02 with staff report - No update

4.6 Emergency Evacuation Plans for the new firehall - No update.

Member Purssell will check with Chief Holmes for updates.

4.7 Hearing Tests

Member Purssell reported 15 hearing tests were completed at the June 9, 2026 hearing test clinic.

Recommendation: The Joint Occupational Health and Wellness Safety Committee request management to determine whether the department is meeting the hearing test requirements (2025).

4.8 Bunker Gear in the Halls

There was discussion regarding the appropriate place and type of signage in the halls. Member Akerman will discuss this with Chief Holmes

By general consent, the Joint Occupational Health and Wellness Safety Committee agreed to meet at the hall for the safety inspection prior to regular meetings and then reconvene at Fire Hall No. 1 for the safety meeting.

4.9 Potable Water

Member Hohn reported he is waiting for the results from a second water sample taken at Hall 2.

4.10 Access to PPE - ITEM CLOSED

5. NEW BUSINESS

5.1 MSDS Sheets

Member Akerman reported that one supplier will be used to purchase cleaning products going forward and MSDS sheets will be provided by the new supplier for all three halls.

5.2 Near Miss

Member Lundy has received a late notification regarding a positive pressure fan malfunction. Member Lundy will reach out to the manufacturer to discuss the issue. Discussion followed regarding a routine maintenance schedule for fans.

6. REVIEW OF INSPECTION REPORTS

6.1 Review of Hall Inspections

First Quarter Hall Inspections: Complete

Second Quarter Hall Inspections: The Committee completed a hall 3 inspection 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 Leichter will be the primary investigators in July, and Members Pursell and Akerman will be the alternates. Deputy Chief Lundy approved the appointments for July.

8. EDUCATION

Member Gussie asked to retake the Investigations course. Member Ursua-Riding expressed an interest in the course.

9. OTHER BUSINESS

9.1 Association Safety Talk

The next Association Meeting will be September 2026

10. NEXT MEETING

The next meeting will be held on July 22, 2026; at Hall 1, 455 Lower Ganges Road, 18:00 hours.

11. ADJOURNMENT

By general consent, the meeting was adjourned at 7:15 p.m.

Nancy Purssell, Committee Co-Chair

Dale Lundy, Deputy Fire Chief & Committee Co-Chair

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
Ron Lindstrom, Trustee

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

From: LBR Deputy Ministers Office LBR:EX <LBR.Deputy@gov.bc.ca>
 Sent: June 16, 2026 7:59 AM
 To: Rollie Cook <trusteecook@saltspringfire.com>; Rodney Dieleman <rdieleman@saltspringfire.com>
 Cc: Minister, HMA HMA:EX <HMA.minister@gov.bc.ca>
 Subject: RE: Subject: Salt Spring Island Fire Protection District – Request for Direction on Fire Apparatus Procurement and Provincial Infrastructure Support

Ref: 70189

Rolland Cook
 Chair, Board of Trustees
 Salt Spring Island Fire Protection District (SSIFPD)
 Email: trusteecook@saltspringfire.com

Rodney Dieleman
 Chief Administrative Officer
 SSIFPD
 Email: rdieleman@saltspringfire.com

Dear Rolland Cook and Rodney Dieleman:

Thank you for your letter dated November 18, 2025, sent to the Honourable Christine Boyle, Minister of Housing and Municipal Affairs, requesting that WorkSafeBC be authorized to recognize European fire apparatus safety standards as equivalent to National Fire Protection Association (NFPA) standards. As this matter falls under the Ministry of Labour, we are pleased to respond on behalf of Minister Boyle. We sincerely apologise for the delay in responding to you.

The Ministry of Labour recognizes the challenges faced by fire departments in British Columbia in procuring and maintaining modern fire apparatus, particularly as it pertains to delays, escalating costs, and industry consolidation, as well as your concerns regarding scaling of fire protection capacity in response to community growth. We appreciate your commitment to the safety of both the public and your crews.

