Agenda
Salt Spring Island Fire Protection District
Board of Trustees Regular Meeting

Meeting will be held as follows:
Date: **November 16, 2026**
Time: **7:00 p.m.**
Location: **Fire Hall No. 1**
455 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 October 19, 2026 – For Approval

That the draft minutes of the Regular Trustee meeting held October 19, 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

6.1.1 Minutes of the November 10, 2026 meeting – For Information

6.2 Finance & Audit Committee - None

6.3 Joint Occupational Health & Wellness Safety Committee – None

6.4 Strategic Planning & Policy Development Committee

6.4.1 Minutes of the November 3, 2026 meeting – For Information

7. CORRESPONDENCE

8. REPORTS

8.1 Fire Chief's Report – October September 2026

8.2 Salt Spring Island Fire Fighters' Association Report – October 2026

8.3 CAO Reports

8.3.1 Budget Report to September 30, 2026
8.3.2 Driftwood Article Dated Oct. 21, 2026 Re Hazmat Incident
8.3.3 Driftwood Article Dated Oct. 28, 2026 Re Hazmat Incident
8.3.4 Driftwood Article Dated Oct. 28, 2026 Re Halloween Fireworks

9. OLD BUSINESS

9.1 2027 Information Brochure for Property Owners

That the Board of Trustees accept the recommendation of the Community Relations Committee to proceed with developing a 2027 SSIFPD Property Tax brochure that will highlight key numbers such as medical calls, highlight emergency services as a community asset, include FireSmart program and the ladder truck donation with a target date for a draft brochure to be approved in January 2027 and for the mail out brochure to be approved by February 2027.

9.2 Draft Administrator One Employee of Board Policy No. AG-4301-02 – Staff Report

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

That the Board of Trustees accept the recommendation of the Strategic Planning and Policy Development Committee to approve Draft Administrator One Employee of Board Policy No. AG-4301-02.

9.3 Draft Credit Card Policy No. AF-3601-03 – Staff Report

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

That the Board of Trustees accept the recommendation of the Strategic Planning and Policy Development Committee to approve Draft Credit Card Policy No. AF-3601-03.

9.4 CRD Proposal for Expanded Pickle Ball Courts at Fulford Fire Hall (Hall 2)

That the Board of Trustees accept the recommendation of the Strategic Planning and Policy Development Committee to advise the CRD that the Board of Trustees does not support the proposal for Expanded Pickle Ball Courts at Fulford Fire Hall because a comprehensive master plan for the Fulford site is needed and planning considerations include current and future fire-rescue operations,

the emergency helicopter landing pad, future consideration for firefighter accommodation, sound attenuation, access to the water storage reservoir, use of the fire rescue training facility and future CRD Emergency Service needs.

10. NEW BUSINESS

10.1 Inter Governance Meetings

That the Board of Trustees accept the recommendation of the Community Relations Committee to direct staff to plan an inter governance meeting with local governance agencies including Islands Trust, North Salt Spring Waterworks District, and the Capital Regional District as early as February 2027, provide an independent facilitator, provide lunch, provide a meeting recorder and agenda items will include planning for a north end satellite fire hall; planning for disposition of the central fire hall (hall 3); and planning for a FireSmart Development Permit Area.

That the Board of Trustees accept the recommendation of the Community Relations Committee to direct staff to meet with North Salt Spring Waterworks District representative and staff regarding Improvement District's access to infrastructure funds.

10.2 Draft 2027 Board of Trustees Meeting Calendar

That the Board of Trustees accept the recommendation of the Strategic Planning and Policy Development Committee to approve the Draft 2027 Board of Trustees Meeting Calendar.

10.3 Draft 2027 Committees Meeting Calendar

That the Board of Trustees accept the recommendation of the Strategic Planning and Policy Development Committee to approve the Draft 2027 Committees Meeting Calendar.

11. BYLAWS

11.1 Draft Bylaw No. 164 – "Reserve Funds Disbursement Bylaw No 164, 2026 for Fire Hall No. 1 Replacement Construction at 455 Lower Ganges Road"

That the Board of Trustees give first reading to Draft Bylaw No. 164 cited as the "Reserve Funds Disbursement Bylaw No. 164, 2026, for Fire Hall No. 1 Replacement Construction at 455 Lower Ganges Road"

11.2 Draft Bylaw No. 165 - "Reserve Funds Disbursement Bylaw No. 165, 2026 for Purchase of a 2027 Midwest Fire 1500 Gallon Tender and Purchase of a 2017 Ford F-450 Rehabilitation Unit"

That the Board of Trustees give first reading to Draft Bylaw No. 165 cited as the "Reserve Funds Disbursement Bylaw No. 165, 2026 for Purchase of a 2027 Midwest Fire 1500 Gallon Tender and Purchase of a 2017 Ford F-450 Rehabilitation Unit".

12. IN-CAMERA MEETING

12.1 Motion to Close the Meeting

That the Board of Trustees close this meeting to the public subject to Community Charter Section 90 (1): (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and (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 that staff be invited to remain.

The items of business to be considered in the in-camera meeting are approval of in camera meeting minutes and senior management succession planning and land acquisition.

12.2 Motion to Re-open the Meeting

That the Board of Trustees re-open this meeting to a public session.

12.3 Arise and Report

13. NEXT MEETING

The next Regular Meeting will be held on December 14, 2026 at 7:00 p.m. at Fire Hall No. 1, 455 Lower Ganges Road

14. ADJOURNMENT

Minutes of the
Regular Trustee Meeting of the
Salt Spring Island Fire Protection District

Date:	**October 19, 2026**
Location:	**Training Room, Fire Hall No. 1** **455 Lower Ganges Road, Salt Spring Island and Electronic Meeting (Microsoft Teams)**
Trustees Present:	**Rollie Cook, Chair** **Mary Lynn Hetherington, Trustee** **Dennis Lucarelli, Trustee** **Rob Oliver, Trustee** **Robin Williams, Trustee**
Trustee Regrets:	**Ronald Lindstrom, Trustee** **Darryl Martin, Trustee**
Staff Members Present:	**Rodney Dieleman, Corporate Administrator and Financial Officer** **Jamie Holmes, Fire Chief** **Mysha Dewer-McLelland, Salt Spring Island Firefighters Association Treasurer** **Sarah Shugar, Recorder**
Others Present:	**4 Members of the Public** **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 7:00 p.m. and acknowledged that the meeting is being held in the territory of the Coast Salish First Nations. Chair Cook congratulated Jenny McClean on her election to the CRD Local Community Commission.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved.

3. BOARD MINUTES

3.1 Minutes of the Regular Trustee meeting held September 21, 2026 – For Approval

2026-076
MOVED by Trustee Lucarelli, SECONDED by Trustee Oliver,
That the draft minutes of the Regular Trustee meeting held September 21, 2026 be adopted.
CARRIED

4. PETITIONS & DELEGATIONS - None

5. TOWN HALL SESSION

Chair Cook opened the town hall at 7:03 p.m. There were no speakers in the town hall portion of the meeting. Chair Cook acknowledged a recent tragedy during a live-fire training event at the Canadian Forces Base in Wainwright Alberta.

6. STANDING COMMITTEE REPORTS

6.1 Community Relations Committee – None

Community Relations Committee Chair R. Williams reported that the BC Hydro EV chargers at Fire Hall No. 1 are now operational and there will not be an official opening ceremony for the BC Hydro EV chargers.

6.2 Finance & Audit Committee – None

6.3 Joint Occupational Health & Wellness Safety Committee - None

6.4 Strategic Planning & Policy Development Committee

6.4.1 Minutes of the October 6, 2026 meeting – For Information

By general consent, the minutes were received.

7. CORRESPONDENCE

7.1 Email Dated Sept 6 2026 Received from P. Meyer Re Lighting at New Fire Hall

An email dated September 6, 2026 from P. Meyer regarding lighting at the new fire hall was presented. Chief Holmes reported the exterior lighting has been reviewed and electrical engineers have advised that the light output will reduce by approximately 20% as fixtures age. Parking lot bulbs cannot be removed without affecting required illumination levels. The truck bay lighting dims to 25% at night, and corridor lighting is motion-activated. Chief Holmes reported staff will monitor and review the lighting at Hall 1 in a few months.

8. REPORTS

8.1. Fire Chief's Report – July, August & September 2026

Chief Holmes presented the Fire Chief's Report for July, August, and September 2026. During discussion of the report, a question was raised regarding a hazardous materials incident in Ganges earlier in the day. Chief Holmes reported that a Canada Post employee came into contact with an unidentified substance believed to be potentially hazardous at the Ganges Post Office. Initial response efforts involved questions regarding jurisdiction, as the RCMP have jurisdiction over suspected white-powder hazardous materials incidents, while the CRD have jurisdiction over other hazardous materials incidents. The CRD Hazmat Team from

Victoria responded to the incident. Chief Holmes advised that he had not yet received the incident briefing.

8.2. Salt Spring Island Fire Fighters' Association Report – September 2026

Salt Spring Island Firefighters Association Treasurer Dewer-McLelland presented the Association report for September 2026.

By general consent, the Association Report for September 2026 was received.

8.3. CAO Reports

8.3.1 Budget Report to July 31, 2026

CAO Dieleman presented the Budget Report to July 31, 2026.

By general consent, the budget report was received.

8.3.2 Driftwood Article Dated Sept. 23, 2026 Re Budget
8.3.3 Driftwood Article Dated Oct. 7, 2026 Re 2026 Firefighters
8.3.4 Driftwood Article Dated Oct. 14, 2026 Re New Fire Hall Time Capsule

By general consent, the Driftwood articles were received.

9. OLD BUSINESS

9.1 SSIFPD Letter to Insurance Brokers – For Information

The SSIFPD Letter to Insurance Brokers is available on the District website.

10. NEW BUSINESS

10.1 Draft Administrator One Employee of Board Policy No. AG-4301-02 – Staff Report

A staff report regarding draft Administrator One Employee of Board Policy No. AG-4301-02 was presented.

10.1.1 Draft Administrator One Employee of Board Policy No. AG-4301-02 – For Approval

The draft Administrator One Employee of Board Policy No. AG-4301-02 was presented. There was a request for Trustees to have more time to review the draft policy.

By general consent, the Board of Trustees defer the draft Administrator One Employee of Board Policy No. AG-4301-02 to the next meeting.

10.2 Draft Credit Card Policy No. AF-3601-03 – Staff Report

A staff report regarding draft Credit Card Policy No. AF-3601-03 was presented.

10.2.1 Draft Credit Card Policy No. AF-3601-03 – For Approval

The draft Credit Card Policy No. AF-3601-03 was presented. There was a request for Trustees to have more time to review the draft policy.

By general consent, the Board of Trustees defer draft Credit Card Policy No. AF-3601-03 to the next meeting.

11. BYLAWS

11.1 Draft Bylaw No. 163 – Fire Protection Taxation Bylaw 2027

Draft Bylaw No. 163 – Fire Protection Taxation Bylaw 2027 was presented. Chair Cook advised the draft 2027 budget has been reviewed through a public consultation process including a town hall meeting on September 14, 2026 where the draft budget was presented for public input. Chair Cook further noted draft bylaw received first reading at the September 21, 2026 Board meeting.

2026-077
MOVED by Trustee Oliver, SECONDED by Trustee Williams,
That the Board of Trustees give second reading and adopt draft Bylaw No. 163 cited as the "Fire Protection Taxation Bylaw 2027"
CARRIED

12. IN-CAMERA MEETING - None

13. NEXT MEETING

The next Board of Trustees regular meeting will be held on November 16, 2026 at 7:00 p.m. at Fire Hall No. 1, 455 Lower Ganges Road.

14. ADJOURNMENT

By general consent, meeting adjourned at 7:35 p.m.

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Rollie Cook
Chair, Board of Trustees

_____
Rodney Dieleman
Corporate Administrator

Minutes of the
Salt Spring Island Fire Protection District
Communications & Marketing Committee
Special Meeting

Meeting held:	**November 10, 2026** **Fire Hall No. 1** **455 Lower Ganges Road, Salt Spring Island**
Members Present:	**Robin Williams, Committee Chair** **Rollie Cook, Board of Trustees Chair and ex-officio member** **Mary Lynn Hetherington, Trustee** **Jenny McClean, Public Member**
Staff Member Present:	**Rodney Dieleman, Corporate Administrator and Financial Officer** **Jamie Holmes, Fire Chief** **Sarah Shugar, Recorder**
Others present:	**Bruce Cameron, Return on Insight**

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

1. CALL TO ORDER

Chair Williams 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

The following item was presented for inclusion in the agenda:
5.1 GVLRA Membership

By general consent, the agenda was approved as amended.

3. MINUTES

3.1 Minutes of the Meeting held August 4, 2026

The minutes of the Meeting held August 4, 2026 were presented.

By general consent, the draft minutes of the Community Relations Committee special meeting held August 4, 2026 were adopted.

R. Cook arrived at 9:15 a.m.

4. OLD BUSINESS

4.1 Property Tax Insert – Return on Insight Bruce Cameron

CAO Dieleman reported the Ministry of Finance Property Taxation Branch has advised they would not include a SSIFPD property tax insert in the 2027 BC Rural Property Tax Notices as the property tax insert service is only available to the CRD and the Islands Trust. CAO Dieleman suggested alternate options to circulate the information to property owners such as the SS Exchange, the Driftwood newspaper, and/or the 2027 trustee election mail out ballot package. B. Cameron presented a PowerPoint presentation regarding a draft property tax insert. B. Cameron also circulated the Prepared Today brochure that was part of the 2022 New Fire Hall Referendum process and presented a draft property tax insert brochure.

In discussion the following items were noted:

- Important to highlight the how property insurance rates and qualifying for property insurance are improved by the SSIFPD and FUS rating.
- Transition Salt Spring also has FireSmart initiatives. R. Williams will contact Transition Salt Spring regarding their FireSmart initiatives.

