



Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, October 9, 2024

11:00 AM

6th Floor Boardroom
625 Fisgard St.
Victoria, BC V8W 1R7

P. Brent (Chair), G. Holman (Vice Chair), A. Wickheim, C. Plant (Board Chair, ex-officio)

Guest: Director M. Little

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1. [24-949](#) Minutes of the September 11, 2024 Electoral Areas Committee Meeting

Recommendation: That the minutes of the Electoral Areas Committee meeting of September 11, 2024 be adopted as circulated.

Attachments: [Minutes - September 11, 2024](#)

4. Chair's Remarks

5. Presentations/Delegations

The public are welcome to attend CRD Board meetings in-person.

Delegations will have the option to participate electronically. Please complete the online application at www.crd.bc.ca/address no later than 4:30 pm two days before the meeting and staff will respond with details.

Alternatively, you may email your comments on an agenda item to the CRD Board at crdboard@crd.bc.ca.

6. Committee Business

6.1. [24-827](#) Bylaw No. 4631: Tax Exemption (Permissive) Bylaw, 2024

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4631, "Tax Exemption (Permissive) Bylaw, 2024", be introduced and read a first, second and third time; and
(WA)
2. That Bylaw No. 4631 be adopted.
(WA, 2/3rds on adoption)

Attachments: [Staff Report: Bylaw No. 4631 Permissive Tax Exemption 2024](#)
[Appendix A: Bylaw No. 4631](#)
[Appendix B: Correspondence Tax Exempt Requests](#)
[Appendix C: BC Assessment Property Classifications](#)
[Appendix D: Permissive Tax Exempt Application Process](#)

6.2. [24-994](#) BC Active Transportation Grant - Infrastructure Grant Application -
Pender Island, Schooner Way - School Trail

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
1) That the shovel ready Schooner Way-School Trail on Pender Island be considered a priority project.
2) That an application to the Province of British Columbia Active Transportation - Infrastructure Grant Program for \$500,000 be progressed for the purpose of construction of Phase 2 of the Schooner Way-School Trail on North Pender Island within the required timeline.
3) That the funding provided through the British Columbia Active Transportation - Infrastructure Grant Program will be supported with contributions from the Pender Island Parks and Recreation Commission's Financial Plan; and
4) That staff be instructed to apply for, negotiate, and if successful, enter into an agreement and do all such things necessary for accepting Active Transportation - Infrastructure Grant funds and overseeing grant management for the proposed project.
(NWA)

Attachments: [Staff Report: BCAT Application Pender Island Schooner Way Trail](#)
[Appendix A: Location Map and Draft Engineering Trail Design](#)

6.3. [24-897](#) Previous Minutes of Other CRD Committees and Commissions for Information

Recommendation: There is no recommendation. The following minutes are for information only:

- a) East Sooke Fire Commission minutes of January 16, 2023
- b) East Sooke Fire Commission minutes of February 20, 2023
- c) East Sooke Fire Commission minutes of March 20, 2023
- d) East Sooke Fire Commission minutes of April 17, 2023
- e) East Sooke Fire Commission minutes of May 15, 2023
- f) East Sooke Fire Commission minutes of June 19, 2023
- g) East Sooke Fire Commission minutes of July 18, 2023
- h) East Sooke Fire Commission minutes of August 21, 2023
- i) East Sooke Fire Commission minutes of September 18, 2023
- j) East Sooke Fire Commission minutes of December 18, 2023
- k) East Sooke Fire Protection and Emergency Response Service Commission minutes of January 15, 2024
- l) East Sooke Fire Protection and Emergency Response Service Commission minutes of March 4, 2024
- m) East Sooke Fire Protection and Emergency Response Service Commission minutes of April 15, 2024
- n) East Sooke Fire Protection and Emergency Response Service Commission minutes of May 20, 2024
- o) East Sooke Fire Protection and Emergency Response Service Commission minutes of June 26, 2024
- p) East Sooke Fire Protection and Emergency Response Service Commission minutes of July 24, 2024
- q) East Sooke Fire Protection and Emergency Response Service Commission minutes of August 28, 2024
- r) Galiano Island Parks and Recreation Commission minutes of August 1, 2024
- s) Galiano Island Parks and Recreation Commission minutes of September 5, 2024
- t) Mayne Island Parks and Recreation Commission minutes of August 8, 2024
- u) Pender Island Parks and Recreation Commission minutes of July 22, 2024
- v) Shirley Fire Protection and Emergency Response Commission minutes of February 26, 2024
- w) Shirley Fire Protection and Emergency Response Commission minutes of March 25, 2024
- x) Shirley Fire Protection and Emergency Response Commission minutes of April 29, 2024
- y) Shirley Fire Protection and Emergency Response Commission minutes of May 27, 2024
- z) Shirley Fire Protection and Emergency Response Commission minutes of June 24, 2024
- aa) Shirley Fire Protection and Emergency Response Commission minutes of July 29, 2024
- bb) Southern Gulf Islands Electoral Area Community Economic Sustainability Commission minutes of March 19, 2024
- cc) Southern Gulf Islands Electoral Area Community Economic Sustainability Commission minutes of May 21, 2024
- dd) Willis Point Fire Protection and Recreation Facilities Commission minutes of June 25, 2024

Attachments: [Minutes: East Sooke Fire Commission - Jan 16, 2023](#)
[Minutes: East Sooke Fire Commission - Feb 20, 2023](#)
[Minutes: East Sooke Fire Commission - Mar 20, 2023](#)
[Minutes: East Sooke Fire Commission - Apr 17, 2023](#)
[Minutes: East Sooke Fire Commission - May 15, 2023](#)
[Minutes: East Sooke Fire Commission - Jun 19, 2023](#)
[Minutes: East Sooke Fire Commission - Jul 18, 2023](#)
[Minutes: East Sooke Fire Commission - Aug 21, 2023](#)
[Minutes: East Sooke Fire Commission - Sep 18, 2023](#)
[Minutes: East Sooke Fire Commission - Dec 18, 2023](#)
[Minutes: E. Sooke Fire Prot'n & Emerg Resp Svc Commiss - Jan 15, 2024](#)
[Minutes: E. Sooke Fire Prot'n & Emerg Resp Svc Commiss - Mar 4, 2024](#)
[Minutes: E. Sooke Fire Prot'n & Emerg Resp Svc Commiss - Apr 15, 2024](#)
[Minutes: E. Sooke Fire Prot'n & Emerg Resp Svc Commiss - May 20, 2024](#)
[Minutes: E. Sooke Fire Prot'n & Emerg Resp Svc Commiss - Jun 26, 2024](#)
[Minutes: E. Sooke Fire Prot'n & Emerg Resp Svc Commiss - Jul 24, 2024](#)
[Minutes: E. Sooke Fire Prot'n & Emerg Resp Svc Commiss - Aug 28, 2024](#)
[Minutes: Galiano Island Parks & Rec Commission - Aug 1, 2024](#)
[Minutes: Galiano Island Parks & Rec Commission - Sep 5, 2024](#)
[Minutes: Mayne Island Parks & Rec Commission - Aug 8, 2024](#)
[Minutes: Pender Island Parks & Rec Commission - Jul 22, 2024](#)
[Minutes: Shirley Fire Prot'n & Emerg Resp Commiss - Feb 26, 2024](#)
[Minutes: Shirley Fire Prot'n & Emerg Resp Commiss - Mar 25, 2024](#)
[Minutes: Shirley Fire Prot'n & Emerg Resp Commiss - Apr 29, 2024](#)
[Minutes: Shirley Fire Prot'n & Emerg Resp Commiss - May 27, 2024](#)
[Minutes: Shirley Fire Prot'n & Emerg Resp Commiss - Jun 24, 2024](#)
[Minutes: Shirley Fire Prot'n & Emerg Resp Commiss - Jul 29, 2024](#)
[Minutes: SGIEA CESC - Mar 19, 2024](#)
[Minutes: SGIEA CESC - May 21, 2024](#)
[Minutes: Willis Pt Fire Prot'n & Rec Facilities Commiss-Jun 25, 2024](#)