The Ministry of Labour is advised that there are several sections within Part 31 of the Occupational Health and Safety Regulation (OHSR) that require NFPA standards to be met for:

- PPE (31.13 Safety headgear, 31.14 Protective coats, pants and hoods, 31.16 Working gloves);
- Fall protection (31.17), and Personal alert safety system (31.18);
- Transportation (31.29 Enclosed crew cabs); and
- Aerial Devices and Ground Ladders (31.33 General, 31.34 Inspection and testing, 31.37 Ground ladders).

Changes to these requirements would require regulatory amendments. WorkSafeBC is responsible for administering and making amendments to the OHSR.

If an employer believes that there are equivalent, alternate standards to the NFPA standards referenced in WorkSafeBC regulation or guideline, they may submit a request for an acceptance of an alternate standard. Information on this process is available

at: <https://www.worksafebc.com/en/health-safety/create-manage/managing-risk/controlling-risks/variances-ohs-regulation>.

The Ministry can assure you that your concerns were brought to the attention of WorkSafeBC's Policy, Regulation and Research Department. The Ministry is also advised that the SSIFPD can participate in WorkSafeBC's public consultation process that will be held on proposed wildland firefighting regulations as an opportunity to voice their concerns and provide their input about the NFPA standards.

The SSIFPD can also sign up to receive regulation and policy updates, including information on upcoming consultations, at: <https://www.worksafebc.com/en/law-policy/learn-about-law-policy/subscribe-regulation-policy-updates>. Further information and contacts for WorkSafeBC's Policy, Regulation and Research Department is available at: <https://www.worksafebc.com/en/contact-us/departments-and-services/policy-regulation-research>.

Thank you again for writing.

Sincerely,

Ministry of Labour
Province of British Columbia

cc: Honourable Christine Boyle
HMA.Minister@gov.bc.ca

From: Rodney Dieleman <rdieleman@saltspringfire.com>

Sent: November 19, 2025 7:57 AM

To: Minister, HMA HMA:EX <HMA.minister@gov.bc.ca>

Cc: Sarah Shugar <sshugar@saltspringfire.com>; Rollie Cook <trusteecook@saltspringfire.com>

Subject: Subject: Salt Spring Island Fire Protection District – Request for Direction on Fire Apparatus Procurement and Provincial Infrastructure Support



Rodney Dieleman

HMA.Minister@gov.bc.ca

Sarah Shugar;Rollie Cook

To the Honourable Christine Boyle,

Subject: Salt Spring Island Fire Protection District – Request for Direction on Fire Apparatus Procurement and Provincial Infrastructure Support

Dear Minister Boyle,

On behalf of the Salt Spring Island Fire Protection District, I am writing to respectfully request your urgent direction to WorkSafeBC regarding fire apparatus procurement. We recommend that WorkSafeBC be authorized to decouple British Columbia fire departments from the current U.S. monopoly-dominated fire apparatus market and to recognize European fire apparatus safety standards as equivalent to NFPA standards. Such authorization would allow BC departments to immediately source fire trucks and associated equipment from European manufacturers—expanding supply, reducing procurement delays, and enhancing public safety.

For your reference, we have included a briefing note that summarizes the challenge and its implications for community safety. Please do not hesitate to call or write should you require further information.

In addition, the Salt Spring Island Fire Protection District respectfully requests your advocacy with your Cabinet colleagues to secure provincial investment in fire protection infrastructure that matches the scale and urgency of the Province's housing initiative. The Government of British Columbia is undertaking ambitious efforts to facilitate higher-density and multi-unit residential development across communities. We recognize and appreciate the Province's willingness to exercise paramountcy over local bylaws to advance these important goals. At the same time, this approach has created a significant and growing gap in local fire protection capacity, as existing infrastructure and equipment standards have not been fully aligned with the rapid pace of housing expansion.

Your support and leadership on these matters are deeply appreciated, and we stand ready to assist in any way we can to advance solutions that safeguard residents and support the Province's broader priorities.

