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.
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

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 Purssell 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**

DRAFT

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.

DRAFT

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

DRAFT

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

BLACK MOUNTAIN IRRIGATION DISTRICT
285 Gray Road
Kelowna, B.C.
V1X 1W8

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: rhrasko@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 ID's 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, ID's 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 ID's 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.

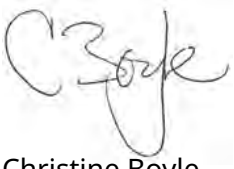
The Ministry expects both regional districts and ID's to continue to engage in discussions concerning efficient and effective governance for delivery of critical services. While it takes strong partnerships and commitments between the existing ID's and the local governments, it can be done successfully.

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,



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
Finanical Results (unaudited)
May 31, 2025

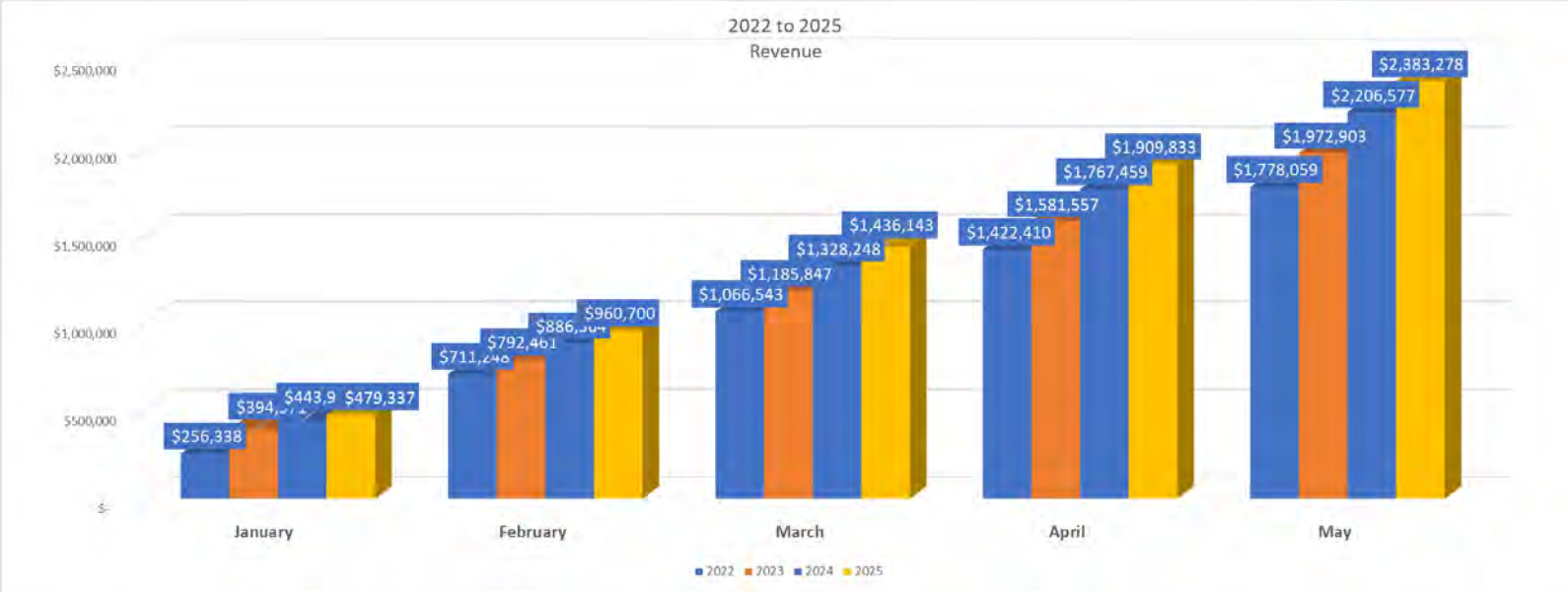
New Line #		2024 Approved Actuals	2025 Approved Actuals	2025 Approved Budget
1		Consolidated	Consolidated	Consolidated
2	**Income**			
3	Interest General	$ 32,549	$ 31,886	$ 6,750
4	Interest CWRRF	$ 28,929	$ 17,641	$ -
5	Miscellaneous Income	$ 2,599	$ 5,341	$ 55,000
6	Tax Revenue - LTD Interest	$ -		$ -
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	Insuance	$ 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**	**$ -**	**$ -**

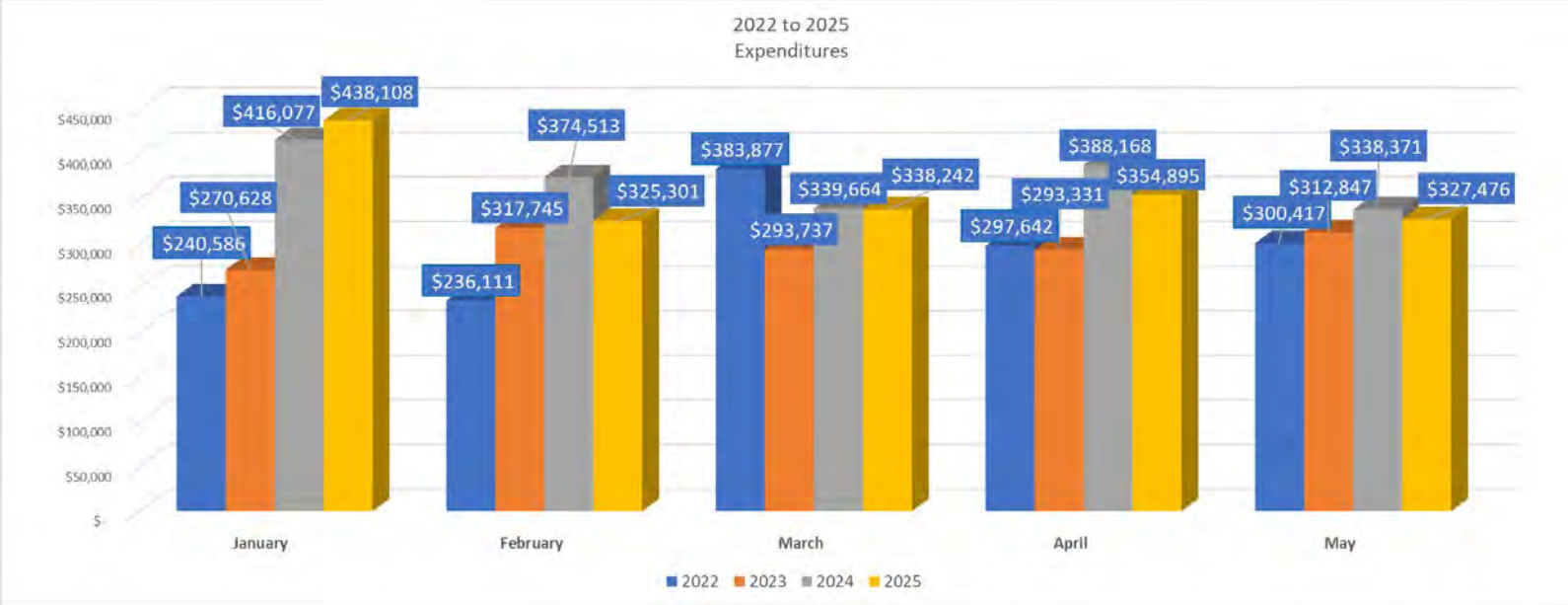
Salt Spring Island Fire Protection District