By general consent, the Community Relations Committee recommend the Board of Trustees proceed with developing a 2027 SSIFPD Property Tax brochure that will highlight key numbers such as medical calls, highlight emergency services as a community asset, include FireSmart program and the ladder truck donation. The target date for a draft to be approved is January 2027 and for the mail out to be approved by February 2027. The Committee will continue to discuss whether the brochure would be circulated as a mail out to property owners, a Driftwood Newspaper insert, on the SS Exchange etc.

4.2 2027 Committee Work Plan

The Community Relations Committee 2027 Work Plan was presented in the agenda package.

4.3 Inter-Governance Meetings

CAO Dieleman reported an inter-governance meeting could be planned for the first quarter of 2027.

By general consent, the Community Relations Committee recommend the Board of Trustees direct staff to plan an inter governance meeting with local governance agencies including Islands Trust, North Salt Spring Waterworks District, and the Capital Regional District as early as February 2027, provide an independent facilitator, provide lunch, provide a meeting recorder and agenda items will include planning for a north end satellite fire hall; planning for disposition of the central fire hall (hall 3); and planning for a FireSmart Development Permit Area.

By general consent, the Community Relations Committee recommend the Board of Trustees direct staff to meet with North Salt Spring Waterworks District representative and staff regarding Improvement District's access to infrastructure funds.

4.4 Committee Member Engagement and Renewal – Deferred to the next meeting

5. NEW BUSINESS

5.1 GVLRA Membership

CAO Dieleman reported there have been recent changes to Greater Victoria Labour Relations Association (GVLRA) including a name change to the Local Government Labour Relations Association (LGLRA) and membership should be reviewed. Staff will review the recent changes and report back.

6. NEXT MEETING

The next regular meeting of the Community Relations Committee will be held on December 1, 2026 at 11:00 a.m.

7. ADJOURNMENT

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

_____

Robin Williams
Chair, Communications and Marketing Committee

_____

Rodney Dieleman
Corporate Administrator

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

Meeting held: **November 3, 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**
Sarah Shugar, Recorder

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

The following amendments were presented for inclusion in the agenda:

- Move Item 4.6 Draft Paid On Call Benefits Policy No. AE-2110-02 to Item 5.4 New Business
- Add item 6. In Camera Meeting

By general consent, the agenda was approved as amended.

3. MINUTES

3.1 Minutes of the Regular Meeting held October 6, 2026

By general consent, the draft minutes of the Strategic Planning and Policy Development Committee regular meeting held on October 6, 2026 were adopted.

4. OLD BUSINESS

4.1 CRD Proposal for Expanded Pickle Ball Courts at Fulford Fire Hall (Hall 2)

Assistant Chief Akerman and committee members attended a site visit to the Fulford Fire Hall on November 2, 2026 to review the CRD proposal for expanded pickle ball courts. Committee members reported the site visit was informative and highlighted that a comprehensive master plan is needed for the property. Planning considerations current and future fire-rescue operations, the emergency helicopter landing pad, future consideration for firefighter accommodation, sound attenuation, access to the water storage reservoir, use of the fire rescue training facility and future CRD Emergency Service needs.

R. Cook arrived at 9:20 a.m.

MOVED by D. Martin,
That the Strategic Planning and Policy Development Committee recommend the Board of Trustees advise the CRD that it does not support the proposal for Expanded Pickle Ball Courts at Fulford Fire Hall because a comprehensive master plan for the Fulford site is needed and planning considerations include current and future fire-rescue operations, the emergency helicopter landing pad, future consideration for firefighter accommodation, sound attenuation, access to the water storage reservoir, use of the fire rescue training facility and future CRD Emergency Service needs.
CARRIED

4.2 New Satellite Fire Hall Planning

CAO Dieleman presented an update regarding an Agricultural Land Commission (ALC) non-farm use application for a potential North End fire hall site.

4.3 SSIFPD Policy Update Project

A summary of the SSIFPD Policy Update Project was presented.

4.4 Document Management Policy No. AG-5201-02 - Staff Report

CAO Dieleman presented a staff report regarding Document Management Policy No. AG-5201-02.

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

CAO Dieleman presented Draft Document Management Policy No. AG-5201-02. Discussion noted whether the document retention schedule would apply to electronic/digital records as well.

By general consent, the Strategic Planning and Policy Development Committee requested staff to review the document retention schedule for electronic/digital records and bring the draft policy to the next meeting.

4.5 Technology Use and Mobile Device Policy No. AG-5101-02 - Staff Report

CAO Dieleman presented a staff report regarding draft Technology Use and Mobile Device Policy No. AG-5101-02.

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

CAO Dieleman presented draft Technology Use and Mobile Device Policy No. AG-5101-02. Discussion noted:

- Concern was expressed that the draft policy does not adequately address cybersecurity and phishing prevention.
- Staff training for security and technology use.
- Whether the District could migrate to Canadian software.

By general consent, the Strategic Planning and Policy Development Committee direct staff to review draft Technology Use and Mobile Device Policy No. AG-5101-02 to consider whether a separate policy or more information is needed for Use of Artificial Intelligence and Emerging Technologies and Risks of Technology and bring the draft policy to the next meeting.

4.6 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

5.1 Draft 2027 Board of Trustees Meeting Calendar

The draft 2027 Board of Trustees Meeting Calendar was presented.

MOVED by R. Lindstrom,
that the Strategic Planning and Policy Development Committee recommend the Board of Trustees approve the Draft 2027 Board of Trustees Meeting Calendar.
CARRIED

5.2 Draft 2027 Committee Meeting Calendar

The draft 2027 Committee Meeting Calendar was presented. There was discussion regarding lobbying the provincial government for access to infrastructure grants

following the BC Election.

MOVED by R. Cook,
that the Strategic Planning and Policy Development Committee recommend the Board of Trustees approve the Draft 2027 Committee Meeting Calendar.
CARRIED

5.3 Draft Gifts to Employees Policy No. AE-2404-02 – Staff Report – Deferred to the next meeting

5.3.1 Draft Gifts to Employees Policy No. AE-2404-02 – Deferred to the next meeting

5.4 Draft Paid On Call Benefits Policy No. AE-2110-02 - Staff Report – Deferred to the next meeting

5.4.1 Draft Paid On Call Benefits Policy No. AE-2110-02 – Deferred to the next meeting

6. IN-CAMERA MEETING

6.1 Motion to Close the Meeting

MOVED by R. Cook,
That the Strategic Planning and Policy Development Committee close this meeting to the public subject to Community Charter Section 90 (1) (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 that staff be invited to remain.
CARRIED

The items of business to be considered in the in-camera meeting is acquisition of land.

The meeting moved in camera at 10:00 a.m.

6.2 Motion to Re-open the Meeting

MOVED by R. Cook,
That the Strategic Planning and Policy Development Committee re-open this meeting to a public session.
CARRIED

The meeting reconvened at 10:15 a.m.

6.3 Arise and Report

The Strategic Planning and Policy Development Committee rise and report that the Committee received an update regarding potential land acquisition for a satellite fire hall.

7. NEXT MEETING

The next meeting will be held on December 1, 2026 at 9:00 a.m.

8. ADJOURNMENT

By general consent, the meeting adjourned at 10:55 a.m.

_____

Ronald Lindstrom
Chair, Strategic Planning & Policy Development Committee

_____

Rodney Dieleman
Corporate Administrator

Salt Spring Island Fire Rescue

Fire Chief's Report

October 2026

Vision

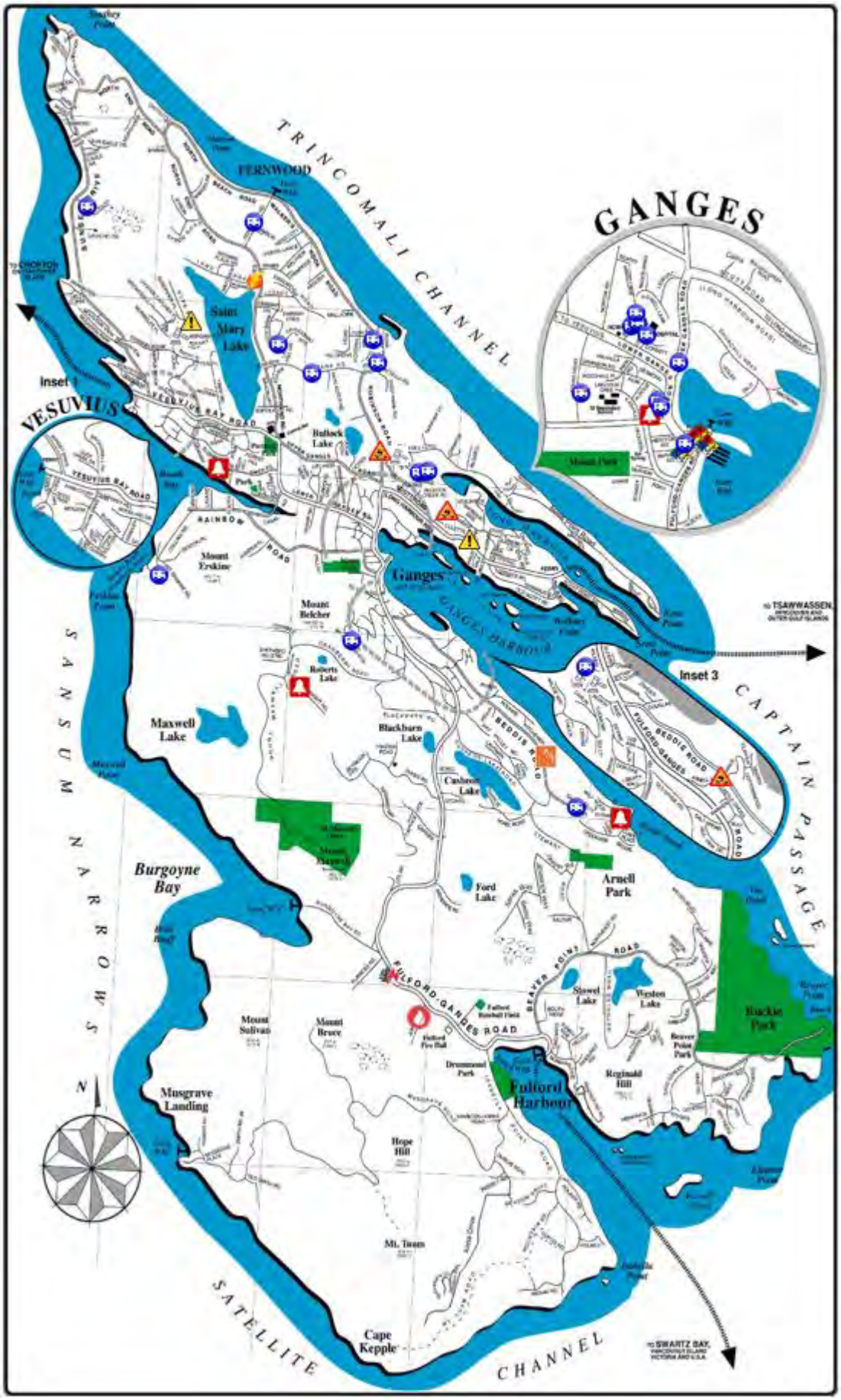
A responsive and sustainable fire-rescue service, effectively meeting community needs and valued by those we serve.

Mission

Always learning, engaging and adapting to be response ready.

Response Report

INCIDENT LEGEND		Oct-26										44
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	
Act/Bylaw	Complaint	10	1	1	8	21	11	10	13	11	6	92
Aircraft	Emergency											0
Alarm	Alarm	7	6	7	8	4	4	5	7	10	4	62
Assistance	Assistance	2	8	5	5	6	5	4	9	3	2	49
Explosion	Explosion											0
Fire	Brush					2	3	2	1		1	9
	Chimney											0
	Misc	1	1	1	3	1	2	2	4	1	1	17
	Structure		1			1	1		1		1	5
	Boat											0
	Vehicle			1			1		1			3
HazMat	HazMat	1		1					1		4	7
Hydro	Hydro	4	1	17	2		8	2	1	2	1	38
Medical	Medical	20	25	24	23	22	30	42	31	32	21	270
MVI	MVI	1	2	1	5	3	2	2	4	6	3	29
Rescue	Rescue		1			1		1	3	1		7
Smoke/Smell/Sighting	Brush		1		2	1	5	6	9	1		25
	Structure	1		1		2	1	1	1	2		9
Total Calls for the month:		**47**	**47**	**59**	**56**	**64**	**73**	**77**	**86**	**69**	**44**	**622**
2017		63	66	46	39	74	55	72	76	58	44	**593**
2018		47	38	45	41	62	59	71	108	79	49	**599**
2019		59	58	49	64	61	58	52	58	66	32	**557**
2020		62	52	57	53	30	38	40	60	81	73	**546**
2021		43	52	60	46	43	81	93	103	65	64	**650**
2022		33	29	32	53	85	42	78	77	66	62	**557**
2023		55	40	54	46	75	96	81	77	81	37	**642**
2024		60	48	57	56	49	64	78	69	58	47	**586**
2025		52	44	57	51	56	78	63	86	75	65	**627**
2026		47	47	59	56	64	73	77	86	69	44	**622**
2026												
	FIRE	14	10	28	15	11	25	18	26	16	12	**175**
	RESCUE	1	3	1	5	4	2	3	7	7	3	**36**
	MEDICAL	20	25	24	23	22	30	42	31	32	21	**270**
	ASSISTANCE	12	9	6	13	27	16	14	22	14	8	**141**
	TOTAL	**47**	**47**	**59**	**56**	**64**	**73**	**77**	**86**	**69**	**44**	**622**

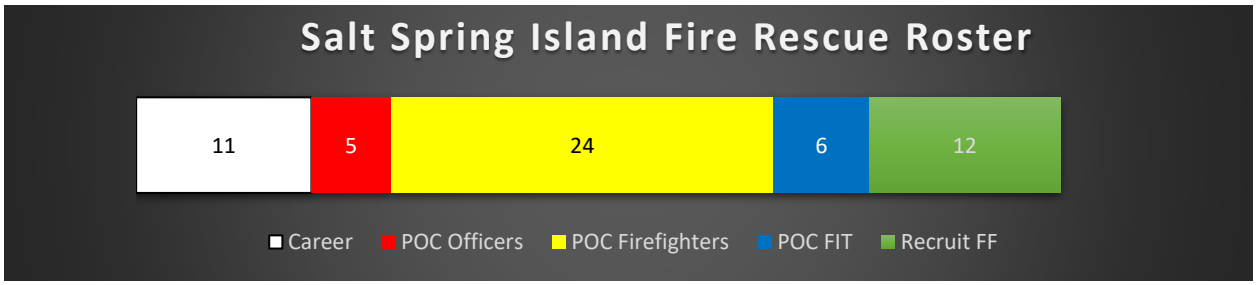

TRINCOMALI CHANNEL
FERNWOOD
GANGES
Saint Mary Lake
inset 1
VESUVIUS
Bullock Lake
Mount Erskine
Ganges
Mount Belcher
Roberts Lake
Maxwell Lake
Blackburn Lake
Cushaw Lake
Inset 3
CAPTAIN PASSAGE
SANSUM NARROWS
Burgoyne Bay
Ford Lake
Arnell Park
Stowell Lake
Weston Lake
Mount Sullivan
Mount Bruce
Fulford Harbour
Reginald Hill
Musgrave Landing
Hope Hill
Mt. Tuam
Cape Keppel
SATELLITE CHANNEL
N
to TSAWWASSEN
to SWARTZ BAY

Operations

You heard a little of October's call of the month at our last meeting but here is some more information after our review.