Sincerely,

Salt Spring Island Fire Protection District

Roland Cook,

Chair, Board of Trustees

and

Rodney Dieleman,

CAO, Salt Spring Island Fire Protection District

From: Robert Hrasko <rhrasko@bmid.ca>

Sent: Thursday, 18 June 2026 11:31:08

To: BMID Info <info@bmid.ca>

Subject: FW: Update on Improvement District Petition - Letter from Minister Christine Boyle (3 of 4 lists)

Good Day

This e-mail provides an update to all Improvement Districts regarding the Improvement District Petition. The petition was issued to the Minister of Housing and Municipal Affairs earlier this year. Staff and the Minister have been reviewing the request and have issued this letter to us.

We had provided initial suggestions as to who we thought would be valuable to sit on such a committee.

Our recommendation included:

1. Senior staff from Municipal Affairs and Housing
2. Ministry of Health or Health Authority representatives (not from all Health Authorities as there would be 6 or 7 persons)
3. Municipality or Regional District representatives that have gone through taking over IDs
4. Water Supply Association of BC representative or Coastal WS association representative.
5. Provincial Dam Safety person

Since then, BCWWA staff have become aware of the petition and have offered support.

Also, some representing water supply for agriculture is a part of many ID's so a water-agriculture representative may make sense for the committee.

If you have any recommendations for knowledgeable staff from any of the above agencies or from your organization, please forward their names and area of practice to me.

Best regards,
Bob Hrasko, P.Eng.
Administrator



Phone (250) 765-5169

Email rhrasko@bmid.ca

June 4, 2026

Reference: 191817

Robert Hrasko
Petition Coordinator
c/o Black Mountain Irrigation District
285 Gray Road
Kelowna BC V1W 1X9
Email: hrasko@bmid.ca

Dear Robert Hrasko:

Thank you for your correspondence of April 10, 2026, regarding a formal request to review Ministry of Housing and Municipal Affairs (Ministry) policy regarding provincial support to Improvement Districts (IDs) in British Columbia.

I have reviewed your correspondence and the petition and support the establishment of a Policy Review Committee of provincial agencies and ID representatives to review Ministry policy and evaluate how to best support the important services that IDs provide. In anticipation of establishing this committee, I would like to share some of the considerations that inform the provincial ID conversion policy.

As outlined in the Ministry's policy statement on ID governance, the legislation creating regional districts enabled them to provide governance and services for unincorporated areas of the province along with a comprehensive and coordinated suite of services that allow for integrated decision-making. Regional districts also have more capacity to manage growth and development pressures because they have a full set of planning tools and can effectively link decisions on land-use policies, regulation (i.e. building inspection) and services.

Regional districts also have economies of scale and can hire administrative and technical staff familiar with the operation and regulation of local services. In contrast, IDs are typically, but not exclusively, volunteer-run and do not always have the resources to hire experienced staff.

Conversion to a regional district service can therefore represent a way for IDs to foster lasting governance and financial planning in support of critical services such as water, sewer and fire protection. It is also a mechanism for those services to pursue funding under capital infrastructure programs.

Notwithstanding that some ID's may meet standards of public accountability to qualify for infrastructure grants, trustees of ID's should approach the long-term management of the infrastructure with sound asset management practices, including the legislatively required renewal reserve fund and borrowing, rather than seeking to rely on grant funding to maintain and upgrade their systems.

Furthermore, I would note that local government water systems do not receive subsidies. Access to funding is through application-based infrastructure grant programs when available. It is acknowledged that these programs are oversubscribed, and some of the projects that are submitted for consideration do not receive grants.

The Ministry expects both regional districts and ID's to continue to engage in discussions concerning efficient and effective governance for delivery of critical services. While it takes strong partnerships and commitments between the existing ID's and the local governments, it can be done successfully.

It is recognized that ID's will have an important role to play in providing local services to rural areas for some time and the process of conversion will largely be voluntary. The Ministry's vision is to continue to encourage ID conversion to regional district service areas and municipal jurisdiction. Consistent with that direction, it is important to maintain, for the current time, the existing financial incentives for conversion. This does not preclude us from collaborating and engaging productively.

As a next step, I would encourage you to reach out to Ministry staff to discuss next steps relating to the proposed Policy Review Committee. Please feel free to contact Tara Faganello, Assistant Deputy Minister of the Local Government Division to begin the discussion. Tara can be reached by email at Tara.Faganello@gov.bc.ca.