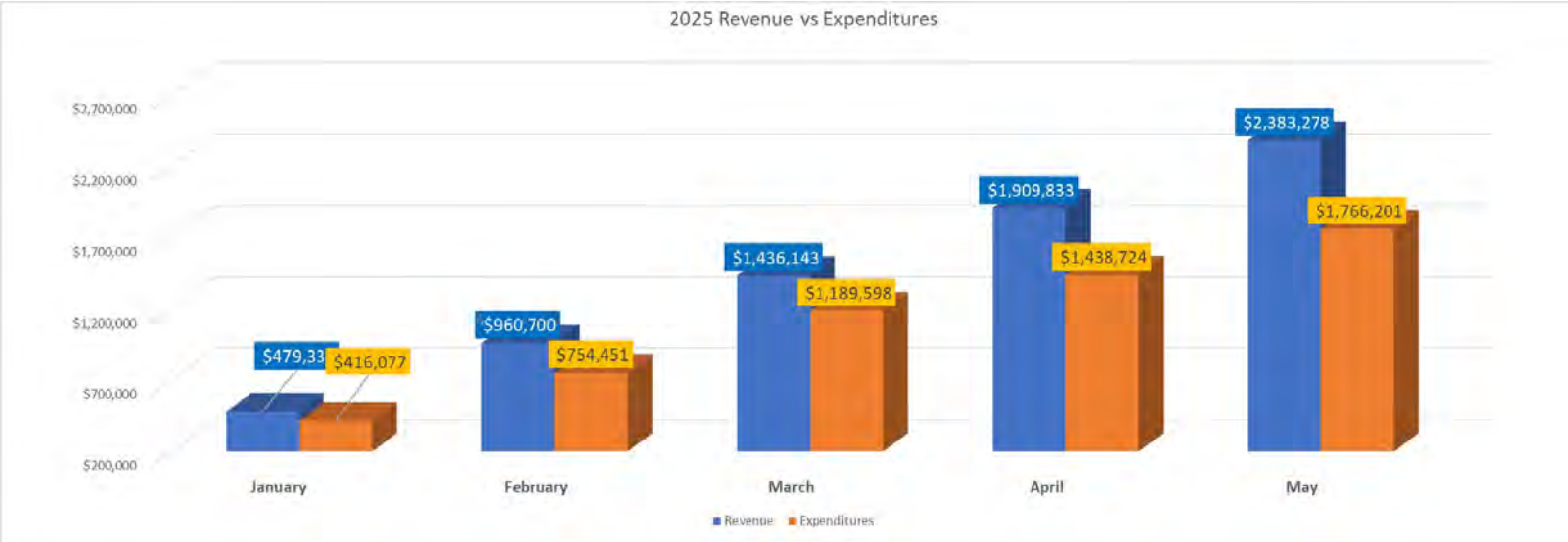
Finanical Results (unaudited)

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 Espenses 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
$2,500,000
$2,000,000
$1,500,000
$1,000,000
$500,000
$-
$256,338
$479,337
$711,248
$960,700
$1,066,543
$1,436,143
$1,422,410
$1,909,833
$1,778,059
$2,383,278
January
February
March
April
May
2022
2023
2024
2025


2022 to 2025
Expenditures
$450,000
$400,000
$350,000
$300,000
$250,000
$200,000
$150,000
$100,000
$50,000
$-
$240,586
$270,628
$416,077
$438,108
$236,111
$317,745
$374,513
$325,301
$293,737
$383,877
$339,664
$338,242
$297,642
$293,331
$388,168
$354,895
$300,417
$312,847
$338,371
$327,476
January
February
March
April
May
2022
2023
2024
2025


2025 Revenue vs Expenditures
$2,700,000
$2,200,000
$1,700,000
$1,200,000
$700,000
$200,000
$479,33
$416,077
$960,700
$754,451
$1,436,143
$1,189,598
$1,909,833
$1,438,724
$2,383,278
$1,766,201
January
February
March
April
May
Revenue
Expenditures



SCISSORS, SMILES AT NEW PATH OPENING

PHOTO BY ROBB MAGLEY

Partners Creating Pathways' retired chair Jean Gelwicks cuts a ribbon Thursday, June 11, surrounded by project volunteers, Merchants Mews reps, elected officials, contractors and staff to celebrate the opening of the Merchants Mews Pathway, a new community connection helping link Upper Ganges Road businesses to Ganges village.

NEWS IN BRIEF

No injuries reported in south-end trailer fire

Firefighters contain blaze at Isabella Point

BY ROBB MAGLEY
DRIFTWOOD STAFF

No one was hurt, but a fifth-wheel trailer — and everything in it — was completely destroyed before a fire on Salt Spring Island's south end was extinguished Wednesday, June 10.

Multiple calls came in to 911 reporting smoke from that fire, according to Salt Spring Island Fire Rescue Deputy Chief Dale Lundy, as it could be seen from other islands and the Saanich Peninsula.

Almost two dozen firefighters from all three island fire halls responded to the scene down Isabella Point Road, arriving to discover both a trailer fully engulfed by flames and several surrounding trees and brush on fire.

"Our on-duty crew got on scene first," said Lundy, noting the trailer's occupant was found uninjured. "We had six apparatus respond, and they worked pretty near four hours."

Lundy emphasized residents should always report smoke they see, adding that despite allowing small campfires with a department-issued permit — as of Monday, at least — the ban on other types of fires, including brush piles and burn barrels, is still in effect.

"The permits also help us have some idea," said Lundy, "so if we get a call, we have a handle on who was already planning on burning."

NEWSBRIEFS

Quinsam crew rescues boater

A ferry ride from Salt Spring's Vesuvius Bay terminal lasted a little longer than expected Thursday, June 11, as the Quinsam's crew took on rescue duties — plucking one victim from the water and delivering them to an ambulance waiting in Crofton.

A mayday call came around 9:45 p.m., according to ferry officials, who said Quinsam's crew responded, deploying the vessel's rescue boat in fading light. Crew members safely retrieved an individual from the water and brought them ashore on the Vancouver Island side, where they were transferred to BC Emergency Health Services.

"We're grateful for the swift response of our crew in supporting this marine rescue," according to a BC Ferries spokesperson, "and thank our customers for their understanding during the resulting sailing delay."

The marine rescue added a 66-minute delay to passengers' schedules, and also delayed the 10 p.m. departure from Crofton. BC Ferries has said it responds to about two dozen marine rescues system-wide each year.

Fulford-Swartz ferry schedule changes

Salt Spring Island ferry riders should prepare to shift their morning routines or risk missing the boat, as BC Ferries' summer schedules take effect Thursday, June 25.

The first sailing from Fulford Harbour that morning will happen at 6 a.m., rather than 6:15 a.m., according to the seasonal schedule, and Swartz Bay bound passengers will enjoy an extra round-trip baked in Mondays through Thursdays — and two more on Fridays, Saturdays, Sundays and holiday Mondays all summer long.