On Monday Oct. 19/26 at 10:10 SSIFR was called to 109 Purvis Lane for a "white powder" hazardous materials incident. After communication with the occupants, it was reported that an employee was in contact with an unknown substance received a small burn to the forearm. There were three employees in the area of the unknown substance, who were isolated to one portion of the parking lot. The remaining employees were moved to a separate area, and the building and parking areas were cordoned off. The patient with minor burn/skin irritation was check by SSIFR and BCAS and it was decided for patient to stay at scene. It was unknown if the emergency was going to be managed by RCMP or SSIFR because of possible white substance reported which delayed any activation of the CRD Hazmat Team. After several conversations with employee that had contacted the substance, it was confirmed there was not a white powder, and it was a white burn mark on arm. At this point SSIFR confirmed they would manage emergency, and it was decided to bring the CRD Hazmat team over to assist. They arrived approximately at 16:00 from Saanich. Two entry teams were sent into building for a primary search, and nothing was found. The following morning at 08:30 a package in the same area, with liquid damage, was reported to SSIFR. Upon investigation the original source of the burn was identified as concentrated hydrogen peroxide that the worker came in contact with through a damaged container. SSIFR would like to thank Saanich Fire and the CRD Hazmat team for their assistance.





Training

878.50 total training hours for the month of October. Regular members worked on a variety of disciplines including Occupational Awareness, Marina/ Boat Fires, First Responder Skills, and Nozzles Forward, which are skills for managing hose lines and more ergonomic movements advancing on fire.

The FIT group, when not working with platoons reviewed Station Manager duties, and driving and trailering skills.

The Recruit team finished their textbook chapters in October. 2 more weeks of Vehicle Extrication, Fire & Life Safety Initiatives, and Fire Cause and Origin.

On top of our regular training, 3 members attended a weekend course on Vancouver Island taking the Wild Land Fire Fighting Train the Trainer. This enables our training for the annual wildland FF training to be continued to be taught in-house.

We also had 14 members attend the Aerial Ladder Strategies & Tactics weekend course in October. This was offered by Saanich Fire as a bonus for purchasing the ladder truck.





Respectfully submitted,

Jamie Holmes, Fire Chief

Financial Update

Salt Spring Island Fire Protection District

For the 9 months ending September 30, 2026

Draft, unaudited, and without annualized adjustments

At a Glance

PEOPLE | PROPERTY | COMMUNITY

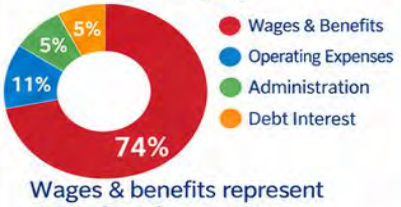
Total Income	Total Expenses	Surplus Before Capital	Change in Working Capital
$4.70M	**$3.99M**	**$707K**	**$1.09M**
+$171K above budget	+$69K above budget	+$101K above budget	+$101K above budget

Where Spending Is Going

RESPOND | PREVENT | BE PREPARED

Wages & Benefits	Operating Expenses	Administration Expenses	Debt Interest	Total Expenses
$2.96M	**$457K**	**$193K**	**$214K**	**$3.99M**
+$94K above budget	$12K below budget	$13K below budget	As budgeted	+$69K above budget

Total Expenditures by Category



Wages & benefits represent 74% of total expenditures.

Public Summary

- The District remains in a stable financial position.
- Revenues are ahead of budget, mainly due to higher tax revenue and interest income.
- Operating and administration costs are generally well controlled.
- A surplus of $707K before capital supports planned capital investments later in the year.

What This Means

Overall, September results are consistent with the 2026 financial plan, and no material financial concerns have been identified at this time.

SALT SPRING ISLAND FIRE PROTECTION DISTRICT |

Salt Spring Island Fire Protection District

Summary Financial Package

For the Period Ending: Septembe 30, 2026

These Financial Statements are DRAFT, without Audit or Annualized Adjustments

Executive Summary

The Salt Spring Island Fire Protection District continues to maintain a positive financial position through the first nine months of 2026. Total revenue reached $4.70 million, exceeding the prorated budget by $170,566 (3.8%), primarily due to interest earnings and miscellaneous income.

Total expenditures were $3.99 million, approximately $69,290 (1.8%) above the prorated budget. Administration and operating expenses remain slightly below budget, while wages and benefits exceeded the prorated allocation by $93,866 (3.3%).

Certain operating expenditures, particularly protective clothing, vehicle operations, technology, and community relations, have experienced additional pressures. These costs reflect, in part, the transition to the new fire hall, equipment requirements, and evolving operational needs.

The District recorded a **surplus before capital expenses of $707,293**, exceeding the prorated budget by $101,277 (16.7%).

Overall, the District's financial performance remains satisfactory. Despite the operational and financial demands of a significant transition year, revenues remain strong and expenditures are generally well controlled. Management will continue monitoring spending and year-end projections to maintain the District's financial stability.

Salt Spring Island Fire Protection District
Summary Financial Package

For the Period Ending: September 30, 2026

These Financial Statements are DRAFT, without Audit or Annualized Adjustments

	2025	2026		
	9 Months Actuals	9 Months Actuals	9 Month Budget	2026 Budget
Total Income	**$ 4,325,109**	**$ 5,025,416**	**$ 4,528,500**	**$ 6,038,000**
Total Administration Expenses	$ 151,597	$ 192,819	$ 205,250	$ 277,000
Total Operating Expenses	$ 361,903	$ 457,352	$ 469,500	$ 601,000
Total Wages & Benefits	$ 2,708,832	$ 2,958,866	$ 2,865,000	$ 3,820,000
Extraordinary Expense/ Contingency Reserve	$ -	$ -	$ -	$ 60,000
Debt Repayment: Bond Interest	$ -	$ 213,984	$ 213,984	$ 213,984
Amortization	$ 168,750	$ 168,750	$ 168,750	$ 225,000
Total Expenses	**$ 3,393,236**	**$ 3,991,774**	**$ 3,922,484**	**$ 5,186,984**
Surplus Before Capital Expenses	**$ 931,873**	**$ 1,033,643**	**$ 606,016**	**$ 851,016**
Debt Repayment: Bond Principle Reduction		$ 373,880	$ 373,880	$ 373,880
Non Cash Expense (Amortization)	$ 168,750	$ 168,750	$ 168,750	$ 225,000
Debt Repayment: Taxed by Province	$ -	$ 587,864	$ 587,864	$ 587,864
Capital and Reserves	$ -	$ 326,350	$ -	$ 1,290,000
Change in Working Capital	**$ 1,100,623**	**$ 1,090,027**	**$ 988,750**	**$ -**

CAO Executive Summary – September 30, 2026 Financial Results (Unaudited)

The Salt Spring Island Fire Protection District continues to maintain a positive financial position through the first nine months of 2026. Total revenue reached $4.70 million, and exceeded the prorated 2026 budget by $170,566 (3.8%).

Total expenditures were $3.99 million, compared with $3.39 million in 2025, reflecting increased operating costs and financial obligations associated with the new fire hall. Administration and operating expenses remain slightly below their respective prorated budgets, while wages and benefits exceeded budget by $93,866 (3.3%).

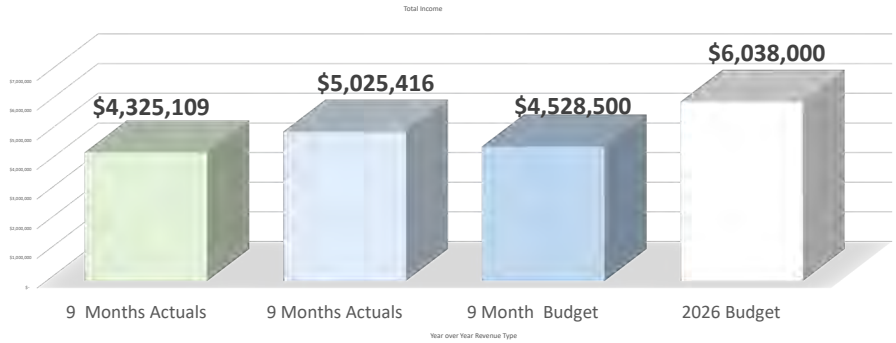
The District recorded a **surplus before capital expenses of $707,293**, exceeding the prorated budget by $101,277 (16.7%).

After accounting for debt principal repayments and non-cash adjustments, the District reported a **positive change in working capital of $1.09 million**, approximately $101,000 above the prorated budget and comparable to the same period in 2025.

Overall, the District's financial performance remains satisfactory. Despite increased costs associated with the new fire hall, additional equipment, and operational demands, revenues remain strong and expenditures are generally aligned with budget. Management will

Income

	2025	2026		
	9 Months Actuals	9 Months Actuals	9 Month Budget	2026 Budget
Income				
Interest General	$ 56,214	$ 91,650	$ -	$ -
Interest CWRRF	$ 30,767	$ 23,870	$ -	$ -
Miscellaneous Income	$ 46,988	$ 55,043	$ -	$ -
Donations	$ -	$ 326,350	$ -	$ -
Tax Revenue	$ 4,191,140	$ 4,528,503	$ 4,528,500	$ 6,038,000
Total Income	**$ 4,325,109**	**$ 5,025,416**	**$ 4,528,500**	**$ 6,038,000**



Income

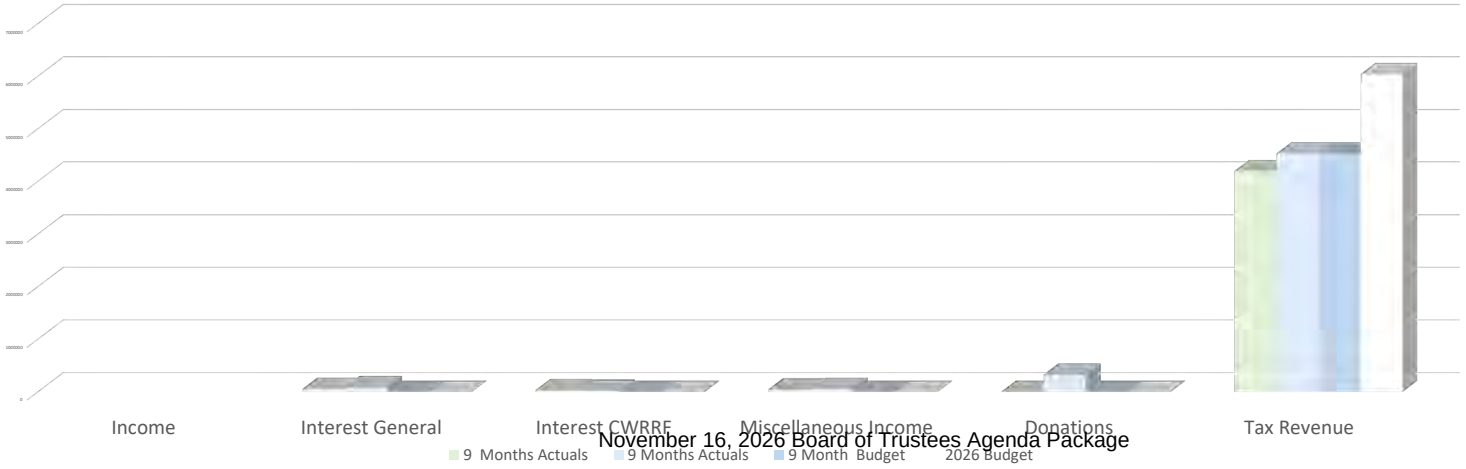
The Salt Spring Island Fire Protection District recorded total revenue of **$4,699,066** for the first nine months of 2026, exceeding the prorated budget by $170,566 (3.8%).

Tax revenue totalled $4,528,503, consistent with the approved budget.

Taxation continues to provide the primary funding source for District operations and capital commitments.

Miscellaneous income contributed $55,043, compared with $46,988 in the previous year. These additional revenues were not included in the approved budget and account for the favourable revenue variance.

Overall, revenue performance remains strong, with taxation meeting expectations and additional investment and miscellaneous income providing a positive contribution to the District's financial position.