Thank you again for taking the time to write.

Sincerely,

A handwritten signature in black ink, appearing to read 'C Boyle', with a stylized flourish at the end.

Christine Boyle
Minister of Housing and Municipal Affairs

cc: Tara Faganello, Assistant Deputy Minister, Local Government Division
Brian Bedford, Executive Director, Local Government Infrastructure & Finance
Michelle Dann, Executive Director, Governance and Structure

Salt Spring Island Fire Protection District
Financial Results (unaudited)
May 31, 2025

New Line #		2024 Approved Actuals	2025 Approved Actuals	2025 Approved Budget
1		Consolidated	Consolidated	Consolidated
2	Income			
3	Interest General	\$ 32,549	\$ 31,886	\$ 6,750
4	Interest CWRRF	\$ 28,929	\$ 17,641	\$ -
5	Miscellaneous Income	\$ 2,599	\$ 5,341	\$ 55,000
6	Tax Revenue - LTD Interest	\$ -		\$ -
7	Tax Revenue- LTD Retirement	\$ -		\$ -
8	Tax Revenue	\$ 2,142,500	\$ 2,328,410	\$ 5,588,184
9	Total Income	\$ 2,206,577	\$ 2,383,278	\$ 5,649,934
10				
11	Administration Expenses			
12	Administration Trustee Meetings - Transcription			\$ -
13	Advertising	\$ 1,570	\$ 7,593	\$ 3,500
14	Advertising - Elections, AGM, Board Meetings and Announcements	\$ 34,142	\$ 5,496	\$ 30,000
15	Annual Appreciation Dinner	\$ 7,333	\$ 1,258	\$ 8,000
16	Audit & Related Fees	\$ 17,000	\$ 19,560	\$ 15,300
17	Bank Charges/Credit Card Fees/Telpay Fees/Finance Charges	\$ 935	\$ 1,118	\$ 1,750
18	Communications - Phone	\$ 7,471	\$ 6,931	\$ 20,000
19	Communications & Miscellaneous			\$ 7,200
20	Community Relations	\$ 1,687	\$ 2,259	\$ 1,500
21	Conferences	\$ 2,038	\$ 3,493	\$ 5,000
22	Consulting Fees	\$ -	\$ 3,030	\$ 25,500
23	Dues & Subscriptions	\$ 797	\$ 1,471	\$ 5,100
24	Fireworks			\$ 5,000
25	Freight/Postage	\$ 1,382	\$ 1,234	\$ 4,500
26	Insurance	\$ 21,459	\$ 23,124	\$ 54,000
27	Labour Relations	\$ 9,012	\$ 2,488	\$ 24,000
28	Legal	\$ 6,169	\$ 5,505	\$ 15,300
29	Licenses, leases & Rentals	\$ 6,229	\$ 5,185	\$ 18,000
30	New Fire Hall Planning & Public Engagement	\$ -		\$ -
31	New Fire Hall Referendum	\$ -		\$ -
32	Office Supplies & Equipment	\$ 5,326	\$ 5,244	\$ 15,500
33	Professional Development - Excluded Staff			\$ 2,000
34	Technical Support	\$ -		\$ -
35	Total Administration Expenses	\$ 122,552	\$ 94,988	\$ 261,150
36				
37				
38	Amortization	\$ 85,417	\$ 85,417	\$ 225,000
39				
40	Clothing - Career	\$ 2,308	\$ 10,217	\$ 17,000
41	Clothing - Paid on Call	\$ 9,245	\$ 1,065	\$ 15,450
42	Clothing - Protective	\$ 1,047	\$ 1,835	\$ 60,000
43	Computer, Hardware, Software & Supplies	\$ 7,473	\$ 10,105	\$ 15,450
44	Employee/ POC Recognition	\$ 204	\$ 1,898	\$ 10,300
45	Equipment - Repair & Maintenance	\$ 1,327	\$ 611	\$ 11,000
46	Equipment Purchase - Small Tools	\$ 1,883	\$ 702	\$ 11,000
47	Fire Department Record System	\$ -		\$ 4,000
48	Fire Prevention & Public Education	\$ 2,764	\$ 130	\$ 15,500
49	Fire Station Repair & Maintenance	\$ 6,930	\$ 11,539	\$ 69,000
50	Fire Station Utilities	\$ 15,299	\$ 20,706	\$ 39,500
51	First Responder	\$ 7,439	\$ 5,533	\$ 16,000
52	Foam	\$ 3,218		\$ 3,750
53	Health & Wellness	\$ 1,931	\$ 1,373	\$ 5,665
54	Hydrant Install/Repair		\$ 47,768	\$ 9,270
55	Landscaping	\$ 4,170	\$ 1,812	\$ 7,800
56	Miscellaneous			\$ 9,000
57	Paid-on-call recruitment & Retention	\$ 385	\$ 67	\$ 5,000
58	Radio Equipment Repair & Supplies		\$ 28	\$ 2,500
59	Self Contained Breathing Apparatus	\$ 12,714	\$ 22,541	\$ 10,300
60	Supplies & Sundries	\$ 1,898	\$ 3,828	\$ 10,300
61	Training - Paid-on-call & Career	\$ 45,198	\$ 42,008	\$ 77,500
62	Vehicle Operating	\$ 19,915	\$ 29,559	\$ 103,500
63	Total Operating Expenses	\$ 145,348	\$ 211,919	\$ 528,785
+				
65	Interest - LTD & Lease (SCBA)	\$ 12,846	\$ -	\$ -