The seasonal schedule also puts a last boat back to the island at 10 p.m. Fridays through Sundays and long-weekend Mondays. There are also additional daily sailings between Salt Spring's Long Harbour and the Outer Islands and Tsawwassen starting June 25; there will be no seasonal changes to the schedule between Vesuvius Bay and Crofton.

The summer season, for ferry schedules at least, lasts until Sept. 30. See bcferries.com for all the details.

CRD approves future directors' pay hikes

Despite protests from Salt Spring Island Capital Regional District (CRD) director Gary Holman, whoever steps into his shoes after the October election will be compensated more to do it.

The CRD board approved a tranche of remuneration increases Wednesday, June 10, enacting small increases for most future directors' paycheques and larger ones for those representing the electoral areas (EAs) — including on Salt Spring, where pay for the new director is rising more than $12,000 to reach just over $49,000.

The hike, among several recommended to the board by a consultant, more than makes up for the remuneration reapportionment Holman fought for last year, which had reduced the Salt Spring director's paycheque by $10,000 to add $2,500 each for the remaining members of the island's Local Community Commission (LCC).

EA directors in 2025 were unconvinced by Holman's argument, centred on the duties now shared with commissioners, but he nonetheless brought an amendment during the broader CRD board meeting that successfully effected the change.

On Wednesday, Holman brought a similarly motivated motion to hold off on the additional $12,000; this time he was unsuccessful, he told LCC members at that body's meeting the next day.

"The consultant also recommended a modest increase for the LCC, which I support," said Holman on June 11. "I argued that the LCC actually is quite a unique situation, resulting in a transfer of responsibilities. In any case, the director next term will be looking at a $12,000 salary increase, despite my objections."

Meanwhile, directors representing the Southern Gulf Islands and Juan de Fuca EAs will now see more than $59,000, up from just over $37,000. The annual salary for other board members is set to increase about $3,000 to around $27,500, up from about $24,500 currently.

Hydro work to snarl Upper Ganges Road

Cones and flaggers are returning to Salt Spring for at least part of the summer, as BC Hydro said system work along one of the island's busier stretches of roadway will begin shortly — and motorists heading north from Ganges could expect delays for at least the next several weeks.

The utility will be undertaking system-improvement work along Upper Ganges Road, between Lower Ganges Road and Long Harbour Road, according to a June 9 announcement, as part of BC Hydro efforts to improve system resiliency and reliability for customers across the Gulf Islands.

"Work is scheduled to begin shortly and is expected to be completed by the end of July," according to a press release. "Unfortunately, there will be traffic impacts and motorists should expect delays and periodic traffic disruptions in the work zone."



ISLAND LIFE

ISLAND CULTURE

Canada Day-themed tour highlights farm stands

Salt Spring Island Farm Stand Festival makes debuts July 1 to 5

BY GAIL SJUBERG
DRIFTWOOD STAFF






PHOTOS COURTESY FARM STAND OPERATORS

Images from five of the 50 ventures participating in the first Salt Spring Island Farm Stand Festival from July 1 to 5 are, from left, The Salty Baker, Wild Chi Botanicals, Wild Flora Candles and Botanicals, and Rainbow Road Trading, with the Salt Spring Centre of Yoga Farm Stand below.

Salt Spring has a new way to celebrate its natural bounty, artistic nature and rural culture as the first Salt Spring Island Farm Stand Festival takes place from July 1 to 5 on the island.

Running during "Canada Day week," it will see 50 farm stand owners decorate for the occasion, highlighting not only their wares but their creativity as well. Many stands will feature unique items related to the national holiday.

The festival was initiated by Anil Pereira, the creator of the interactive Salt Spring Island Farm Stands Map available through SSIFarmStands.com. He thought a summertime version of the popular local Farm Stand Holiday Light Up Tour — first held in 2020 — would be a great addition to the island's activity calendar.

"It's been a lot of fun putting together the farm stands map and the response to date has been heartwarming," said Pereira. "As one farm stand owner noted, Salt Spring can be touted as the 'Farm Stand Capital of Canada' and it is a pleasure to promote these unique island treasures to locals and visitors alike. The Canada Day Farm Stand Festival will bring even more colour to stands dotting our island paradise and I can't wait to see them decorated in red and white to celebrate Salt Spring's bounty and Canada's birthday."

Pereira's farm stand map project began in 2023, when he first shared a custom Google Map showing some local farm stands on a Salt Spring Facebook group. He said since it seemed to be difficult for people to locate via the social media platform, he created the SSIFarmStands.com website to host the map, which now includes more than 215 stands. Having been viewed close to 350,000 times, he notes it is "one of the more visited resources about Salt Spring."

The site also includes maps titled Tasting Rooms & Pubs, Beaches & Parks, Boat Launches & Marine Landings, Hiking Trails & Lookouts, Leisure Activities, and Studios & Galleries, making it a highly usable source of information for both residents and tourists.

"I believe this is the most comprehensive resource of free, interactive maps available to islanders and visitors and, of course, another way to expose our wonderful farm stands to the community."

Pereira said the map is downloadable from the SSIFarmStands.com website, and printed versions will also be available at the Salt Spring Island Visitor Information Centre in Ganges.



EMERGENCY SERVICES

Fire hall event set for Sept. 6

Amateur radio group invites public to open house June 27

BY ROBB MAGLEY
DRIFTWOOD STAFF

Facing 11th-hour construction delays, scheduling conflicts with firefighters moving into the new hall and the busy social calendars of local and regional dignitaries, the official opening celebration for Salt Spring's new Fire Hall No. 1 has been pushed back to Sunday, Sept. 6.

Islanders may have noticed signage going up, as fire district trustees heard Monday, June 15 that a consideration to have the event the same weekend as the fall fair had been shelved.

Meanwhile, Fire Chief Jamie Holmes said he'd had discussions with the BC Hydro crew on-site, and while the fire hall's new high-speed charger is connected, tested and functionally ready to charge electric vehicles, a relatable island problem with cellular connectivity — and a subsequent inability to accept payments — has them pumping the brakes.

"So they need to put either a booster or a second system on," Holmes told the board, "which they'll be doing in the next couple of weeks."

Separate from the hall opening, trustees voted to direct the board's communications committee to reach out to both BC Hydro and Salt Spring's electric vehicle community to plan an opening event for the new charger. The date for that event has not yet been determined.

Former team lead for the Salt Spring Island Electric Vehicle Group Jim Standen said he'd learned the new connector combinations at the fire hall's charger will include another "first" for the island: two high-speed North American Charging Standard connectors, still most commonly found on Tesla vehicles. For everyone else, he said, there will be a CCS connector, the European standard found on many vehicles, and one CHAdeMO Japanese standard connector — to keep the island's Nissan Leaf enthusiasts going.

The charger at the fire hall is the second high-speed "electricity dispenser" on Salt Spring, the first having been the 50kW FLO network equipment installed at the Mid Island Co-op's Gas Bar last spring. FLO also maintains the 6.2kW "Level 2" charger at the Rainbow Road Recreation Centre.

Field Day Open House

The Salt Spring Island Amateur Radio Society is inviting the public to its Field Day Open House on Saturday, June 27, running from 2 to 4 p.m. at the Rod and Gun Club on Long Harbour Road.