7. Notice(s) of Motion

7.1. [24-892](#) Motion with Notice: SSI Electoral Area Director and Local Community Commissioners Remuneration (Director Holman)

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board: WHEREAS the newly-established Salt Spring Island Local Community Commission (LCC) has now assumed responsibility for the administration of most local Salt Spring services that were formerly the sole responsibility of the local CRD Director;

THEREFORE be it resolved that the remuneration for the Salt Spring Island CRD Director and LCC Commissioners be revised to better reflect the shift in responsibilities, by reducing the Director's annual remuneration by \$10,000 per year and increasing LCC Commissioner annual remuneration by \$2,500 per year, starting in 2025.
(NWA)

Attachments: [Memo: Notice of Motion](#)

7.2. [24-893](#) Motion with Notice: Advocacy to Province for Rural Housing Stream (Director Brent)

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board: WHEREAS housing needs are critical in rural communities and coastal islands, and rural housing projects which have applied for BC Housing support have not received it;

THEREFORE the CRD Board resolves to send a letter to the Premier and Minister of Housing calling on the Province to consider creating a rural housing stream and supports to facilitate construction of projects suited with the unique constraints of rural housing.
(NWA)

Attachments: [Memo: Notice of Motion](#)

8. New Business

9. Adjournment

The next meeting is Monday, October 28, 2024 at 10:00 am (Budget).

To ensure quorum, please advise Tamara Pillipow (tpillipow@crd.bc.ca) if you or your alternate cannot attend.

Meeting Minutes

Electoral Areas Committee

Wednesday, September 11, 2024

11:05 AM

6th Floor Boardroom
625 Fisgard St.
Victoria, BC V8W 1R7

PRESENT

Directors: P. Brent (Chair), G. Holman (Vice Chair), A. Wickheim, C. Plant (Board Chair, ex-officio)

Staff: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; S. Carby, Senior Manager, Protective Services; S. Carey, Senior Manager, Legal & Risk Management; S. Henderson, Senior Manager, Real Estate and Southern Gulf Islands Administration; D. Ovington, Acting Senior Manager, Salt Spring Island Administration; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Areas; M. Lagoa, Deputy Corporate Officer; M. Williamson, Committee Clerk, Salt Spring Island Administration; T. Pillipow, Committee Clerk (Recorder)

Guest: Director M. Little (Board Vice Chair)

The meeting was called to order at 11:08 am.

1. Territorial Acknowledgement

A Territorial Acknowledgement was provided in the preceding meeting.

2. Approval of Agenda

MOVED by Director Holman, **SECONDED** by Director Wickheim,
That the agenda for the September 11, 2024 Electoral Areas Committee meeting
be approved.

CARRIED

3. Adoption of Minutes

3.1. [24-817](#) Minutes of the July 10, 2024 Electoral Areas Committee Meeting

MOVED by Director Plant, **SECONDED** by Director Wickheim,
That the minutes of the Electoral Areas Committee meeting of July 10, 2024 be
adopted as circulated.

CARRIED

4. Chair's Remarks

There were no Chair's remarks.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [24-762](#)

Bylaw No. 4590, 4591, 4594 and 4595 - Electoral Area Economic Development Services

S. Carey spoke to Item 6.1.

Discussion ensued regarding clarification of the definition and restrictions of "promotion" within the bylaw.

