

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

Meeting held: **August 4, 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
 Keith Ballantyne, Public Member

Staff Members Present: **Rodney Dieleman, Corporate Administrator and Financial Officer**
 Jamie Holmes, Fire Chief
 Sarah Shugar, Recorder

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

1. CALL TO ORDER

Chair Lindstrom called the meeting to order at 9:00 a.m. and acknowledged that we live and work in the territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

The following items were presented for consideration:

- 5.1 Correspondence - Email received from D. Courtney dated July 29, 2026
- 5.2 CRD Fulford Hall Tennis Courts

By general consent, the agenda was approved as amended.

3. MINUTES

3.1 Minutes of the Regular Meeting held July 7, 2026

By general consent, the draft minutes of the Strategic Planning and Policy Development Committee regular meeting held on July 7, 2026 were adopted.

4. OLD BUSINESS

4.1 5-Year Strategic Plan – Update

CAO Dieleman presented a draft Strategic Plan Town Hall presentation and a draft 5-Year Strategic Plan (2026-2031).

- Replace “Develop Project Business Plan and Charter and financing options for Satellite Halls No. 2 and 3. Be tender ready in 2030 for construction.” With “Develop Project Business Plan and Charter and financing options for Satellite Halls No. 2 and 3. Be tender ready in 2029 for construction.”
- Add “Develop inter-agency relationships”
- Concern was expressed that there is a lack of inter-agency communications at the policy level. An example of community wildfire risk was noted. CAO Dieleman advised the draft Communications Committee Annual Workplan includes inter-agency relations and collaboration.
- Add “initiate regularly scheduled inter-governance meetings regarding fire service” in the Community Relationships and Governance section.

By general consent, the Strategic Planning and Policy Development Committee recommend the draft Strategic Plan Town Hall presentation and draft 5-Year Strategic Plan (2026-2031) be presented at the Town Hall Meeting for public input.

Committee Chair Lindstrom will present the Strategic Plan at the Town Hall Meeting.

4.2 New Fire Hall Planning - Rename to “New Satellite Fire Hall Planning” – No update

4.3 Fire Underwriters Survey (FUS) – Chief Holmes

4.3.1 Letter to Insurance Providers - Property Insurance Considerations and Distance from Fire Halls

A Letter to Insurance Providers - Property Insurance Considerations and Distance from Fire Halls was presented.

- Replace “Continued collaboration with the North Salt Spring Waterworks District and to support hydrant maintenance and the reliability of emergency water supplies.” With “Continued collaboration with the North Salt Spring Waterworks District and the Capital Regional District to support hydrant maintenance and the reliability of emergency water supplies.”
- Add “Re-certification of the tender shuttle accreditation”
- The letter will be sent to the two local insurance brokers – Westland Insurance Group Ltd. and Navacord (formerly Seafirst Insurance) and added to the website.
- A general letter for property owners could include SSIFR protection and loss statistics.

By general consent, the Strategic Planning and Policy Development Committee recommended the Communications Committee draft a letter regarding Property Insurance Considerations and Distance from Fire Halls, for property owners that will be based on the letter to insurance providers.

4.4 Town Hall Meeting – September 14, 2026

A draft agenda was presented. It was agreed Chief Holmes will present a staff report regarding the new fire hall project at the town hall meeting. The Communications Committee will consider materials for recruitment of Committee members at the Town Hall meeting.

By general consent, the Strategic Planning and Policy Development Committee agreed to add an agenda item for Committee Member and Engagement and Renewal that would be presented by the Communications Committee Chair

4.5 SSIFPD Policy Update Project

An updated policy table was presented.

4.6 Community Relations Committee Terms of Reference Policy No. AG-4103-07 – Staff Report

4.6.1 Draft Community Relations Committee Terms of Reference Policy No. AG-4103-07

Draft Community Relations Committee Terms of Reference Policy No. AG-4103-07 was presented. The following items was noted:

- Replace “SSIFPD Meeting Procedures Bylaw 2025” with “SSIFPD Meeting Procedures Bylaw No. 159”

MOVED by R. Cook,

That the Strategic Planning and Policy Development Committee recommend the Board approve Draft Community Relations Committee Terms of Reference Policy No. AG-4103-07.

CARRIED

4.6.2 Draft Community Relations Committee Annual Plan for 2026/2027

A draft Community Relations Committee Annual Plan for 2026/2027 was presented.

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

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

Draft Administrator One Employee of Board Policy No. AG-4301-02 was presented. The following items were noted:

- Add “The Board will participate in the hiring and performance reviews of the Fire Chief” to the Purpose section.
- Add a “Relationship between Trustees and Fire Chief” description to the Policy Statement section

- Replace “Relationship between Trustees and staff” to “Relationships between Trustees and CAO”

By general consent, the Strategic Planning and Policy Development Committee agreed the draft Administrator One Employee of Board Policy No. AG-4301-02 will be updated and brought back to the next Committee meeting for review.

4.8 Fit For Duty Policy No. AE-2405-03 - Staff Report – No Update

4.8.1 Draft Fit For Duty Policy No. AE-2405-03

4.9 Credit Card Policy No. AF-3601-03 - Staff Report

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

Draft Credit Card Policy No. AF-3601-03 was presented. CAO Dieleman advised the policy will need more information regarding authorized users and wildfire deployments.

By general consent, the Strategic Planning and Policy Development Committee agreed the draft Administrator One Employee of Board Policy No. AG-4301-02 will be updated and brought back to the next Committee meeting for review.

4.10 Document Management Policy No. AG-5201-02 - Staff Report – No Update

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

4.11 Technology Use and Mobile Device Policy No. AG-5101-02 - Staff Report – No Update

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

4.12 CRD Bylaw 4677 – CRD Fire Services, Operational, Fire Prevention and Administrative Bylaw and CRD Staff Report

Chief Holmes reported he met with Mike Burgess regarding fire inspections and Chief Holmes will provide inspection related policies to the Board as the fire inspections under CRD Bylaw 4677 proceed and the processes are developed.

5. NEW BUSINESS

5.1 Correspondence - Email received from D. Courtney dated July 29, 2026

CAO Dieleman presented an email from D. Courtney regarding satellite fire halls. Committee Chair Lindstrom responded to the email advising that there is a Town Hall Meeting on September 14, 2026 and the correspondence will be presented at the next Board meeting on September 21, 2026.

5.2 CRD Fulford Hall Tennis Courts

CAO Dieleman presented an email from CRD Parks and Recreation Manager Kent Bittorf regarding Exploration for Expanded Pickle Ball Site at Fulford Fire Hall. Staff accommodation on the Fulford Fire Hall property could be negatively impacted by pickle ball courts. A business and space plan for Fulford Fire Hall property would be needed prior to considering the request for pickle ball courts at Fulford Fire Hall.

By general consent, the Strategic Planning and Policy Development Committee recommended staff request further information from the CRD regarding the Exploration for Expanded Pickle Ball Site at Fulford Fire Hall.

6. NEXT MEETING

By general consent, the Strategic Planning and Policy Development Committee agreed to cancel the September 1, 2026 meeting.

The next meeting will be held on October 6, 2026 at 9:00 a.m.

7. ADJOURNMENT

By general consent, the meeting adjourned at 10:45 a.m.



Ronald Lindstrom
Chair, Strategic Planning & Policy Development Committee



Rodney Dieleman
Corporate Administrator