Visitors can meet local amateur radio operators, learn about emergency communications, see radio equipment in action and find out how amateur radio continues to serve the community.

Field Day is part of a North America-wide amateur radio event celebrating radio skills, preparedness and public service, which sees local members making as many connections as possible with other radio operators in a 24-hour period.



RECREATION

LCC floats pickleball 'hub'



ILLUSTRATION COURTESY CRD

Six potential pickleball courts – and room for eight – are shown in an early plan to put them by the existing tennis court at 2470 Fulford-Ganges Rd., behind Salt Spring's Fire Hall No. 2.

More space, right neighbourhood cited in Fulford multi-court plans

BY ROBB MAGLEY
DRIFTWOOD STAFF

Island officials have taken the first steps toward creating a multi-court "cultural hub" for Salt Spring's pickleball community in the south end, having seemingly found the perfect neighbour for the notoriously percussive sport: Salt Spring's Fire Hall No. 2 in Fulford.

As part of the years-long master planning process to guide both Portlock Park and the Rainbow Recreation Centre property, public feedback showed there were concerns over noise impacts of pickleball play on surrounding residences — largely put forward by the players themselves, who worried that building courts too near homes would inevitably lead to complaints.

That brought local Capital Regional District (CRD) staff to take a closer look at putting a permanent home for pickleball near the existing tennis court at 2470 Fulford-Ganges Rd., where noise objections seemed highly unlikely — given that the only neighbours nearby tend to announce their own comings-and-goings with a siren.

"The fire hall site provides the opportunity to develop a dedicated pickleball facility, with the capacity to meet the current need of approximately six dedicated courts and the ability to expand to up to eight," said parks and recreation manager Kent Bittorf, who brought a report on several options for pickleball to Salt Spring's Local Community Commission (LCC) for a decision Thursday, June 18.

Bittorf said that while there were likely to be perceptions among some players that a Fulford site was less central than one at Rainbow Road or Portlock Park, worries over sound might outweigh convenience.

"And at the same time, they're anxious to address capacity issues that exist currently at Portlock," said Bittorf.

Salt Spring CRD director Gary Holman offered that there were likely advantages to decentralizing recreational opportunities on an island as expansive as Salt Spring — and that siting such improvements at Fulford might even be welcome.

"The south end doesn't get the benefit of a lot of recreation facilities," said Holman, noting the protracted work on repairs and upgrades to Drummond Park. "So to have some additional facilities in the south end is not a bad thing, in terms of community equity."

"This is more of a 'cultural hub' potential for them," said LCC member Ben Corno. "I think they could host a larger event, there's more accommodation for parking and tents. I think if I was a user group I might really value the independence in this space."

Options for the CRD's acquisition would include either purchasing the land, with an estimated cost of $85,000 to $100,000, according to a project report, or leasing it long-term at $3,000 to $4,000 per month. Senior manager Dan Ovington told commissioners that notwithstanding the support of the fire district — which owns the parcel — the site is located within the Agricultural Land Reserve and is currently zoned A1(f), where active recreation is not a permitted use.

That means building pickleball courts would require a non-farm use application to the Agricultural Land Commission, and an application to rezone the parcel. Both would go through the Islands Trust, which Ovington said meant commissioners could look forward to a 12-month process at minimum.

Meanwhile, the first modest improvements at the notional pickleball complex are taking place far sooner. Responding to a matter that emerged through discussions with players, LCC members directed installation of a porta potty at the site for the rest of the year. Commissioners also asked staff to include $3,600 in ongoing funding in the 2027 provisional budget to support the porta potty's rental costs.

The request for a porta potty only surfaced recently, Ovington said, shortly after firefighters had done a little brush clearing around the court. The thinner foliage apparently reduced the privacy factor of bushes there, which until now had obviated any urgent need for facilities.

FIELD OF DREAMS



PHOTO BY ERIN MAGLEY

Workers put finishing touches on the new backstop at the Salt Spring Island Hydro-Field project Tuesday, June 23. In partnership with the Gulf Islands School District, the Capital Regional District leveraged a $300,000 donation for the upgrades, creating a new field and dugouts to support girls fastpitch and other baseball groups. The ballfield portion of the field at 160 Rainbow Rd. will be seeded this fall, and is expected to open for play in early 2027. Players seen in the photo below will likely be among the new facility's users.



PHOTO COURTESY SS U15 FASTPITCH TEAM

Salt Spring's U15 fastpitch team after their silver medal win at district championships held in Langford on June 20-21 are, in the back row, from left, coach Darren Lee, coach Erin Lee, Lilly Roscoe-Duvall, Ana Creech, Thea Byron, Brianne Lee, Peighton Proudfoot, Roslyn Harrison, coach Kari Burgess. Front row, from left, are Harlow Kazakoff, Noelle Burgess, Zoe Johnson, Marlee Moulton and Cecilia Cabello-MacLean. The girls were undefeated heading into the championship final.

Rainfall provides scant relief

DROUGHT
continued from 1

Moray showed trustees a WLRS-produced streamflow map generated from Water Survey of Canada and BC River Forecast Centre real-time data to illustrate the flows of waterways throughout the region.

"Unfortunately, we're not included specifically [on Salt Spring]," said Moray. "But WLRS says, 'well, just consider yourself equal or less than what is noted in the vicinity.'"

As of Thursday, June 25, three of the four closest measured streamflow stations are ranking "much below normal," meaning the average level over the last seven days has occurred less than 10 per cent of the time within the site's history.

Also on June 25, two Salt Spring weather stations sharing their data online recorded 0.2 and 0.25 millimetres of rain, a welcome, if small, respite from the dry, warm weather.

Please note that this issue of the Driftwood went to press on the afternoon of Friday, June 26 due to the July 1 statutory holiday. See gulfislandsdriftwood.com for potential news updates. Happy Canada Day!

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GROUP ACTIVITIES

Gardening resources grow through program

An introduction to the Master Gardener Program on Salt Spring

BY MILLY SINCLAIR
SS GARDEN CLUB

Almost 20 years ago, a group of Salt Spring Island gardeners became certified Master Gardeners through the Victoria Master Gardener Association (VMGA). The VMGA, which was formed in July 2000, is based at the Horticulture Centre of the Pacific. Its goal is to promote evidence-based, sustainable horticulture through education, public outreach and community service.

Those original Salt Spring Island Master Gardeners (MG) provided gardening guidance and education to the community for two decades. With their retirement, a new generation is stepping forward. In January 2026, 24 members of the Salt Spring Island Garden Club began training to become Master Gardeners. They successfully completed the four-month course and passed the certification exam. Now, they are working toward certification by completing 50 hours of community volunteer service and five hours of continuing education.

Twenty of those hours are dedicated to public education and gardening advice. Interns can fulfill this requirement by staffing MG Advice Clinics or writing articles for publication. The Driftwood has launched a gardening column, which will consist of articles written by MG interns.

Advice Clinic tables will be available weekly until Sept. 1 at the Tuesday Farmers' Market and at the Salt Spring Fall Fair. Community members are encouraged to stop by with their gardening questions. The clinics not only provide advice to the public but also offer valuable learning opportunities for the interns. While participants bring a wide range of gardening knowledge and experience, they continue to learn from one another, from Lead Master Gardeners, and through researching answers to questions raised by the community.