Administration Expenses

		2025	2026		
Line #		9 Months Actuals	9 Months Actuals	9 Month Budget	2026 Budget
13	Advertising	$ 8,671	$ 4,439	$ 4,500	$ 6,000
14	Advertising - Elections, AGM, Board Meetings an	$ 5,496	$ 16,932	$ 22,500	$ 30,000
15	Annual Appreciation Dinner	$ 8,164	$ 9,871	$ 6,000	$ 8,000
16	Audit & Related Fees	$ 19,561	$ 19,500	$ 20,000	$ 20,000
17	Finance Charges and Fees	$ 2,379	$ 2,549	$ 1,500	$ 2,000
18	Communications - Phone	$ 15,130	$ 18,904	$ 15,000	$ 20,000
19	Communications & Miscellaneous	$ -	$ -	$ 5,250	$ 7,000
20	Community Relations	$ -	$ 15,742	$ 1,500	$ 2,000
21	Conferences	$ 3,351	$ 7,009	$ 3,750	$ 5,000
22	Consulting Fees	$ 3,455	$ 4,016	$ 18,750	$ 25,000
23	Dues & Subscriptions	$ 3,997	$ 1,612	$ 3,750	$ 5,000
24	Fireworks	$ 1,841	$ -	$ 3,750	$ 5,000
25	Freight/Postage	$ 298	$ 2,422	$ 3,750	$ 5,000
26	Insurance	$ 41,569	$ 40,382	$ 45,000	$ 60,000
27	Labour Relations	$ 14,246	$ 24,323	$ 18,000	$ 24,000
28	Legal	$ 5,555	$ 7,645	$ 12,000	$ 16,000
29	Licenses, leases & Rentals	$ 11,456	$ 5,207	$ 6,750	$ 9,000
30	Office Supplies & Equipment	$ 6,430	$ 12,266	$ 12,000	$ 12,000
31	Professional Development - Excluded Staff	$ -	$ -	$ 1,500	$ 16,000
32	**Total Administration Expenses**	**$ 151,597**	**$ 192,819**	**$ 205,250**	**$ 277,000**
	% of Total Expenditures	4.5%	4.8%	4.0%	5.3%



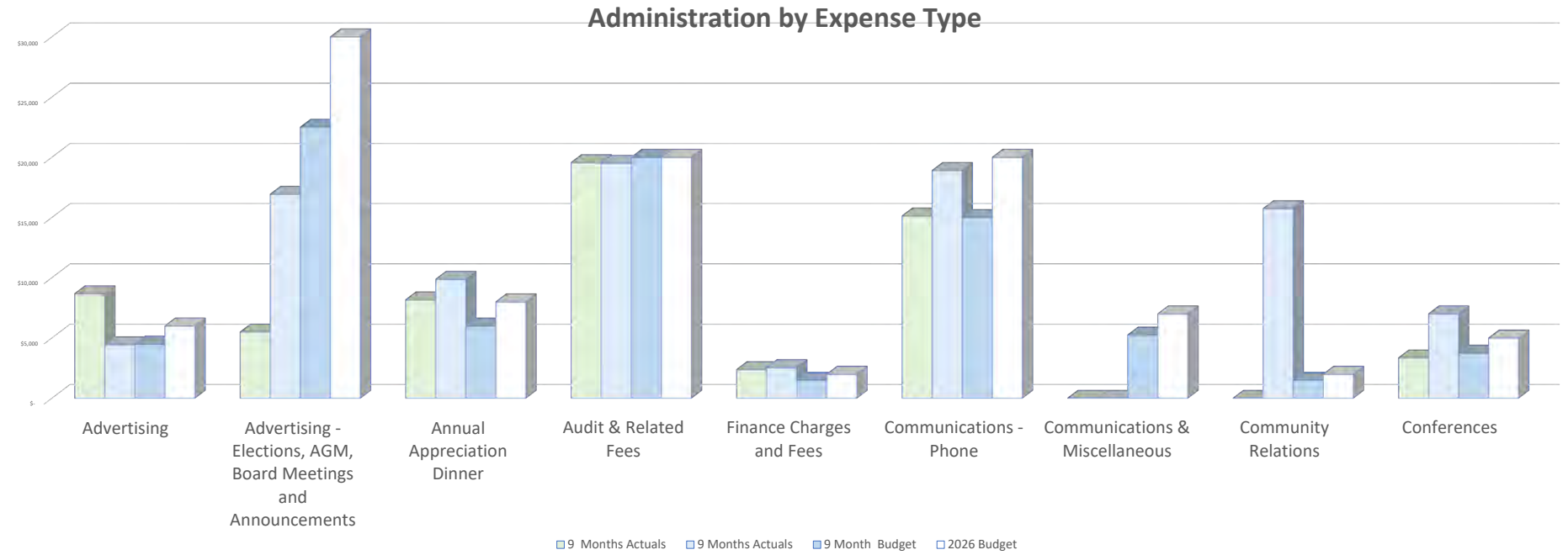
Administration Expenses

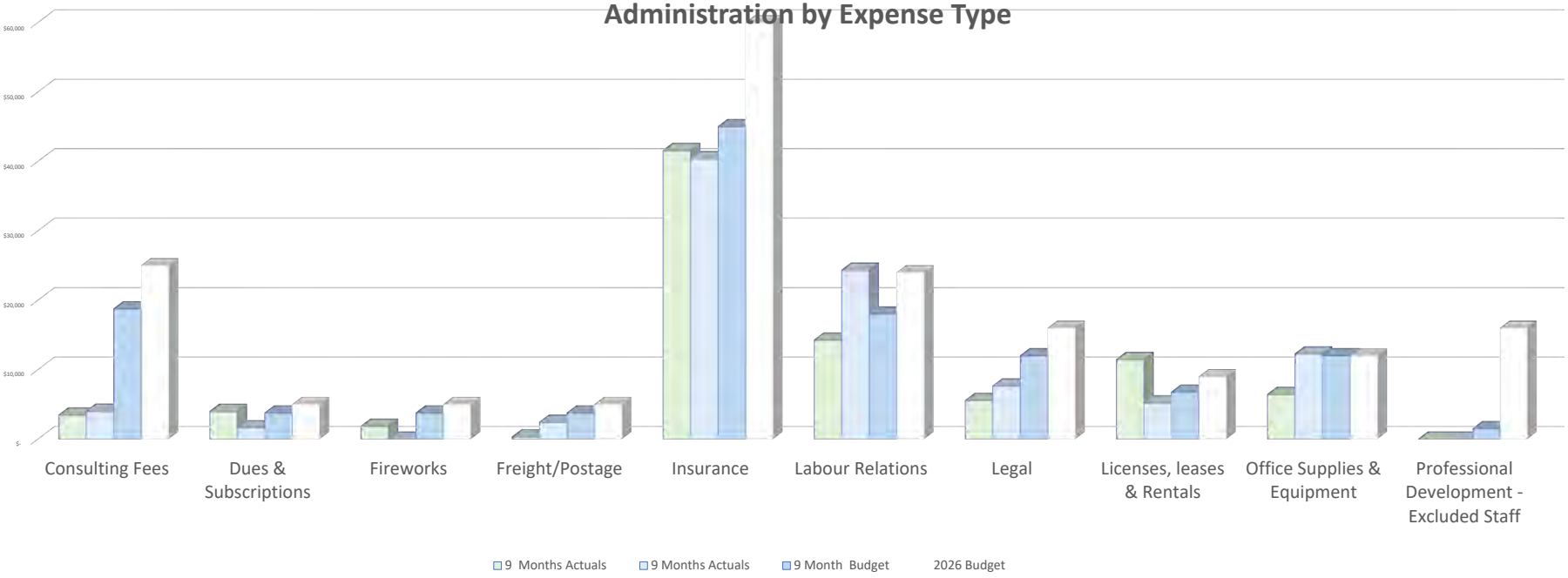
Total administration expenses for the first nine months of 2026 were **$406,803**, compared with a prorated budget of $419,234, representing a favourable variance of $12,431 (3.0%).

Administration expenses increased significantly compared with the same period in 2025, primarily due to the introduction of **$213,984 in bond interest payments** associated with the new fire hall. Excluding this new financial obligation, administration expenses totaled $192,819.

Several expenditure categories experienced budget pressures, including community relations ($15,742), labour relations ($24,323), conferences ($7,009), and office supplies and equipment ($12,266). These increases were partially offset by lower expenditures in consulting, legal services, and other administrative accounts.

Overall, administration expenditures remain within the prorated budget despite the additional debt-servicing obligations and costs associated with the District's transition to the new fire hall.


Administration by Expense Type
$30,000
$25,000
$20,000
$15,000
$10,000
$5,000
$-
Advertising
Advertising - Elections, AGM, Board Meetings and Announcements
Annual Appreciation Dinner
Audit & Related Fees
Finance Charges and Fees
Communications - Phone
Communications & Miscellaneous
Community Relations
Conferences
9 Months Actuals
9 Months Actuals
9 Month Budget
2026 Budget


Administration by Expense Type
$60,000
$50,000
$40,000
$30,000
$20,000
$10,000
$-
Consulting Fees
Dues & Subscriptions
Fireworks
Freight/Postage
Insurance
Labour Relations
Legal
Licenses, leases & Rentals
Office Supplies & Equipment
Professional Development - Excluded Staff
9 Months Actuals
9 Months Actuals
9 Month Budget
2026 Budget

		2025	2026		
Line #		9 Months Actuals	9 Months Actuals	9 Month Budget	2026 Budget
40	Clothing - Career	$ 10,371	$ 6,928	$ 13,500	$ 18,000
41	Clothing - Paid on Call	$ 2,797	$ 4,852	$ 12,000	$ 16,000
42	Clothing - Protective	$ 10,088	$ 74,920	$ 45,750	$ 61,000
43	Computer, Hardware, Software & S	$ 13,439	$ 23,312	$ 12,000	$ 16,000
44	Employee/ POC Recognition	$ 1,898	$ 935	$ 7,500	$ 10,000
45	Equipment - Repair & Maintenance	$ 4,508	$ 5,730	$ 9,000	$ 12,000
46	Equipment Purchase - Small Tools	$ 2,167	$ 6,564	$ 8,250	$ 11,000
47	Fire Department Record System	$ -	$ -	$ 3,000	$ 4,000
48	Fire Prevention & Public Education	$ 7,852	$ 11,557	$ 12,000	$ 16,000
49	Fire Station Repair & Maintenance	$ 24,875	$ 15,433	$ 36,750	$ 49,000
50	Fire Station Utilities	$ 26,286	$ 26,021	$ 30,750	$ 41,000
51	First Responder	$ 12,676	$ 8,724	$ 12,000	$ 16,000
52	Foam	$ -	$ -	$ 3,000	$ 4,000
53	Health & Wellness	$ 2,693	$ 1,618	$ 8,250	$ 11,000
54	Hydrant Install/Repair	$ 50,000	$ 73,438	$ 75,000	$ 75,000
55	Landscaping	$ 4,212	$ 6,600	$ 6,000	$ 8,000
56	Miscellaneous	$ -	$ -	$ 3,000	$ 4,000
57	Paid-on-call recruitment & Retentio	$ 67	$ 2,549	$ 3,750	$ 5,000
58	Radio Equipment Repair & Supplies	$ 28	$ 3,396	$ 2,250	$ 3,000
59	Self Contained Breathing Apparatus	$ 23,014	$ 12,215	$ 15,000	$ 20,000
60	Supplies & Sundries	$ 6,742	$ 14,918	$ 8,250	$ 11,000
61	Training - Paid-on-call & Career	$ 75,951	$ 52,884	$ 60,000	$ 80,000
62	Vehicle Operating	$ 82,240	$ 104,757	$ 82,500	$ 110,000
63	**Total Operating Expenses**	**$ 361,903**	**$ 457,352**	**$ 469,500**	**$ 601,000**
	% of Total Expenditures	10.7%	11.5%	9.1%	11.6%

Operating Expenses

Total operating expenses for the first nine months of 2026 were **$457,352**, compared with a prorated budget of $469,500, representing a favourable variance of $12,148 (2.6%).

Several expenditure categories experienced significant increases, particularly **protective clothing ($74,920), vehicle operations ($104,757), computer hardware and software ($23,312), and hydrant installation and repair ($73,438)**.

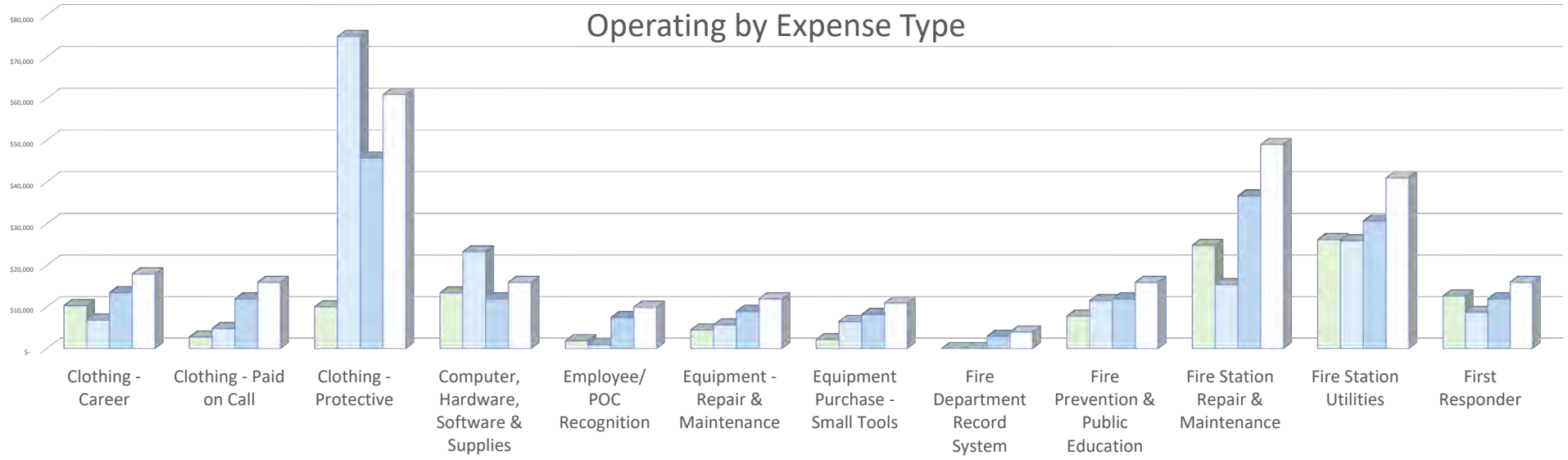
Protective clothing, technology, and supplies have exceeded their annual budgets, while vehicle operating costs are approaching the full-year allocation.