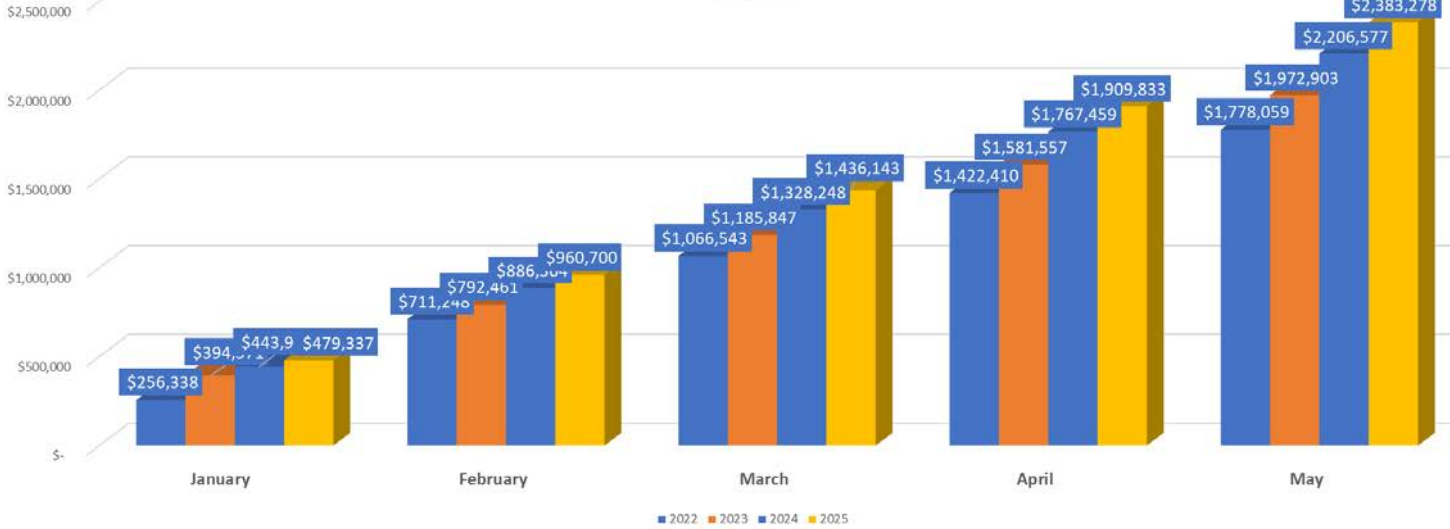
Salt Spring Island Fire Protection District

Financial Results (unaudited)