PHOTO BY BEN FENSKE

From left, two Master Gardener interns, Ananda Korchynski and Melanie Marshall, take part in an Advice Clinic with Master Gardener Linda Bradford.

To complete the remaining 30 volunteer hours, interns are participating in six community projects reflecting the VMGA's mission of sharing gardening knowledge through education and service.

- Centennial Park Native Plant Garden: Interns will support garden design, install native plants and create educational signage to help identify plant species.
- Farmland Trust Permaculture Teaching Garden: Located at The Root, this garden provides food for community programs and educational opportunities. Interns will help develop tree guilds, install interpretive signage and demonstrate permaculture techniques.
- Greenwoods Eldercare Gardens: Interns will meet biweekly to restore and maintain three gardens enjoyed by residents, families and visitors.
- Heiwa Japanese Garden: In partnership with the Japanese Garden Society, interns will contribute to garden maintenance while learning traditional Niwaki-style pruning techniques from an experienced Japanese gardener.
- Meadowbrook Retirement Living Community Gardens: Interns will assist with the care and maintenance of the extensive gardens serving this seniors' residential community.
- Mouat Park Native Plant Restoration: Working with Transition Salt Spring's Native Plant Stewardship Group, interns will assist the "No Ivy League" project by removing invasive species and replacing them with native plants.

Through these projects and outreach activities, Salt Spring Island's MG interns are building knowledge, strengthening community connections and helping cultivate a more sustainable gardening future. We look forward to seeing you out in the community!

EMERGENCY PREP

Wildfire ready? Island braces for dry summer

TSS Wildfire Ready Hub up and running

BY TRANSITION SALT SPRING

Results from the recent Salt Spring Island Community Wildfire Survey showed that residents are increasingly concerned about hotter, drier summers and the wildfire risks that come with them. This year's conditions are already reinforcing that concern.

By the end of May, some residents reported having already used a significant portion of the water stored in their rainwater catchment systems. Occasional rain showers have offered some relief, but recent precipitation has been far short of what's needed to fully replenish supplies. Low water means more than inconvenience: dry vegetation is fire fuel and a landscape starved of moisture is a landscape primed to burn.

The wildfire situation across British Columbia is a reminder of the challenges ahead. According to the BC Wildfire Service dashboard, hundreds of fires have already been recorded province-wide since April 1.

On Vancouver Island and in the Coastal region, dozens have occurred, though most have stayed small compared to major activity elsewhere in the province — for now.

Adding to the uncertainty is the return of El Niño conditions. The World Meteorological Organization now puts the odds of a global El Niño event between June and August at 80 per cent, rising to roughly 90 per cent through the fall. El Niño is often associated with above-average temperatures and prolonged drought, though its local impacts vary.

For Salt Spring, the bigger concern may come later in the year. El Niño winters tend to be drier on coastal B.C., reducing the seasonal recharge that rainwater systems, aquifers and reservoirs depend on. Water conserved this summer could matter even more by fall, if drought conditions persist, and our reserves next spring may not return to the levels we're used to. Conserving water now is more than just good household management — it's preparation for a longer dry stretch ahead.

One of the easiest and most effective steps homeowners can take is to book a free FireSmart Home Assessment through Salt Spring Island Fire Rescue. Trained Firesmart representatives visit your property and identify practical, affordable measures to reduce wildfire risk.

Priority FireSmart steps include: clearing combustible material from the first 1.5 metres around buildings, cleaning leaves and needles from roofs and gutters, and moving firewood at least 10 metres from structures during fire season.

Water conservation and wildfire preparedness go hand in hand. Small changes now can extend resources through the season: fix leaking taps and irrigation lines, switch to drip irrigation instead of overhead sprinklers and let visitors know water is scarce this year.

Visit the Transition Salt Spring Wildfire Ready Hub at transitionsaltspring.com/wildfire for more on emergency preparedness, wildfire risk reduction and community resilience.



DRAFT

Agenda
Salt Spring Island Fire Protection District
Board of Trustees
Town Hall Meeting

Meeting will be held as follows:
Date: **September 14, 2026**
Time: **6:30 p.m.**
Place: **Fire Hall No. 1**
455 Lower Ganges Road, Salt Spring Island and Electronic Meeting (Microsoft TEAMS)

We would like to begin this town hall by humbly acknowledging that we live and work in the unceded territories of the Coast Salish Peoples.

1. **WELCOME – CHAIR COOK**

2. **DRAFT 2027 BUDGET**

3. **5-YEAR (2026-2031) STRATEGIC PLAN**

4. **NEW FIRE HALL PROJECT REVIEW**

5. **COMMENTS & QUESTIONS**

Executive Summary

The Board of Trustees has revised the 2026–2031 Strategic Plan to focus on five strategic priorities that strengthen organizational sustainability, emergency service delivery, workforce capacity, governance, and infrastructure readiness.

This priority-based framework replaces a year-based implementation approach and enables the District to focus resources on the initiatives that provide the greatest operational and community benefit. The highest priorities are workforce development and infrastructure planning, recognizing the importance of leadership succession, training capacity, and the delivery of Hall #3.

Financial sustainability and emergency response effectiveness remain key priorities, while community engagement and governance support continued public trust and accountability.

The plan will be reviewed annually to ensure priorities remain aligned with operational risks, community expectations, and available resources.

Salt Spring Island Fire Protection District 2026-2031 Strategic Plan

DRAFT

Vision A responsive and sustainable fire-rescue service, effectively meeting community needs and valued by those we serve.

Mission Always learning, engaging and adapting to be response ready.

STRATEGIC FOCUS	Our People and Workplace	Infrastructure	Emergency Prevention and Response	Community Relationships	Finances
GOALS	Attract and retain a diverse, physically and mentally fit team that includes Career, Paid on Call and administrative members to provide value for our community.	Infrastructure that supports an effective, reliable and resilient fire service to better address increasing risks and hazards .	Deliver a fire-rescue service that prevents and responds to emergencies in a safe, effective and timely manner.	Foster positive relationships to address community concerns and explore opportunities for collaboration.	Prudent financial management incorporating long term strategic thinking based on principles of transparency and accountability to all stakeholders to maintain public trust.
OBJECTIVES					

Strategic Priorities, Objectives and Actions

DRAFT

Priority Rank	Strategic Goal	Objective	Priority Level	Strategic Actions
1	Our People and Workplace	Strengthen organizational capacity through the creation of an Assistant Deputy Chief function responsible for Human Resources, Training, and Public Education.	Critical	1. Update Policies and Operating Instructions 2. Explore Staff housing options 3. Establish a formal succession planning program for all key operational and administrative positions.
2	Infrastructure and Capital Planning	Deliver sustainable infrastructure and capital investments to support operational readiness and community growth.	Critical	1. Develop Project Business Plan and Charter and financing options for satellite fire halls #2 and #3. Be tender ready in 2029 for construction. 2. Acquire a portable saltwater pump. 3. Create a long-term capital funding strategy integrating reserves, grants, and debt financing.
3	Prudent Financial Management	Maintain long-term financial sustainability while demonstrating transparency, accountability, and value to taxpayers.	High	1. Develop a long-term financial sustainability model incorporating capital, staffing, and debt forecasts. 2. Alternate revenue includes Fire Smart, wildfire deployment, donations, grants and room rentals in the new fire hall 3 Need to communicate the capital plan to