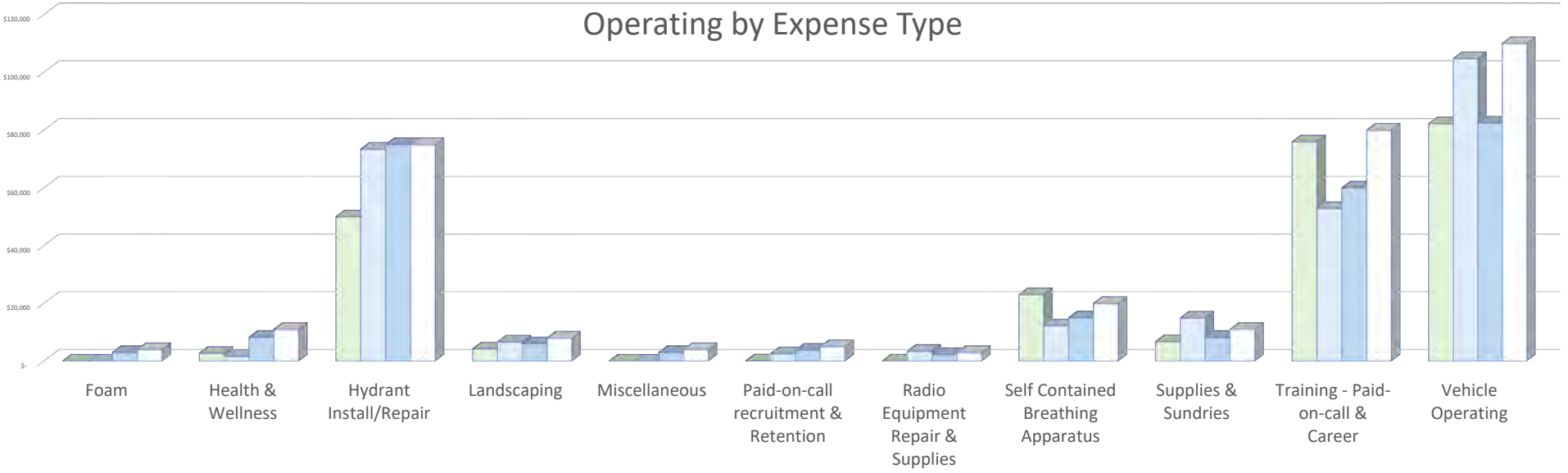
These pressures reflect increased equipment requirements, fleet operations, and the transition to the new fire hall.

These increases have been partially offset by lower expenditures in training, fire station maintenance, career clothing, and breathing apparatus maintenance.

Overall, operating expenses remain slightly below the prorated budget despite increased demands

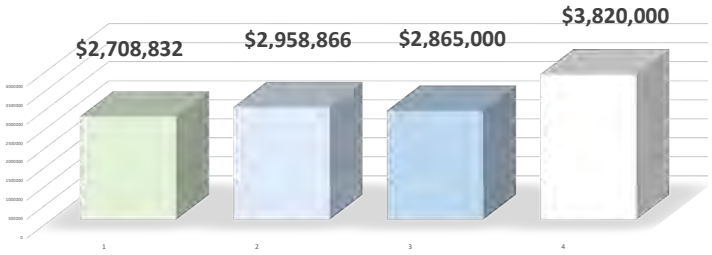



Operating by Expense Type
$80,000
$70,000
$60,000
$50,000
$40,000
$30,000
$20,000
$10,000
$-
Clothing - Career
Clothing - Paid on Call
Clothing - Protective
Computer, Hardware, Software & Supplies
Employee/ POC Recognition
Equipment - Repair & Maintenance
Equipment Purchase - Small Tools
Fire Department Record System
Fire Prevention & Public Education
Fire Station Repair & Maintenance
Fire Station Utilities
First Responder


Operating by Expense Type
$120,000
$100,000
$80,000
$60,000
$40,000
$20,000
$-
Foam
Health & Wellness
Hydrant Install/Repair
Landscaping
Miscellaneous
Paid-on-call recruitment & Retention
Radio Equipment Repair & Supplies
Self Contained Breathing Apparatus
Supplies & Sundries
Training - Paid-on-call & Career
Vehicle Operating

Wages

Line #		2025 9 Months Actuals	2026 9 Months Actuals	2026 9 Month Budget	2026 Budget
67	**Wage & Related Expenses**				
68	Career/Excluded/Casual Staff Wages & Salaries	$ 1,892,258	$ 2,096,726	$ 1,929,000	$ 2,572,000
69	Paid-on-call Members Wages	$ 200,550	$ 211,591	$ 217,500	$ 290,000
70	**Total Wages**	**$ 2,092,808**	**$ 2,308,317**	**$ 2,146,500**	**$ 2,862,000**
71					
72	**Statutory & Group Benefits**				
73	Employee Allowances	$ -	$ -	$ 1,500	$ 2,000
74	Employee Group Health, Dental Plans & LTD	$ 94,729	$ 97,959	$ 120,750	$ 161,000
75	Employer CPP Expense	$ 73,073	$ 76,567	$ 61,500	$ 82,000
76	Employer EI Expense	$ 27,707	$ 32,386	$ 23,250	$ 31,000
77	Employer Health Tax	$ 44,394	$ 46,391	$ 44,250	$ 59,000
78	Employer Registered Pension Plan & Supp. Pensio	$ 219,396	$ 228,255	$ 267,000	$ 356,000
79	Fire Fighter Employee Assistance Plan	$ 3,947	$ 8,436	$ 38,250	$ 51,000
80	Group Life, AD&D & WCB	$ 90,139	$ 89,569	$ 75,750	$ 101,000
81	HUB Health Benefits (POC members)	$ 45,325	$ 50,071	$ 75,000	$ 100,000
82	Matching RRSP	$ 17,314	$ 20,916	$ 11,250	$ 15,000
83	**Total Statutory & Group Benefits**	**$ 616,023**	**$ 650,549**	**$ 718,500**	**$ 958,000**
84	**Total Wages & Benefits**	**$ 2,708,832**	**$ 2,958,866**	**$ 2,865,000**	**$ 3,820,000**
	% of Total Expenditures	79.8%	74.1%	73.0%	73.6%



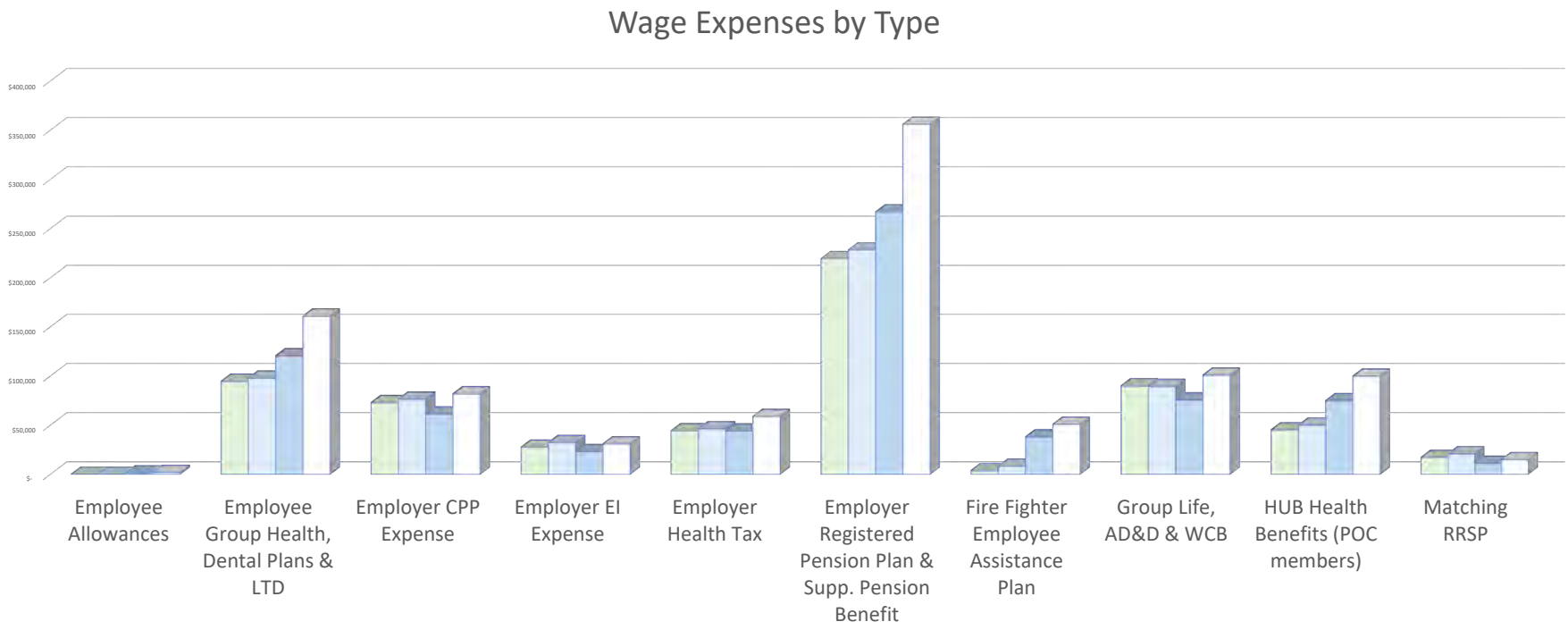
Wages and Benefits

Total wages and benefits for the first nine months of 2026 were **$2,958,866**, compared with a prorated budget of $2,865,000, representing an unfavorable variance of $93,866 (3.3%). Expenditures increased by $250,034 (9.2%) compared with the same period in 2025.

Total wages were **$2,308,317**, exceeding the prorated budget by $161,817 (7.5%). Career, excluded, and casual staff wages accounted for the increase, while paid-on-call wages of $211,591 remained slightly below budget.

Statutory and group benefits totaled **$650,549**, approximately $67,951 (9.5%) below the prorated budget. Savings in pension contributions, group health benefits, and paid-on-call benefit programs partially offset higher CPP, EI, WCB, and RRSP matching expenses.

Overall, wages and benefits remain moderately above budget, with increased salary expenditures partially offset by lower benefit costs.


Wage Expenses by Type
$400,000
$350,000
$300,000
$250,000
$200,000
$150,000
$100,000
$50,000
$-
Employee Allowances
Employee Group Health, Dental Plans & LTD
Employer CPP Expense
Employer EI Expense
Employer Health Tax
Employer Registered Pension Plan & Supp. Pension Benefit
Fire Fighter Employee Assistance Plan
Group Life, AD&D & WCB
HUB Health Benefits (POC members)
Matching RRSP

Salt Spring Island Fire Protection District
Financial Results (unaudited)
September 30, 2026

Prorate Factor Months
0.75

Line #		2025 Approved Actuals	2026 Approved Actuals	2026 Prorated Budget	2026 Approved Budget
1		Consolidated	Consolidated	Consolidated	Consolidated
2	**Income**				
3	Interest General	$ 56,214	$ 91,650	$ -	$ -
4	Interest CWRRF	$ 30,767	$ 23,870	$ -	$ -
5	Miscellaneous Income	$ 46,988	$ 55,043	$ -	$ -
6	Donations	$ -	$ 326,350	$ -	$ -
7	Tax Revenue	$ 4,191,140	$ 4,528,503	$ 4,528,500	$ 6,038,000
8	**Total Income**	**$ 4,325,109**	**$ 5,025,416**	**$ 4,528,500**	**$ 6,038,000**
9					
10					
11	**Administration Expenses**				
12	Advertising	$ 8,671	$ 4,439	$ 4,500	$ 6,000
13	Advertising - Elections, AGM	$ 5,496	$ 16,932	$ 22,500	$ 30,000
14	Annual Appreciation Dinner	$ 8,164	$ 9,871	$ 6,000	$ 8,000
15	Audit & Related Fees	$ 19,561	$ 19,500	$ 20,000	$ 20,000
16	Finance Charges and Fees	$ 2,379	$ 2,549	$ 1,500	$ 2,000
17	Communications - Phone	$ 12,751	$ 18,904	$ 15,000	$ 20,000
18	Communications & Miscellaneous			$ 5,250	$ 7,000
19	Community Relations	$ 3,351	$ 15,742	$ 1,500	$ 2,000
20	Conferences	$ 3,455	$ 7,009	$ 3,750	$ 5,000
21	Consulting Fees	$ 3,997	$ 4,016	$ 18,750	$ 25,000
22	Dues & Subscriptions	$ 1,841	$ 1,612	$ 3,750	$ 5,000
23	Fireworks	$ 790		$ 3,750	$ 5,000
24	Freight/Postage	$ 2,796	$ 2,422	$ 3,750	$ 5,000
25	Insurance	$ 41,569	$ 40,382	$ 45,000	$ 60,000
26	Labour Relations	$ 14,246	$ 24,323	$ 18,000	$ 24,000
27	Legal	$ 5,555	$ 7,645	$ 12,000	$ 16,000
28	Licenses, leases & Rentals	$ 11,456	$ 5,207	$ 6,750	$ 9,000
29	Office Supplies & Equipment	$ 7,674	$ 12,266	$ 12,000	$ 16,000
30	Professional Development -	$ -		$ 1,500	$ 2,000
31	**Total Administration Expens**	**$ 153,751**	**$ 192,819**	**$ 205,250**	**$ 267,000**
32					
33					
34	**Amortization**	**$ 168,750**	**$ 168,750**	**$ 168,750**	**$ 225,000**
35					
36					
37	Clothing - Career	$ 10,371	$ 6,928	$ 13,500	$ 18,000
38	Clothing - Paid on Call	$ 2,797	$ 4,852	$ 12,000	$ 16,000
39	Clothing - Protective	$ 10,088	$ 74,920	$ 45,750	$ 61,000
40	Computer, Hardware, Softwa	$ 13,439	$ 23,312	$ 12,000	$ 16,000
41	Employee/ POC Recognition	$ 1,898	$ 935	$ 7,500	$ 10,000
42	Equipment - Repair & Maint	$ 4,508	$ 5,730	$ 9,000	$ 12,000
43	Equipment Purchase - Small	$ 2,167	$ 6,564	$ 8,250	$ 11,000
44	Fire Department Record System			$ 3,000	$ 4,000
45	Fire Prevention & Public Edu	$ 7,852	$ 11,557	$ 12,000	$ 16,000
46	Fire Station Repair & Mainte	$ 24,875	$ 15,433	$ 36,750	$ 49,000
47	Fire Station Utilities	$ 26,286	$ 26,021	$ 30,750	$ 41,000
48	First Responder	$ 12,676	$ 8,724	$ 12,000	$ 16,000
49	Foam			$ 3,000	$ 4,000
50	Health & Wellness	$ 2,693	$ 1,618	$ 8,250	$ 11,000
51	Hydrant Install/Repair	$ 50,000	$ 73,438	$ 75,000	$ 75,000
52	Landscaping	$ 4,212	$ 6,600	$ 6,000	$ 8,000
53	Miscellaneous			$ 3,000	$ 4,000
54	Paid-on-call recruitment & R	$ 67	$ 2,549	$ 3,750	$ 5,000
55	Radio Equipment Repair & S	$ 28	$ 3,396	$ 2,250	$ 3,000
56	Self Contained Breathing Ap	$ 23,014	$ 12,215	$ 15,000	$ 20,000
57	Supplies & Sundries	$ 6,742	$ 14,918	$ 8,250	$ 11,000
58	Training - Paid-on-call & Car	$ 75,951	$ 52,884	$ 60,000	$ 80,000
59	Vehicle Operating	$ 82,240	$ 104,757	$ 82,500	$ 110,000
60	**Total Operating Expenses**	**$ 361,903**	**$ 457,352**	**$ 469,500**	**$ 601,000**

