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

Meeting held:	**October 6, 2026** **Fire Hall No. 1** **455 Lower Ganges Road, Salt Spring Island**
Members Present:	**Ron Lindstrom, Committee Chair** **Rollie Cook, Board of Trustees Chair** **Darryl Martin, Trustee** **Keith Ballantyne, Public Member**
Staff Members Present:	**Rodney Dieleman, Corporate Administrator and Financial Officer** **Ken Akerman, Assistant Chief** **Sarah Shugar, Recorder**
Others Present:	**Kent Bittorf, CRD SSI Parks and Recreation Manager** **Spencer Cook, CRD SSI Engineer**
Regrets:	**Jamie Holmes, Fire Chief**

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 9:05 a.m. and acknowledged that we live and work in the territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved.

3. MINUTES

3.1 Minutes of the Regular Meeting held August 4, 2026

By general consent, the draft minutes of the Strategic Planning and Policy Development Committee regular meeting held on August 4, 2026 were adopted.

4. OLD BUSINESS

4.1 CRD Proposal for Expanded Pickle Ball Courts at Fulford Fire Hall – CRD SSI Parks and Recreation Manager Kent Bittorf

Kent Bittorf, CRD SSI Parks and Recreation Manager, and Spencer Cook, CRD SSI Engineering Tech, presented a proposal to expand pickleball courts at the Fulford Fire Hall property. The presenters outlined the community engagement and rezoning requirements and noted a goal of being shovel-ready by 2027-2028, with replacement courts operational before the closure of Portlock Park courts.

Discussion noted septic field infrastructure, the property's emergency helicopter landing pad, and the need to accommodate current and future fire-rescue operations. The Committee highlighted the District's priority of a new north end satellite fire hall, the need for a comprehensive master plan for the Fulford site, and the possibility of future recreation uses at the Central Fire Hall property once decommissioned. Other considerations included firefighter housing, sound attenuation, site access, and a potential site visit.

By general consent, the Strategic Planning and Policy Development Committee thanked the presenters, noted the proposal is in the preliminary stages, and advised it will make a recommendation to the Board of Trustees.

Kent Bittorf and Spencer Cook left the meeting at 10:00 a.m.

4.2 New Satellite Fire Hall Planning

CAO Dieleman is preparing an Agricultural Land Commission (ALC) non-farm use application for a proposed North End fire hall site.

4.3 SSIFPD Policy Update Project

A summary of the SSIFPD Policy Update Project was presented.

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

CAO Dieleman presented a staff report on Draft Administrator One Employee of Board Policy No. AG-4301-02. Discussion noted that the District contracts with the Greater Victoria Labour Relations Association (GVLRA) to support senior management hiring and IAFF bargaining. CAO Dieleman presented an updated draft organizational chart.

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

The draft Administrator One Employee of Board Policy No. AG-4301-02 was presented.

MOVED by R. Cook,
That the Strategic Planning and Policy Development Committee recommend the Board of Trustees approve the Draft Administrator One Employee of Board Policy No. AG-4301-02.
CARRIED

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

CAO Dieleman presented a staff report on Credit Card Policy No. AF-3601-03. Discussion noted that credit and debit card limits are established by the Corporate Administrator and may be adjusted as required.

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

The draft Credit Card Policy No. AF-3601-03 was presented.

MOVED by R. Cook,
That the Strategic Planning and Policy Development Committee recommend the Board of Trustees approve the Draft Credit Card Policy No. AF-3601-03 amended as follows: Add "Credit limits are to be established by the Corporate Administrator."
CARRIED

4.6 Document Management Policy No. AG-5201-02 - Staff Report – Deferred to the next meeting

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

4.7 Technology Use and Mobile Device Policy No. AG-5101-02 - Staff Report – Deferred to the next meeting

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

4.8 CRD Bylaw 4677 – CRD Fire Services, Operational, Fire Prevention and Administrative Bylaw and CRD Staff Report – Chief Holmes – Deferred to the next meeting

5. NEW BUSINESS - None

6. NEXT MEETING

The next meeting will be held on November 3, 2026 at 9:00 a.m.

7. ADJOURNMENT

By general consent, the meeting adjourned at 10:33 a.m.

Ronald Lindstrom
Chair, Strategic Planning & Policy Development Committee

Rodney Dieleman
Corporate Administrator