Strategic Priorities, Objectives and Actions

DRAFT

Priority Rank	Strategic Goal	Objective	Priority Level	Strategic Actions
4	 Emergency Prevention and Response	Improve emergency response effectiveness through training, data analysis, technology, and community risk reduction.	High	1. Foster or participate in community engagement, support and participation in fire prevention and life safety activates. 2. Explore options for incorporating Emergency Operations and the Neighbourhood POD program into the new fire hall operations. 3. Develop and implement a change management strategy for operations and administration.
5	 Community Relationships and Governance	Strengthen community trust, engagement, and collaboration with stakeholders and partner agencies.	Medium-High	1. Develop a communications strategy to inform stakeholders of capital plans. 2. Develop a community handout informing stakeholders of SSIFR capacities for insurance information and to be included in the annual CRD tax envelope and on the web page. 3. Develop a method to encourage Trustee and Committee recruitments 4. Provide meeting space and coordination for inter-agency collaboration

Desired Outcomes and Performance Measures

DRAFT

Priority	Strategic Area	Desired Outcome	Recommended Board Performance Measures (KPIs)
1	Our People & Workplace 	Build leadership capacity, improve training delivery, strengthen HR administration, support succession planning, and enhance workforce wellness.	Employee retention rate above 90%; annual leadership development participation; succession plans completed.
2	Infrastructure & Capital Planning 	Deliver Hall #3, maintain apparatus readiness, improve emergency water supply infrastructure, and support long-term service growth.	Hall #3 milestones achieved on schedule; capital projects delivered within budget.
3	Financial Management 	Ensure sustainable funding, maintain reserves, maximize grant opportunities, and demonstrate accountability to taxpayers.	Reserve contribution targets achieved; successful grant funding secured; annual financial benchmarks completed.
4	Emergency Prevention & Response 	Improve response performance, operational readiness, officer development, and community risk reduction.	Response-time targets achieved; annual training compliance maintained; community risk reduction initiatives completed.
5	Community Relationships 	Strengthen public confidence, improve transparency, increase community participation, and enhance stakeholder partnerships.	Community satisfaction results maintained. Stakeholder partnerships maintained.

Salt Spring Island Fire Protection District (SSIFPD)
Staff Report

Date: July 13, 2026
Subject: Draft Strategic Planning and Policy Development Committee Terms of Reference Policy AG-4108-07 - Update
To: Board of Trustees
From: Rodney Dieleman, CAO

Background

The Strategic Planning and Policy Development Committee is undertaking a structured 12-month policy modernization program to ensure all District policies are current, consistent, legally compliant, and aligned with Board governance best practices. The policy update project includes a complete master policy register and standardizing policy templates.

Summary of Changes between the Current Policy (AG-4108-06) and the Proposed Draft Strategic Planning and Policy Development Committee Terms of Reference Policy (AG-4108-07):

The draft SPPD Committee Terms of Reference Policy modernizes the Terms of Reference by introducing a comprehensive governance framework, clarifying the committee's advisory authority, expanding strategic planning and policy oversight responsibilities, strengthening compliance and accountability requirements, and improving records management and policy administration.

Topic	Previous Policy (AG-4108-06)	Updated Policy (AG-4108-07 Draft)	Change Summary
Policy Format	Traditional Terms of Reference format with Membership, Meetings, Accountability, and Responsibilities sections.	Expanded governance policy format including Policy Administration, Purpose, Scope, Definitions, Authority, Compliance, Records Management, References, and Review provisions.	Modernizes and standardizes the policy structure in alignment with current governance practices.
Purpose and Scope	No formal purpose or scope statements.	Introduces clear purpose and scope statements defining the committee's mandate and advisory role.	Provides greater clarity regarding committee responsibilities and authority.
Definitions	No definitions included.	Adds definitions for key terms, including “Committee” and “District.”	Improves consistency and interpretation of policy language.
Membership Qualifications	Committee composition and public member eligibility requirements specified.	Maintains existing composition while encouraging appointments based on governance, strategic planning, legal, policy, emergency services, and organizational development experience.	Enhances qualifications guidance while retaining the existing structure.

Public Member Eligibility	Public members must be eligible voters or residents within the District.	Public members must be eligible electors or residents within the District.	Minor terminology update with no substantive change.
Strategic Planning Responsibilities	Includes responsibility for strategic plan updates.	Expands responsibilities to include strategic priorities, performance measures, service delivery objectives, risk management considerations, and monitoring progress toward strategic goals.	Broadens the committee's strategic planning oversight role.
Policy Oversight	Reviews policies and bylaws within its mandate.	Establishes a policy review schedule, identifies policy gaps, and supports policy modernization and consistency.	Introduces a more proactive and structured policy governance function.
Governance Responsibilities	Focuses on governance policies, committee structure, board orientation, and legislative matters.	Expands responsibilities to include governance training, code of conduct matters, governance best practices, and legislative monitoring.	Strengthens governance oversight and continuous improvement functions.
Accountability and Reporting	Annual report summarizes meetings, decisions, and outcomes.	Requires an annual work plan and annual report outlining priorities, completed initiatives, policy reviews, governance improvements, and future recommendations.	Enhances accountability and reporting requirements.
Meetings	Governed by Meeting Procedures Bylaw and includes detailed procedural provisions.	Retains similar meeting provisions and adds electronic participation where authorized.	Updates meeting administration and accommodates virtual participation.
Records Management	No records management requirements.	Introduces records management requirements and references the District's Document Management Policy.	Establishes formal records retention and document management expectations.
Authority	Committee authority implied through Terms of Reference.	Explicitly states that the committee operates in an advisory capacity and has no independent decision-making authority.	Clarifies the committee's relationship with the Board of Trustees.
Legislative Compliance	References the Community Charter and Meeting Procedures Bylaw.	Explicitly references FOIPPA, the Community Charter, and applicable District bylaws.	Strengthens legislative compliance requirements.
Compliance and Conduct	No dedicated compliance or conduct provisions.	Adds requirements relating to ethical conduct, confidentiality, compliance, and enforcement.	Establishes clearer expectations for committee member conduct and accountability.
References and Related Documents	References Meeting Procedures Bylaw No. 146.	References the SSIFPD Meeting Procedures Bylaw 2025 and FOIPPA.	Updates supporting legislative and governance references.
Review and Revision	Policy revisions occur at Board discretion.	Requires periodic review and revision to ensure legislative and operational alignment.	Introduces a formal review process.
Policy Administration	Limited administrative information.	Includes policy category, approval authority, superseded policies, and revision history.	Improves policy governance, version control, and

			administrative consistency.