Salt Spring Island Fire Protection District
Financial Results (unaudited)
September 30, 2026

Line #		2025 Approved Actuals	2026 Approved Actuals	2026 Prorated Budget	2026 Approved Budget
		Consolidated	Consolidated	Consolidated	Consolidated
63	**Wage & Related Expenses**				
64	Career/Excluded/Casual Staff Wages & Salaries	$ 1,892,258	$ 2,096,726	$ 1,929,000	$ 2,572,000
65	Paid-on-call Members Wages	$ 200,550	$ 211,591	$ 217,500	$ 290,000
66	**Total Wages**	**$ 2,092,808**	**$ 2,308,317**	**$ 2,146,500**	**$ 2,862,000**
67	**Statutory & Group Benefits**				
68	Employee Allowances			$ 1,500	$ 2,000
69	Employee Group Health, Dental Plans & LTD	$ 94,729	$ 97,959	$ 120,750	$ 161,000
70	Employer CPP Expense	$ 73,073	$ 76,567	$ 61,500	$ 82,000
71	Employer EI Expense	$ 27,707	$ 32,386	$ 23,250	$ 31,000
72	Employer Health Tax	$ 44,394	$ 46,391	$ 44,250	$ 59,000
73	Employer Registered Pension Plan & Supp. Pension Benef	$ 219,396	$ 228,255	$ 267,000	$ 356,000
74	Fire Fighter Employee Assistance Plan	$ 3,947	$ 8,436	$ 38,250	$ 51,000
75	Group Life, AD&D & WCB	$ 90,139	$ 89,569	$ 75,750	$ 101,000
76	HUB Health Benefits (POC members)	$ 45,325	$ 50,071	$ 75,000	$ 100,000
77	Matching RRSP	$ 17,314	$ 20,916	$ 11,250	$ 15,000
78	**Total Statutory & Group Benefits**	**$ 616,023**	**$ 650,549**	**$ 718,500**	**$ 958,000**
79	**Total Wages & Benefits**	**$ 2,708,832**	**$ 2,958,866**	**$ 2,865,000**	**$ 3,820,000**
80					
81	**Extraordinary Expense/ Contingency Reserve**	**$ -**			**$ 60,000**
82	Debt Repayment: Bond Interest Expense	**$ -**	$ 213,984	$ 213,984	**$ 213,984**
83	**Total Expenses**	**$ 3,393,236**	**$ 3,991,774**	**$ 3,922,484**	**$ 5,186,984**
84	**Surplus Before Capital Expenses**	**$ 931,873**	**$ 1,033,643**	**$ 606,016**	**$ 851,016**
85					
86	**Capital Account**				
87	Budget Capital Expenses Funded by Operating Funds (Water Supply)				$ 50,000
88	Budget Capital Expenses Funded by Reserves (Small Capital)				$ 50,000
89	Transfer to General Capital Purposes Reserve Fund (Apparatus)		$ 326,350		$ 440,000
90	Transfer to General Capital Purposes Reserve Fund (New Fire Hall Reserve)				
91	Transfer to General Capital Purposes Reserve Fund (Unspecified)				$ 650,000
92	Transfer to General Capital Purposes Reserve Fund (Halls 2 & 3 Remediation)				$ 100,000
93	**Total Capital Expenses & Transfers to/from Reserve Fun**	**$ -**	**$ 326,350**	**$ -**	**$ 1,290,000**
94					
95	Debt Repayment: Bond Principle Reduction		**$ 373,880**	**$ 373,880**	**$ 373,880**
96					
97	**Surplus After Capital Expenses & Principal Payments LTI**	**$ 931,873**	**$ 333,413**	**$ 232,136**	**-$ 812,864**
98	Debt Repayment: Taxed by the Province.		**$ 587,864**	**$ 587,864**	**$ 587,864**
99	**Non Cash Expense (Amortization)**	**$ 168,750**	**$ 168,750**	**$ 168,750**	**$ 225,000**
100	**Change in Working Capital (Current Assets - Current Liat**	**$ 1,100,623**	**$ 1,090,027**	**$ 988,750**	**$ -**



Voter turnout: 38.8%

ELECTION continued from 1

The three who will represent Salt Spring as trustees for the Gulf Islands School District (SD64) will be Tisha Boulter, Clare Hoffman and John Whitelaw.

Whitelaw received 1,626 votes (or one on 40.4 per cent of ballots), Boulter 1,562 (38.9 per cent) and Hoffman 1,472 (36.6 per cent); Sharyn Carroll received 1,229 (30.6 per cent), Rob Pingle 1,173 (29.2 per cent), Anna Szul 706 (17.6 per cent), Jenny McClean 614 (15.2 per cent) and Charles McGill 523 (13 per cent).

Two new local trustees for the Islands Trust will be Gary Holman and Robin Jenkinson.

Jenkinson received 1,978 votes (or a vote on 49.2 per cent of ballots), and Holman 1,881 (46.8 per cent); Bryan Young received 1,543 votes (38.4 per cent), Ethan Wilding 1,294 (32.2 per cent) and Eric March 827 (20.6 per cent).

On Sunday, Jenkinson wrote to say she had received election numbers Saturday night "out at Blackburn Lake, under the stars, looking through Scott Lucyk's telescope at Saturn's rings.

"My son Buddy had just pointed out that both the number of molecules in a water droplet and the estimated number of stars in the sky reach into the sextillions," said Jenkinson — a number as "mind-blowing" as that nearly half of Salt Spring voters filled the bubble next to her name.

"I will do my best as your island trustee to advance ecological stewardship, thoughtful and practical planning and creative solutions with and for our community, and to collaborate across the archipelago," said Jenkinson, thanking all candidates for their "conviviality and brilliance.

"Our community is better because of our discourse and I hope we can keep learning from one another," she added. "Thanks to my great campaign team and donors, and to everyone who contributed their time and skills in support of upholding the preserve and protect mandate of the Islands Trust."

Saying the election was a "pivotal" one for the Islands Trust, Holman also thanked the candidates for their discourse, the islanders who cast ballots and his "campaign team and supporters.

"I look forward to working with trustee-elect Robin Jenkinson," said Holman, "on completing the policy reviews and getting down to business on our community's priorities."

And finally, former LCC member Brian Webster was elected to be Salt Spring's next Capital Regional District (CRD) electoral area director. Webster won with 2,227 votes, receiving a vote on 55.4 per cent of ballots; Jennifer Lannan received 827 (20.6 per cent) and Jesse Jule 790 (19.7 per cent).

"I'm gratified to have received such a strong election mandate," said Webster, who was also reached for comment Monday. Webster said there was "a lot to do" to improve how local government works on the island, and that he was encouraged by the "strength of the LCC team" he would be working with.

"Jenny, Pam, Ben and Earl bring a great mix of experience, ideas and energy," said Webster. "I'm ready to get right down to work; CRD orientation begins this week and I'm happy to get right to it."

With 4,020 ballots cast — from among 10,372 registered voters — Salt Spring's voter turnout rate of 38.8 per cent is higher than the election to seat the first LCC members held in 2023; voter turnout in that race was 32 per cent, bringing 3,262 out of 10,219 registered electors to the polls. Rook and Corno were among the elected that year with 1,538 and 919 votes respectively; not elected then were Lannan with 863 votes, McClean with 296 and March with 146.

In 2022, elections brought 3,947 out of 10,041 registered electors to the polls, or 39.31 per cent — slightly higher than 2026. Holman in 2022 won re-election to the CRD director's seat with 1,917 votes — about 1,000 more than his two challengers.

In 2022's Islands Trust race, incumbent Laura Patrick received 1,441 votes and Jamie Harris 1,347. Corno and McClean also ran to be trustees that year but were not elected, receiving 1,059 and 235 votes respectively.

The school board election in 2022 saw Boulter and Pingle among those seated, with 1,486 and 2,005 votes respectively; McClean and Szul were also on that ballot and received 1,101 and 636 votes but were not elected. While not winning election this year, Pingle's 2,005 votes in 2022 notably gave him the highest tally that election of any Salt Spring Islander running for any office.

HAZMAT RESPONSE



PHOTO BY GAIL SJUBERG

Salt Spring Island Fire Rescue (SSIFR) personnel attend the Ganges post office early Monday, Oct. 19, after a "white powder substance" was found, triggering a hazardous materials response. SSIFR Chief Jamie Holmes said the area would remain cordoned off, and at press time was awaiting specialists from off-island who could identify the powder.

And a B.C. election too . . . .

Advance voting in the provincial election began Oct. 16 and continues through to 8 p.m. today (Oct. 21) at Mary Winspear Centre (Sidney), Pender Islands School and Stelley's Secondary School in Saanich. Monday was the last day for advance voting on Salt Spring.

Four candidates are on the ballot: Kala Bryson (NDP), Emily Lowan (Green), Richard Smith (CentreBC) and Ryan Windsor (Conservative).

Final voting day is on Saturday, Oct. 24 from 8 a.m. to 8 p.m. at Community Gospel Chapel, Fernwood Elementary School, Fulford Elementary School and Gulf Islands Secondary School on Salt Spring, as well as Pender Islands School, Saturna Island Rec Centre, Mayne's Ag Hall and Lions Hall on Galiano. See elections.bc.ca for voting requirements and other information.

All four Saanich North and the Islands riding candidates have confirmed their attendance at an Oct. 21 debate at Fulford Hall from 5:30 to 7 p.m. organized by the Salt Spring Forum. A link to a video of the event should be available on Oct. 22 on the saltspringforum.com website.



Dr. Richard Smith
MLA Candidate for Saanich North & the Islands



Full Platform at CentreBC.ca

- **Housing affordability**
  - ➢ Build Off-Site, Pre-fab Homes for Less Using BC Materials
  - ➢ Build 5,000 Below Market Rate Homes per Year
- **Access to Healthcare**
  - ➢ Expand Team–based Clinics
  - ➢ Recruit More Emergency Room Doctors and Specialists
- **Transportation**
  - ➢ Expand Peninsula & Island Bus Services
  - ➢ Support the Sidney Transit Hub
  - ➢ Increase Handi–Dart Services
- **Provincial - Municipal Relations**
  - ➢ Promote a More Collaborative, Respectful Approach to Local Governments
- **Support For the Agriculture Sector**
  - ➢ Protect the ALR
  - ➢ Revise Farm Classification Rules
  - ➢ Loan Guarantees for New Equipment
  - ➢ Grants for Innovative Technologies

CentreBC

Authorized by the Financial Agent for Centre BC

VOTING NEVER GETS OLD



PHOTOS COURTESY NIKKI HANSENS

From left, Bob McNab marks his 100th birthday on Saturday, Oct. 24 by voting in the B.C. election, accompanied by his daughter Grace McNab and grandson Sai Benjamin, while Agnes Cunningham votes less than two weeks shy of her 101st birthday on Nov. 4. The two Greenwoods residents were able to do their civic duty thanks to the mobile voting service.

FERRIES

Queen of Cumberland ferry replaces Skeena during refit

Change expected through Dec. 11; last sailing time on Wednesdays at 9:15 p.m.

BY ROBB MAGLEY
DRIFTWOOD STAFF

Salt Spring's southernmost ferry route got a new ride this weekend, as the Queen of Cumberland has temporarily taken over the Skeena Queen's Fulford Harbour-Swartz Bay run.

The Queen of Cumberland's schedule will look mostly the same, according to BC Ferries, although the slightly older ferry will depart 15 minutes later on its last sailing of the day Wednesdays — 9:15 p.m., rather than 9 p.m. — to accommodate vessel fueling operations.

Those Wednesdays are Oct. 28, Nov. 4, 11, 18 and 25 and Dec. 2 and 9, according to the ferry company, which said the temporary switch was taking place while the Skeena Queen undergoes its annual early-winter refit.

BC Ferries said during the Skeena Queen's absence, Fulford passengers can enjoy passenger amenities on board the "Intermediate Class" vessel, including the Coast Café Express, a designated pet area, work stations and a children's play area.

EMERGENCY SERVICES

Hazmat response team called to post office

Industrial-strength hydrogen peroxide in package

BY ROBB MAGLEY
DRIFTWOOD STAFF

An unknown substance noted by a Salt Spring Island postal worker prompted a mid-morning hazardous materials (hazmat) response Monday, Oct. 19, closing off part of Ganges and delaying mail delivery.

As the Driftwood was going to press, the Canada Post office in Ganges was being evacuated and Salt Spring Island Fire Rescue (SSIFR) personnel had cordoned off the busy downtown area; SSIFR Chief Jamie Holmes said the call involved a chemical burn to a worker and was first identified as a so-called "white powder incident."