May 31, 2025

New Line #		2024 Approved Actuals	2025 Approved Actuals	2025 Approved Budget
1		Consolidated	Consolidated	Consolidated
66				
67	Wage & Related Expenses			
68	Career/Excluded/Casual Staff Wages & Salaries	\$ 1,017,800	\$ 982,175	\$ 2,539,873
69	Paid-on-call Members Wages	\$ 121,296	\$ 107,796	\$ 278,500
70	Total Wages	\$ 1,139,096	\$ 1,089,971	\$ 2,818,373
71	Statutory & Group Benefits			
72	Employee Allowances			\$ 1,750
73	Employee Group Health, Dental Plans & LTD	\$ 68,237	\$ 53,018	\$ 152,530
74	Employer CPP Expense	\$ 55,282	\$ 56,834	\$ 72,775
75	Employer EI Expense	\$ 21,204	\$ 22,337	\$ 28,553
76	Employer Health Tax	\$ 25,065	\$ 24,336	\$ 58,114
77	Employer Registered Pension Plan & Supp. Pension Benefit	\$ 132,339	\$ 122,088	\$ 332,022
78	Fire Fighter Employee Assistance Plan	\$ 1,746	\$ 2,482	\$ 51,000
79	Group Life, AD&D & WCB	\$ 52,598	\$ 47,831	\$ 96,756
80	HUB Health Benefits (POC members)	\$ 26,404	\$ 27,129	\$ 92,000
81	Matching RRSP	\$ 17,035	\$ 13,260	\$ 15,000
82	Total Statutory & Group Benefits	\$ 399,909	\$ 369,315	\$ 900,500
83	Total Wages & Benefits	\$ 1,539,005	\$ 1,459,286	\$ 3,718,873
84				
85	Extraordinary Expense/ Contingency Reserve	\$ -	\$ -	\$ 57,000
86				
87	Total Expenses	\$ 1,905,169	\$ 1,851,611	\$ 4,790,808
88	Surplus Before Capital Expenses	\$ 301,407	\$ 531,667	\$ 859,125
89				
90	Capital Account			
91	Budget Capital Expenses Funded by Operating Fund (SCBA Lease)			\$ -
92	Budget Capital Expenses Funded by Operating Fund (Small Capital)			-\$ 30,000
93	Budget Capital Expenses Funded by Operating Funds (Water Supply)	\$ 50,000		-\$ 50,000
94	Budget Capital Expenses Funded by Reserves (Apparatus)		\$ -	-\$ 50,000
95	Budget Capital Expenses Funded by Reserves (Small Capital)		\$ -	\$ -
96	Transfer to General Capital Purposes Reserve Fund (Apparatus)			\$ -
97	Transfer to General Capital Purposes Reserve Fund (New Fire Hall Reserve)			-\$ 340,000
98	Transfer to General Capital Purposes Reserve Fund (Unspecified)		\$ -	-\$ 564,125
99	Transfer to General Capital Purposes Reserve Fund (Halls 2 & 3 Remediation)			\$ -
100	Transfer to General Capital Purposes Reserve Fund (SCBA)		\$ -	-\$ 50,000
101	Transfer to General Capital Purposes Reserve Fund (Digital Pagers)		\$ -	\$ -
102	Transfer to Operating Fund from General Capital Purposes (Soft Costs New Fire Hall)		\$ -	\$ -
103	Transfer to Operating Fund from General Capital Purposes (2019 Digital Pagers)		\$ -	\$ -
104	Transfer to Operating Fund from Payroll Reserve Fund		\$ -	\$ -
105	Total Capital Expenses & Transfers to/from Reserve Funds	\$ 50,000	\$ -	-\$ 1,084,125
106				
107	Principal Payments - LTD & Lease (SCBA)	-\$ 54,225	-\$ 58,889	\$ -
108				
109	Surplus After Capital Expenses & Principal Payments LTD	\$ 297,182	\$ 472,777	-\$ 225,000
110	Non Cash Expense (Amortization)	\$ 85,417	\$ 85,417	\$ 225,000
111	Change in Working Capital (Current Assets - Current Liabilities)	\$ 382,599	\$ 558,194	\$ 0

2022 to 2025
Revenue



2022 to 2025
Expenditures



2025 Revenue vs Expenditures