Recommendation

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

Respectfully Submitted,

Rodney Dieleman
Corporate Administrative Officer

DRAFT

Salt Spring Island Fire Protection District

Strategic Planning and Policy Development Committee

Terms of Reference Policy

POLICY ADMINISTRATION

Policy Number	AG-4108-07
Policy Category	Governance
Approved By	Board of Trustees
Approval Date	TBD
Supersedes	AG-4108-01; AG-4108-02; AG-4108-03; AG-4108-04; AG-4108-05; AG-4108-06

PURPOSE

To establish the mandate, composition, responsibilities, and accountability of the Strategic Planning and Policy Development Committee. The Committee supports long-term organizational planning, governance excellence, policy development, risk awareness, and continuous improvement.

SCOPE

The Committee supports the Board of Trustees in fulfilling its oversight responsibilities related to strategic planning, governance, and policy development. The Committee's scope includes the review, analysis, and recommendation of strategic priorities, governance practices, policies, organizational performance measures, risk management considerations, and long-term planning initiatives. The Committee operates in an advisory capacity and provides recommendations to the Board of Trustees but does not exercise independent decision-making authority. The Committee's activities apply to all governance and policy matters assigned by the Board and relevant to the effective administration and future direction of the District.

DEFINITIONS

"Committee" means the Strategic Planning and Policy Development Committee as established by the Board of Trustees.

"District" means the Salt Spring Island Fire Protection District.

POLICY STATEMENT

Membership

1. Committee members shall be appointed annually by the Board following the Annual General Meeting. Appointments should consider governance, strategic planning, public administration, emergency services, legal, policy, or organizational development experience.
2. The Committee shall consist of:
    a. Up to three Trustees (including the Board Chair as an ex officio member)
    b. Up to two public members with relevant expertise. Public members must be eligible electors or residents within the District and serve in a volunteer capacity.
    c. Ex officio members: Board Chair, Chief Administrative Officer, and Fire Chief.
3. The Committee shall appoint a Chair from among the Trustee members**.**

Committee Roles & Responsibilities

Strategic Planning

The Committee shall monitor, develop, and recommend strategic planning initiatives to the Board. Responsibilities include reviewing strategic priorities, performance measures, service delivery objectives, risk management considerations, and long-range organizational planning. The Committee should monitor progress toward strategic goals and recommend updates to the strategic plan as required.

Policies

The Committee shall review and recommend governance and operational policies as assigned by the Board. The Committee should maintain a policy review schedule, identify policy gaps, recommend policy modernization, and ensure consistency across the District policy framework.

Governance

The Committee shall review governance matters and make recommendations to the Board. Responsibilities include Board orientation, governance training, committee structure reviews, code of conduct matters, governance best practices, and legislative monitoring.

Accountability and Reporting

The Committee shall report its activities, findings, and recommendations to the Board after each meeting. An annual work plan and annual report should be presented to the Board outlining priorities, completed initiatives, policy reviews, governance improvements, and future recommendations.

Meetings

1. The Committee shall meet monthly or at the call of the Chair in accordance with applicable bylaws.
2. The Committee shall establish a schedule of its regular meetings for the coming year and publish the schedule on the District's calendar.
3. Meetings and their minutes are open to the public except as provided in Part 4 Division 3 of the Community Charter.
4. The Chair presides over meetings. If the Chair is not present five minutes after the scheduled start of a meeting, the committee shall choose one of the Trustees present as chair for that meeting and continue with its agenda. If the Recorder is not present, the committee shall choose a recorder for the meeting.
5. Each Committee member has exactly one vote on a question.
6. Electronic participation may be permitted where authorized by District bylaws and meeting procedures.

RECORDS MANAGEMENT

Committee records shall be managed in accordance with District records management requirements. Meeting agendas, minutes, reports, strategic planning documents, policy review records, and governance materials shall be retained in accordance with AG-5201 Document Management Policy.

AUTHORITY

The Committee is a standing committee of the Board of Trustees and operates in an advisory capacity. The Committee does not have independent decision-making authority and may only make recommendations to the Board unless expressly authorized. The Committee operates in accordance with: District bylaws, including the Meeting Procedures Bylaw; Freedom of Information and Protection of Privacy Act (FOIPPA) and the BC Community Charter.

COMPLIANCE AND ENFORCEMENT

All Committee members shall comply with this policy, applicable District bylaws, and relevant legislation, including the Freedom of Information and Protection of Privacy Act (FOIPPA) and the Community Charter. Committee members are expected to conduct themselves in accordance with established standards of ethical behaviour, confidentiality requirements, and the public interest. Failure to comply with this policy may result in actions consistent with District policies and procedures, including removal from the Committee or other appropriate measures as

determined by the Board of Trustees. Unauthorized disclosure of confidential information, or the improper use, alteration, or destruction of records or information, may result in disciplinary action and potential legal consequences.

REFERENCES & RELATED DOCUMENTS

SSIFPD Meeting Procedures Bylaw 2025

Freedom of Information and Protection of Privacy Act (FOIPPA)

REVIEW AND REVISION

This shall be reviewed periodically to ensure alignment with legislative and operational requirements.

REVISION HISTORY

Version	Date	Approved By
AG-4108-01	December 7, 2015	Board of Trustees
AG-4108-02	June 25, 2018	Board of Trustees
AG-4108-03	October 22, 2019	Board of Trustees
AG-4108-04	January 20, 2020	Board of Trustees
AG-4108-05	May 17, 2021	Board of Trustees
AG-4108-06	September 16, 2024	Board of Trustees

Salt Spring Island Fire Protection District (SSIFPD)
Staff Report

Date: July 13, 2026
Subject: Draft Finance and Audit Committee Terms of Reference Policy AG-4107-05 - Update
To: Board of Trustees
From: Rodney Dieleman, CAO

Background

The Strategic Planning and Policy Development Committee is undertaking a structured 12-month policy modernization program to ensure all District policies are current, consistent, legally compliant, and aligned with Board governance best practices. The policy update project includes a complete master policy register and standardizing policy templates.

Summary of Changes between the Current Policy (AG-4107-04) and the Proposed Draft Finance and Audit Committee Terms of Reference Policy (AG-4107-05):

The draft policy retains the existing Committee structure and core financial oversight functions while substantially modernizing the document. The revisions provide clearer governance authority, expand financial oversight responsibilities, strengthen accountability and records management requirements, improve legislative compliance, and align the policy with the District's standardized policy framework.

Topic	Previous Policy (AG-4107-04)	Updated Policy (AG-4107-05 Draft)	Change Summary
Purpose & Scope	Focused primarily on committee membership, responsibilities, meetings, and accountability.	Adds formal Purpose and Scope sections establishing the Committee's role in financial stewardship, transparency, accountability, financial sustainability, and governance oversight.	Expands and clarifies the Committee's mandate and advisory function.
Policy Structure	Traditional Terms of Reference format.	Standardized policy format including Purpose, Scope, Definitions, Authority, Records Management, Compliance, References, Review, and Revision History.	Modernizes the policy and aligns it with the District's governance framework.
Definitions	No definitions section.	Adds definitions for "Committee" and "District."	Improves clarity and consistency of terminology.
Membership	Up to three Trustees, up to two public members, and ex	Membership structure retained with minor wording updates,	Minor administrative and