That categorization created some initial jurisdictional delays, according to Holmes, who explained that in that event, RCMP would control what would likely be considered a crime scene.

"If it's any other substance, the local fire department and [Capital Regional District] hazmat have jurisdiction," said Holmes, adding that responders began interviewing post office staff and the CRD's Saanich-based hazmat team came on the 3 p.m. sailing from Swartz Bay.

At the Salt Spring Island Fire Protection District's board meeting Monday evening, Holmes explained to trustees that SSIFR was responsible for decontamination regardless, and got to work quickly upon arrival.

"So we set up the decontamination pools, created a perimeter and got people out until the hazmat team could arrive," he said. "We tried to keep it as small as possible, although it was a large portion of the parking lot."

The substance, while not identified that day, was "determined to not be hazardous," according to a CRD spokesperson, adding that the regional district's hazmat team completed its work — "gave us the 'all clear,'" as Holmes put it — shortly before 7 p.m.

Tuesday morning, firefighters were called back and located a package showing signs of a leak; inside was industrial-strength hydrogen peroxide, according to Holmes — which he said would have caused the chemical burn to the worker that prompted Monday's call.

The post office has since fully reopened.



PHOTO BY MELISSA HOEGLER

Salt Spring Island Fire Rescue's Hazmat Response Unit set up outside the Ganges Post Office just before 5 p.m. on Monday, Oct. 19.

UTILITIES

Closer NSSWD look at water use already paying off

New meters detecting leaks large and small

BY ROBB MAGLEY
DRIFTWOOD STAFF

One improvement district seems to be taking its "every drop counts" slogan almost literally, as the North Salt Spring Waterworks District's (NSSWD) rollout of new water meters is changing how islanders think about their own consumption — and how the district responds to leaks.

Nearly 600 meters have been installed, according to director of operations Ryan Moray, who told trustees Thursday, Oct. 22 that the district would be buying another 1,000 before the end of the year to secure 2026 pricing. The system-wide upgrade will eventually change out more than 1,800 aging devices across the island, many of which are well past the industry-standard 20-year lifespan.

When the program launched last year, staff estimated the old meters might have been underregistering how much water flows through them by as much as 15 per cent — translating to literally millions of gallons of unrecorded water use. But beyond their improved accuracy, the new meters capture and transmit water consumption information every 15 minutes — and depending on your math, for anyone with a new meter that's more than 5,700 times more often.

Financial officer Tammy Lannan told trustees that people were reporting being pleasantly surprised at how the devices would tell them about hoses left running, irrigation still active after the growing season or outright leaks that never would've been caught before. The new meters allow customers to monitor their own consumption as often as they care to, thanks to an integrated app.

"When people are sleeping, and they see it's going through two gallons an hour, you know it's probably a toilet leak or something," said Lannan. "And I've been really pleased, especially being in Stage 4 [use restrictions], we've been able to stop some massive leaks from being a lot bigger."

> **"When you read [meters] manually every two months, you're not going to catch a two-gallon-an-hour leak."**
>
> TAMMY LANNAN
> *Financial officer, NSSWD*

Since the installation program began, according to Lannan, about 100 leak reports directly attributable to the new meters have been recorded — what Lannan characterized as the new devices catching "a ton of small leaks and a bunch of large leaks."

"And these are most likely leaks that have been ongoing," said Lannan. "When you read [meters] manually every two months, you're not going to catch a two-gallon-an-hour leak. And if this meter's been in there 40 years, that's their 'regular consumption.' You don't see a difference."

From the district's end, Lannan said that in addition to the graphs and tools available to customers, the system also sends information to staff about outliers — such as reporting the largest water user every day.

"And that should be commercial and stratas," she said. "When I see it's a single-family dwelling, right away I know something's been left on."

Lannan said with the relatively small number of meters, staff have been able to monitor the system just about every day, and are reaching out to customers when they see big anomalies. But with almost 2,000 planned eventually, she said the district is hoping customers will soon become used to taking a little more responsibility for their own usage. Last year the district estimated it previously spent about $45,000 in staff time each year just reading the old meters.

NSSWD officials have previously said they would work to ensure the consumption data, held on Canadian servers, would stay with the district. The meter replacement project is expected to be completed by 2028.



ISLAND LIFE

FUNDRAISER

Bids beautify community gardens

Nov. 1 to 15 online auction raises funds for Garden Club projects

BY SSI GARDEN CLUB

The Salt Spring Island Garden Club is launching its first online auction on Sunday, Nov. 1, with a goal of raising $3,000 to support community gardens.

Since this past spring, the club's 24 Master Gardeners have been volunteering their time and expertise to create and maintain six beautiful, welcoming green spaces that benefit our entire community.

As you stroll through town, have you noticed the improvements at Centennial Park? Club volunteers, working alongside the Native Plant Stewardship Group, are revitalizing garden beds with native plants. At Mouat Park, these volunteers focus on removing invasives from trailside beds and habitat pockets.

At the Heiwa Japanese Garden, volunteers are restoring this much-loved space, tending pathways and learning traditional Japanese techniques for pruning and shaping maples and rhododendrons.



PHOTO COURTESY SSI GARDEN CLUB

Tending the gardens at Greenwoods Eldercare are, from left, Salt Spring Garden Club members Milly Sinclair, Jim Matsuyama, Lynn Blanche, Pat Campbell and Alexandra Montgomery. The club is holding a Nov. 1 to 15 online auction to raise funds for the community gardens program, which sees volunteers maintain six different public garden areas.

At Greenwoods Eldercare Society and Meadowbrook Seniors Residence, volunteers care for gardens that enrich seniors' lives, offering beauty, connection and peaceful outdoor spaces.

At The Root's permaculture garden living classroom, volunteers demonstrate sustainable growing practices and share knowledge about caring for the land.

Every silent auction bid helps these gardens — and the people who enjoy them — grow and thrive.

Garden enthusiasts will love the auction catalogue's collection of garden-inspired treasures and experiences. Are you in the market for a handkerchief tree, a red banana tree or a nodding onion? Here's your chance! Prefer an experience to a plant? Discover your inner artist with a painting lesson inspired by the flowers in your garden. Or, after a busy day digging and weeding, treat yourself to a little self-care. Choose from a massage, luxurious creams or a yoga lesson. You can also bid on pruning and tree-guild tutorials or a meadowscaping consultation to help you learn new skills.

With something for everyone, the auction is a wonderful opportunity to treat yourself, discover something new or get a head start on your Christmas shopping.

Want a sneak preview? Explore the growing collection of auction items at:

tinyurl.com/ssigcauction

The auction opens at 12:01 a.m. on Nov. 1 and closes on Nov. 15 at midnight.

Thank you for supporting our community gardens! If you have questions, please contact projects@ssigardenclub.ca

CRAFT

New puppet group members welcomed

Seniors Centre on Sunday afternoons

Islanders are invited to join an ongoing puppetry group meeting at the Salt Spring Seniors Centre.

Led by Debbie Margolis, the Salt Spring Puppet Theatre gatherings touch on all aspects of the craft, from making puppets, writing scripts, creating sets, directing or performing. She said marionettes have been the focus in the past but all kinds of puppetry can be explored.

No experience is required. The group meets from 2 to 4 p.m. most Sunday afternoons at the centre across from Country Grocer.

Margolis said the group is appropriate for all ages, from young adults to seniors.

For more details or to indicate interest, people can email Margolis at dmargolis88@gmail.com.

ISLAND TRADITIONS

Fireworks back at Ganges hall

Hot dogs and hot chocolate, plus DJ music on Halloween night

BY ROBB MAGLEY
DRIFTWOOD STAFF

Salt Spring's long-running Halloween night fireworks show is a go for this Saturday night.

And once more, the event will be centred in Ganges with hot dogs and hot chocolate returning to the old Fire Hall No. 1 after the display.

It's now been 58 years since the first firefighter-run Halloween fireworks show was held downtown, and the tradition is being carried on thanks to the hospitality of Salt Spring Island Search and Rescue, who are temporarily housed in the original building and offered to host. Salt Spring Island Fire Rescue (SSIFR) Capt. Pete Andress said the fireworks will launch at 7:30 p.m., or "as soon as it's dark enough."

"We've got a DJ set up for this year," said Andress, "because it's a Saturday — and the kids aren't rushing home for school the next day."

Music at the fire hall's apron runs from 6 to 9 p.m., Andress said, with Thrifty's supplying the treats and the Salt Spring Island Fire Fighters' Association footing the bill for the show in partnership with the fire protection district.

There had been some damp-eyed nostalgia during the run-up to last year's display, organizers admitted, as firefighters were moving to the new Fire Hall No. 1 on Lower Ganges Road where fireworks would be particularly ill-advised.

But the finale for the Ganges hall has been postponed at least one more year, and plans have been in the works for the well-loved community event for months. Andress said that on the day of the event, setup is usually deliberate but swift, mostly due to the complicated logistics of taking over a dock at the end of a busy day in the harbour.

"It's sort of a scramble," said Andress. "The last seaplanes have to unload and park further away, and all the boats have to be off. It's a little bit of juggling, but the Harbour Authority seems to like us doing it — and the Coast Guard doesn't mind."

The fireworks show over the harbour is expected to last 10 to 12 minutes itself, and setting up — to say nothing of setting off — hundreds of fireworks from cakes and multi-mortar racks is complicated. Andress said it's challenging work, requiring specialized professional training, even if you start from being a firefighter.

"You need to have a display fireworks ticket in order to touch these fireworks," said Andress. "We put eight more SSIFR members through that this year, so they'll be able to participate in putting on this show."

Despite spending most years on the dock beneath the show himself, Andress advised the best viewing areas were probably at the bottom of Rainbow Road or down by Moby's.

"That area's a pretty clean shot of seeing it without much obstruction," he said. "But I'm usually at ground zero, down there in the sparks and smoke — I don't see much!"

Halloween will be a busy night for the department; in addition to well-trained hands tending to the fireworks, Andress pointed out a fire suppression crew would need to be ready to respond to any mishap at the show — and of course it wouldn't be the same if it wasn't firefighters handing out the hot dogs and hot chocolate.



Salt Spring Island Fire Protection District (SSIFPD)
Staff Report

Date: November 10, 2026
Subject: Draft AG-4301-02 Administrator One Employee of Board Policy - 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-4301-01) and the Administrator One Employee of Board Policy (AG-4301-02)

The updated draft Administrator One Employee of the Board policy strengthens the existing Administrator One Employee of the Board policy by introducing a standardized structure, expanding definitions, and clarifying governance roles and responsibilities. Key enhancements include scope, stronger separation between governance and operations, expanded administrative responsibilities, and clearer rules governing trustee interaction with staff. Additional sections on succession planning, records management, compliance, and references improve accountability, transparency, and alignment with legislative and organizational requirements. The updated policy also introduces Board involvement in Fire Chief leadership oversight while maintaining the overall governance structure.

Topic	Current Policy (AG-4301-01)	Updated Policy (AG-4301-02)	Change Summary
One Employee Model	Administrator is the Board's only employee and serves as the link between the Board and staff. All employees report directly or indirectly through the Administrator.	Retains the Administrator One Employee of the Board model and reinforces the separation of governance and operational responsibilities.	Core governance model remains unchanged.
Fire Chief Oversight	No specific Board role in hiring or performance evaluation of the Fire Chief.	Board will participate in the hiring and performance reviews of the Fire Chief.	Introduces Board involvement in Fire Chief leadership oversight while maintaining the overall governance structure.

Governance and Operational Roles	Administrator identified as the Board's chief policy advisor and works collaboratively with the Fire Chief.	Clearly distinguishes Board responsibility for governance and strategy, Administrator responsibility for administration and implementation, and Fire Chief responsibility for operational leadership and emergency service delivery.	Improves role clarity, accountability, and decision-making authority.
Administrator Responsibilities	Detailed descriptions focused on strategic advice, fiscal management, leadership, Board relations, and reporting.	Expands responsibilities to include corporate administration, human resources, risk management, policy implementation, regulatory compliance, and organizational performance measurement.	Modernizes the Administrator role and better reflects current organizational requirements.
Trustee and Staff Interaction	Board communications and requests for information are routed through the Administrator.	Retains communication protocols and explicitly prohibits Trustees from directing, supervising, evaluating, or otherwise interfering with staff except through the Administrator.	Strengthens governance boundaries and administrative accountability.
Scope and Definitions	Limited definitions and no dedicated scope section.	Adds a formal scope and expanded definitions, including employees and organizational application.	Improves clarity and consistency in policy interpretation.
Business Continuity	Not addressed.	Requires administrative succession and delegation planning to ensure continuity of operations.	Enhances organizational resilience and continuity planning.
Records Management and Compliance	Not addressed.	Introduces records management requirements, FOIPPA compliance, and enforcement provisions.	Strengthens accountability, transparency, and legislative compliance.
Policy Governance	General Board discretion regarding policy amendments.	Includes formal review, revision, and reference sections linked to supporting bylaws, policies, and legislation.	Improves policy administration and governance oversight.

Recommendation

That the Board of Trustees accept the recommendation of the Strategic Planning and Policy Development Committee to approve the Draft Administrator One Employee of Board Policy AG-4301-02.

Respectfully Submitted,

Rodney Dieleman
Corporate Administrative Officer

Salt Spring Island Fire Protection District

Administrator One Employee of the Board Policy

POLICY ADMINISTRATION

Policy Number	AG-4301-02
Policy Category	Governance
Approved By	Board of Trustees
Approval Date	TBD
Supersedes	AG-4301-01

PURPOSE

To establish that the District endorses the Administrator One Employee of the Board model of corporate structure. The Corporate Administrative Officer (CAO) is the Board's only employee and serves as the link between policy makers and staff. This model promotes clear accountability and separation of governance and operational responsibilities. The Board will participate in the hiring and performance reviews of the Fire Chief.

SCOPE

This policy applies to the Board of Trustees, the Administrator, the Fire Chief, and all District employees.

DEFINITIONS

"Administrator" means the Corporate Administrative Officer established by bylaw.