	officio members; public members must be eligible voters or residents.	including use of "eligible electors" and clarification that public members serve in a volunteer capacity.	terminology updates.
Financial Oversight Responsibilities	Focused on financial condition monitoring, budgets, capital plans, taxation bylaws, auditor appointment, and financial policies.	Expands oversight to include financial controls, reserve strategies, long-term financial planning, investments, debt management, and financial risk management.	Broadens the Committee's financial governance role.
Audit Oversight	Auditor appointment and acceptance of audited financial statements included within general responsibilities.	Establishes a dedicated Audit Oversight section.	Provides greater prominence and clarity for audit-related responsibilities.
Budget & Financial Planning	Focused on annual operating budgets, projections, financing proposals, capital plans, and tax levy bylaws.	Adds review of long-range financial plans, reserve balances, taxation impacts, and asset replacement funding requirements.	Expands focus to long-term financial sustainability.
Accountability & Reporting	Required reporting after meetings and an annual report summarizing meetings, decisions, and outcomes.	Requires reporting of activities, findings, recommendations, annual work plans, priorities, accomplishments, and emerging risks.	Strengthens reporting and governance oversight.
Meetings	Governed by Meeting Procedures Bylaw 2021 with detailed meeting procedures.	Retains most provisions and adds electronic participation where permitted.	Updates procedures to support modern meeting practices.
Records Management	No records management requirements.	Adds records retention and management requirements referencing the Document Management Policy.	Introduces formal records governance and retention requirements.
Authority	Advisory role implied but not expressly defined.	Explicitly states the Committee operates in an advisory capacity and has no independent decision-making authority.	Clarifies authority and reporting relationship to the Board.
Legislative References	References Meeting Procedures Bylaw No. 146 (2021).	References the Meeting Procedures Bylaw 2025, FOIPPA, the Community Charter, and records management requirements.	Strengthens legislative and policy alignment.
Compliance & Enforcement	No dedicated compliance provisions.	Adds ethics, confidentiality, compliance obligations, enforcement provisions, and consequences for non-compliance.	Significantly strengthens accountability requirements.
Policy Administration	Limited approval and amendment history.	Includes policy administration details such as policy category, superseded policies, approval	Improves policy control, administration, and

		information, and revision history.	version management.
Review & Revision	Revisions made at the discretion of the Board.	Establishes periodic review requirements.	Creates a formal review and maintenance process.

Recommendation

That the Board of Trustees approve Finance and Audit Committee Terms of Reference Policy No. AG-4107-05.

Respectfully Submitted,

Rodney Dieleman
Corporate Administrative Officer

DRAFT

Salt Spring Island Fire Protection District

Finance and Audit Committee Terms of Reference Policy

POLICY ADMINISTRATION

Policy Number	AG-4107-05
Policy Category	Governance
Approved By	Board of Trustees
Approval Date	TBD
Supersedes	AG-4107-01; AG-4107-02; AG-4107-03; AG-4107-04

PURPOSE

To establish the mandate, composition, responsibilities, and accountability of the Finance and Audit Committee. The Committee supports financial stewardship, transparency, accountability, long-term financial sustainability, and sound governance.

SCOPE

The Committee supports the Board of Trustees in fulfilling its oversight responsibilities for the District's financial management, reporting, auditing, budgeting, financial planning, reserves, investments, capital financing, debt management, and financial risk management. The Committee provides advice and recommendations to promote sound financial stewardship, accountability, transparency, regulatory compliance, and the long-term financial sustainability of the District. The Committee acts in an advisory capacity and does not have independent decision-making authority except as expressly authorized by the Board.

DEFINITIONS

"Committee" means the Finance and Audit Committee as established by the Board of Trustees.

"District" means the Salt Spring Island Fire Protection District.

POLICY STATEMENT

Membership

1. Committee members shall be appointed annually by the Board following the Annual General Meeting.
2. The Committee shall consist of:
    a. Up to three Trustees (including the Board Chair as an ex officio member)
    b. Up to two public members with relevant expertise. Public members must be eligible electors or residents within the District and serve in a volunteer capacity.
    c. Ex officio members: Board Chair, Chief Administrative Officer, and Fire Chief.
3. The Committee shall appoint a Chair from among the Trustee members**.**

Committee Roles & Responsibilities

The Committee monitors and reports on the financial condition of the District. Responsibilities include review of financial statements, financial controls, reserve strategies, long-term financial planning, capital financing, debt management, investment practices, and financial risk management. Committee recommendations remain advisory and do not authorize expenditures unless approved by the Board.

Audit Oversight

The Committee shall recommend the appointment of the external auditor and review annual audited financial statements.

Budget and Financial Planning

The Committee shall review annual budgets, financial forecasts, and capital plans. The Committee should review long-range financial plans, reserve balances, taxation impacts, and asset replacement funding requirements.

Accountability and Reporting

The Committee shall report its activities, findings, and recommendations to the Board. An annual work plan and annual report should be provided to the Board outlining priorities, accomplishments, emerging risks, and recommendations.

Meetings

1. The Committee shall meet monthly or at the call of the Chair in accordance with applicable bylaws.
2. The Committee shall establish a schedule of its regular meetings for the coming year and publish the schedule on the District's calendar.
3. Meetings and their minutes are open to the public except as provided in Part 4 Division 3 of the Community Charter.
4. The Chair presides over meetings. If the Chair is not present five minutes after the scheduled start of a meeting, the committee shall choose one of the Trustees present as chair for that meeting and continue with its agenda. If the Recorder is not present, the committee shall choose a recorder for the meeting.
5. Each Committee member has exactly one vote on a question.
6. Electronic participation may be permitted where authorized by District bylaws and meeting procedures.

RECORDS MANAGEMENT

Committee records shall be managed in accordance with District records management requirements. Meeting agendas, minutes, reports, budgets, audit reports, and financial analyses shall be retained in accordance with AG-5201 Document Management Policy.

AUTHORITY

The Committee is a standing committee of the Board of Trustees and operates in an advisory capacity. The Committee does not have independent decision-making authority and may only make recommendations to the Board unless expressly authorized.

The Committee operates in accordance with: District bylaws, including the Meeting Procedures Bylaw; Freedom of Information and Protection of Privacy Act (FOIPPA) and the BC Community Charter.

COMPLIANCE AND ENFORCEMENT

All Committee members shall comply with this policy, applicable District bylaws, and relevant legislation, including the Freedom of Information and Protection of Privacy Act (FOIPPA) and the Community Charter. Committee members are expected to conduct themselves in accordance with established standards of ethical behaviour, confidentiality requirements, and the public

interest. Failure to comply with this policy may result in actions consistent with District policies and procedures, including removal from the Committee or other appropriate measures as determined by the Board of Trustees. Unauthorized disclosure of confidential information, or the improper use, alteration, or destruction of records or information, may result in disciplinary action and potential legal consequences.

REFERENCES & RELATED DOCUMENTS

SSIFPD Meeting Procedures Bylaw 2025

Freedom of Information and Protection of Privacy Act (FOIPPA)

REVIEW AND REVISION

This shall be reviewed periodically to ensure alignment with legislative and operational requirements.

REVISION HISTORY

Version	Date	Approved By
AG-4107-01	December 7, 2015	Board of Trustees
AG-4107-02	June 25, 2018	Board of Trustees
AG-4107-03	May 17, 2021	Board of Trustees
AG-4107-04	September 16, 2024	Board of Trustees