"Board of Trustees" means the elected governing body of the District.

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

"Employee" means casual, part-time and regular employees including paid-on- call members and volunteers acting on behalf of the District.

"Trustee" means a person elected as provided in the Letters Patent to be a member of the District's Board of Trustees.

POLICY STATEMENT

The Administrator is the Board's chief policy advisor and works collaboratively with the Fire Chief who is responsible for fire rescue operations. The Board establishes policy and strategic direction; the Administrator is responsible for administration and implementation of Board direction; and the Fire Chief is responsible for operational leadership and emergency service delivery.

Responsibilities of the Administrator

The Administrator supports direction, manages finances, leads, builds relationships with the Board, and reports to the Board. The Administrator shall oversee corporate administration, human resources, risk management, policy implementation, regulatory compliance, and organizational performance measurement.

Relationship Between Trustees & Administrator

All Board directives, correspondence, and requests for information on behalf of the District shall be channeled through the Administrator. Individual Trustees shall not direct, supervise, evaluate, or otherwise interfere with staff except through the Administrator. Information provided to one Trustee that may influence Board deliberations shall be shared with all Trustees through the Administrator.

Succession & Continuity

The Administrator shall maintain an administrative succession and delegation plan to ensure continuity of operations during absences, emergencies, or vacancies.

RECORDS MANAGEMENT

Records created or received under this policy shall be managed in accordance the District Document Management Policy and Freedom of Information and Protection of Privacy Act (FOIPPA) requirements.

COMPLIANCE AND ENFORCEMENT

All participants shall comply with this policy. Failure to comply with governance reporting protocols or staff communication requirements may be addressed through Board governance processes or administrative action, as appropriate.

REFERENCES AND RELATED DOCUMENTS

SSIFPD Officer Positions Establishment Bylaw No. 85

SSIFPD Document Management Policy

Freedom of Information and Protection of Privacy Act (FOIPPA)

SSIFPD Governance Policies

REVIEW AND REVISION

This policy will be reviewed periodically and may be amended by the Board of Trustees.

REVISION HISTORY

Version	Date	Approved By
AG-4301-01	February 25, 2019	Board of Trustees

Salt Spring Island Fire Protection District (SSIFPD)
Staff Report

Date: November 10, 2026
Subject: Draft Credit Card Policy AF-3601-03
To: Board of Trustees
From: Rodney Dieleman, CAO

Background

The updated policy modernizes the committee's structure, clearly defines its mandate, and shifts its focus from marketing to governance, compliance, and strategic communications. It also clarifies the committee's advisory role, strengthens accountability and legal alignment, and improves overall policy consistency and administration

Summary of Changes between the Current Policy (AF-3601-02) and the Proposed Draft Credit Card policy (AF-3601-03)

The proposed draft Credit Card Policy introduces a modernization of the District's existing policy by strengthening financial controls, expanding applicability to reflect current purchasing practices, and improving governance clarity. The update formalizes policy structure, enhances accountability through clearer authorization, monitoring, and compliance requirements, and aligns the policy with best practices in public sector financial management while maintaining key existing principles.

Topic	Current Policy (AF-3601-02)	Updated Policy (AF-3601-03)	Change Summary
Policy Structure	Basic policy format with limited sections	Formalized structure (Purpose, Scope, Definitions, Policy, Records, Compliance, Authority, References)	Modernized format aligned with governance best practices
Purpose Statement	Not explicitly defined	Clear purpose outlining controls, accountability, and protection of public funds	Adds clarity of intent and financial accountability
Scope	Applies mainly to staff using cards	Expanded to include all authorized employees and virtual/online purchasing accounts	Broader applicability reflects modern purchasing methods
Definitions	None provided	Defines key terms such as "District" and "Employee"	Improves clarity and consistency
Authorization of Cards	Fire Chief may issue cards to career officers	CAO and/or Fire Chief may authorize cards for employees based on operational need	Expands authority and aligns with administrative structure
Eligibility	Primarily career officers	Any employee whose duties require purchasing	Broadens eligibility based on operational need

Pre-Issuance Requirements	Signing training sheet and payroll deduction authorization required	Acknowledgement of policy and compliance agreement required	Simplifies and modernizes requirements (removes payroll deduction provision)
Credit Limits	Set by Fire Chief	Set by CAO	Credit Limits set by CAO
Authorized Use Controls	$1,000 limit unless prior approval	Requires compliance with delegated authority limits and prohibits splitting transactions	More robust financial controls and anti-avoidance measures
Prohibited Uses	Broad prohibition on inappropriate purchases	Explicit list (e.g., personal expenses, cash advances, gift cards, subscriptions, cryptocurrency)	Clearer and more comprehensive restrictions
Card Security	Report lost/stolen cards to bank and Fire Chief	Expanded requirements for security, fraud reporting, and safeguarding card information	Strengthens fraud prevention and cybersecurity awareness
Expense Tracking	Retain receipts and submit reconciled statements	Requires receipts, monthly reconciliation, supervisor approval, and allows electronic receipts	Enhances accountability and modernizes documentation
Benefits / Rewards	Benefits belong to District	Same principle maintained	No substantive change
Records Management	Not specified	Requires records retention (minimum 7 years)	Adds formal records retention requirements
Compliance & Enforcement	Recovery via payroll deduction	Adds disciplinary action, suspension/revocation of card privileges	Stronger enforcement framework
Training Responsibility	Fire Chief responsible for training staff	Not explicitly detailed	Training expectations less prescriptive
Fees & Interest	District responsible	Not explicitly stated	Minor omission (may be addressed elsewhere)
Governance & Authority	Board discretion noted	Clear authority and administrative responsibility defined	Improved governance clarity
References	Limited cross-reference (Staff Expenses Policy)	Expanded references to related policies	Better policy integration
Review Cycle	General discretion to revise	States periodic review requirement	Formalizes ongoing review process

Recommendation

That the Board of Trustees accept the recommendation of the Strategic Planning and Policy Development Committee to approve draft Credit Card Policy No. AF-3601-03.

Respectfully Submitted,

Rodney Dieleman
Corporate Administrative Officer

Salt Spring Island Fire Protection District

Credit Card Policy

POLICY ADMINISTRATION

Policy Number	AF-3601-03
Policy Category	Finance
Approved By	Board of Trustees
Approval Date	TBD
Supersedes	AF-3601-01; AF-3601-02

PURPOSE

To establish requirements governing the issuance, use, monitoring, and accountability of District credit cards. The policy is intended to protect public funds and provide clear financial controls and accountability.

SCOPE

This policy applies to all employees authorized to hold or use a District credit card. This policy also applies to virtual payment cards and online purchasing accounts authorized by the District.

DEFINITIONS

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

"Employee" means casual, part-time and regular employees including paid-on- call members and volunteers acting on behalf of the District.

POLICY STATEMENT

The Corporate Administrative Officer and/ or Fire Chief may authorize District credit cards for employees whose duties require routine purchasing on behalf of the District. Credit cards shall be used only where operationally necessary and within approved budgets and delegated authorities.

Requirements Before Issuance

Employees must acknowledge receipt of the card and agree to comply with this policy. Credit limits are to be established by the Corporate Administrator.

Authorized Use

Only the employee named on the card may use the card. The card is not transferable. Purchases exceeding delegated spending limits require prior approval. Transactions shall not be split to avoid approval thresholds.

Prohibited Use

District credit cards shall not be used for personal expenditures. Cash advances, gift cards, personal subscriptions, cryptocurrency purchases, and prohibited purchases are not permitted unless specifically authorized.

Security and Card Protection

If a card is lost or stolen, the cardholder shall immediately notify the card issuer and the Fire Chief. Card information shall not be shared or stored insecurely. Suspected fraud or unauthorized transactions shall be reported immediately.

Expense Tracking and Reconciliation

Cardholders shall retain receipts and reconcile all transactions. Supporting documentation shall accompany monthly statements. Electronic receipts are acceptable. Monthly statements should be approved by the appropriate supervisor.

Benefits and Rebates

Benefits, rewards, rebates, or bonuses associated with District credit cards are the property of the District.

RECORDS MANAGEMENT

Records related to District credit card transactions shall be retained in accordance with District records management requirements. Credit card statements, receipts, reconciliations, and approvals should be retained for a minimum of seven years after fiscal year-end.

COMPLIANCE AND ENFORCEMENT

Improper use of a District credit card may result in recovery of funds and disciplinary action. The District may suspend or revoke card privileges where misuse or inadequate documentation is identified.

AUTHORITY

The Board of Trustees has the authority to establish this policy. The Chief Administrative Officer is responsible for implementation and administration.

REFERENCES & RELATED DOCUMENTS

SSIFPD Staff Expenses Policy

SSIFPD Purchasing Policy

SSIFPD Document Management Policy

REVIEW AND REVISION

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

REVISION HISTORY

Version	Date	Approved By
AF-3601-01	September 21, 2015	Board of Trustees
AF-3601-02	October 26, 2015	Board of Trustees

DRAFT

Salt Spring Island Fire Protection District
Board of Trustees 2027 Regular Meeting Schedule

January 18, 2027	7:00 p.m.
February 22, 2027	7:00 p.m. (This is the 4th Monday of the month as Feb. 15th is Family Day)
March 15, 2027	7:00 p.m.
April 19, 2027	7:00 p.m.
May 17, 2027	7:00 p.m.
June 21, 2027	7:00 p.m.
July 19, 2027	7:00 p.m.
August 16, 2027	7:00 p.m.
September 20, 2027	7:00 p.m.
October 18, 2027	7:00 p.m.
November 15, 2027	7:00 p.m.
December 13, 2027	7:00 p.m. (This is the 2nd Monday of the month)

DRAFT

Salt Spring Island Fire Protection District
2027 Committee Regular Meeting Schedule

Strategic Planning and Policy Development Committee
Held on the first Tuesday of each month at 9:00 am to 10:30 am

January 5, 2027
February 2, 2027
March 2, 2027
April 6, 2027
May 4, 2027
June 1, 2027
July 6, 2027
August 3, 2027
September 7, 2027
October 5, 2027
November 2, 2027
December 7, 2027

Community Relations Committee
Held quarterly on the first Tuesday of the month or at the Call of the Chair
11:00 am to 12:30 pm

January 5, 2027
May 4, 2027
September 7, 2027
December 7, 2027

Finance & Audit Committee
Held on the second Tuesday of each month at 9:00 a.m. – 10:30 p.m. between to April to September for budget preparations

April 13, 2027
May 11, 2027
June 8, 2027
July 6, 2027
August 10, 2027
September 14, 2027

SALT SPRING ISLAND FIRE PROTECTION DISTRICT
BYLAW NO. 164

A bylaw to authorize the disbursement of monies in the General Capital Purposes Reserve Fund.

WHEREAS there is an unappropriated balance in the General Capital Purposes Reserve Fund of $1,318,476 as of December 31, 2025 AND WHEREAS it is deemed desirable to expend monies imposed under Bylaw No. 134 - General Capital Purposes Reserve Fund Establishment Bylaw for the purpose of Fire Hall No. 1 Replacement Construction at 455 Lower Ganges Road, Salt Spring Island, BC.

The Trustees of the Salt Spring Island Fire Protection District in open meeting assembled, ENACT AS FOLLOWS:

1. The maximum sum of $765,363 is hereby appropriated from the General Capital Purposes Reserve Fund for the purpose of Fire Hall No. 1 Replacement Construction at 455 Lower Ganges Road, Salt Spring Island, BC.

2. The expenditure to be carried out by the monies hereby appropriated will be specified and authorized by resolution of the Trustees.

3. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance will be returned to the credit of the said General Capital Purposes Reserve Fund to a maximum of the amount appropriated under Section 1.

4. This bylaw may be cited as the "Reserve Funds Disbursement Bylaw No. 164, 2026 For Fire Hall No. 1 Replacement Construction at 455 Lower Ganges Road".

INTRODUCED and given first reading by the Trustees on the 16th day of November 2026.

RECONSIDERED and finally passed by the Trustees on _____.

I hereby certify that this is a true copy of Bylaw No. 164.

_____
Roland Cook, Chair of the Board of Trustees

_____
Rodney Dieleman, Corporate Administrator for the Trustees

DRAFT

SALT SPRING ISLAND FIRE PROTECTION DISTRICT

BYLAW NO. 165

A bylaw to authorize the disbursement of monies in the General Capital Purposes Reserve Fund.

WHEREAS there is an unappropriated balance in the General Capital Purposes Reserve Fund of $1,318,476 as of December 31, 2025 AND WHEREAS it is deemed desirable to expend monies imposed under Bylaw No. 134 - General Capital Purposes Reserve Fund Establishment Bylaw for the purpose of purchasing a 2027 Midwest Fire 1500 Gallon Tender and a 2017 Ford F-450 Rehabilitation Unit.

The Trustees of the Salt Spring Island Fire Protection District in open meeting assembled, ENACT AS FOLLOWS:

1. The maximum sum of $719,742 is hereby appropriated from the General Capital Purposes Reserve Fund for the purpose of purchasing a 2027 Midwest Fire 1500 Gallon Tender.

2. The maximum sum of $24,626 is hereby appropriated from the General Capital Purposes Reserve Fund for the purpose of purchasing a 2017 Ford F-450 Rehabilitation Unit.

3. The expenditure to be carried out by the monies hereby appropriated will be specified and authorized by resolution of the Trustees.

4. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance will be returned to the credit of the said General Capital Purposes Reserve Fund to a maximum of the amount appropriated under Section 1.

5. This bylaw may be cited as the "Reserve Funds Disbursement Bylaw No. 165, 2026 for Purchase of a 2027 Midwest Fire 1500 Gallon Tender and Purchase of a 2017 Ford F-450 Rehabilitation Unit".

INTRODUCED and given first reading by the Trustees on the 16th day of November, 2026.

RECONSIDERED and finally passed by the Trustees on _____.

I hereby certify that this is a true copy of Bylaw No. 165.

_____
Roland Cook, Chair of the Board of Trustees

_____
Rodney Dieleman, Corporate Administrator for the Trustees

DRAFT