MOVED by Director Holman, **SECONDED** by Director Wickheim,
The Electoral Areas Committee recommends to the Capital Regional District Board that:

1. Bylaw No. 4590, "Economic Development Commission Establishing Bylaw No. 1, 1990, Amending Bylaw No. 1, 2024", be read a first, second, and third time;
2. Bylaw No. 4591, "Economic Development Commission Establishing Bylaw No. 1, 1990, Amending Bylaw No. 2, 2024", be read a first, second, and third time;
3. Bylaw No. 4594, "Economic Development Service Establishing Bylaw (Southern Gulf Islands) No. 1, 2024", be read a first, second, and third time;
4. Bylaw No. 4595, "Economic Development Service Establishing Bylaw (Juan de Fuca) No. 1, 2024", be read a first, second, and third time;
5. That participating approval for Bylaws No. 4590, 4591, 4594, and 4595, be provided to the respective Electoral Area Directors for consent on behalf of electors;
6. That Bylaws No. 4590, 4591, 4594, and 4595 be forwarded to the Inspector of Municipalities for approval.

CARRIED

6.2. [24-790](#)

Community Resiliency Initiative Grant - 2024 FireSmart Community Funding & Supports

S. Carby presented Item 6.2. for information.

Discussion ensued regarding the allocation of funding.

6.3. [24-839](#)

Establishment of Electoral Area Services Department

T. Robbins spoke to Item 6.3.

Discussion ensued regarding:

- clarification of the cost recovery for staff salaries
- the potential impact to the provisional budget
- the benefits to establishing this department

MOVED by Director Holman, **SECONDED** by Director Wickheim,
The Electoral Areas Committee recommends to the Capital Regional District Board:

1. That the CAO be directed to establish a new department for Electoral Area Services under the CRD organizational structure, create a new General Manager position to oversee the new department, and reflect these changes in the 2025

provisional budget and service plans; and

2. That staff be directed to bring back proposed amendments to CRD Bylaw No. 3343 (Officers', General Managers' and Management Staff's Bylaw No. 1, 2006), Schedule A, to incorporate this General Manager position.

CARRIED

6.4. [24-744](#) Previous Minutes of Other CRD Committees and Commissions for Information

Director Plant left the meeting at 11:48 am

The following minutes were received for information only:

- a) Galiano Island Parks and Recreation Commission minutes of June 6, 2024
- b) Galiano Island Parks and Recreation Commission minutes of July 4, 2024
- c) Mayne Island Parks and Recreation Commission minutes of June 13, 2024
- d) Mayne Island Parks and Recreation Commission minutes of July 11, 2024
- e) Saturna Island Parks and Recreation Commission minutes of April 8, 2024
- f) Saturna Island Parks and Recreation Commission minutes of May 12, 2024
- g) Saturna Island Parks and Recreation Commission minutes of June 10, 2024

7. Notice(s) of Motion

7.1. [24-875](#) Notice of Motion: SSI Electoral Area Director and Local Community Commissioners Remuneration (Director Holman)

Director Holman provided the following Notice of Motion for consideration at the next meeting of the Electoral Areas Committee:

"WHEREAS the newly-established Salt Spring Island Local Community Commission (LCC) has now assumed responsibility for the administration of most local Salt Spring services that were formerly the sole responsibility of the local CRD Director,

THEREFORE be it resolved that the remuneration for the Salt Spring Island CRD Director and LCC Commissioners be revised to better reflect the shift in responsibilities, by reducing the Director's annual remuneration by \$10,000 per year and increasing LCC Commissioner annual remuneration by \$2,500 per year, starting in 2025."

7.2. [24-876](#) Notice of Motion: Advocacy to Province for Rural Housing Stream (Director Brent)

Director Brent provided the following Notice of Motion for consideration at the next meeting of the Electoral Areas Committee:

"WHEREAS housing needs are critical in rural communities and coastal islands, and rural housing projects which have applied for BC Housing support have not received it;

THEREFORE the CRD Board resolves to send a letter to the Premier and Minister of Housing calling on the Province to consider creating a rural housing stream and supports to facilitate construction of projects suited with the unique

constraints of rural housing."

8. New Business

There was no new business.

9. Adjournment

MOVED by Director Holman, **SECONDED** by Director Brent,
That the September 11, 2024 Electoral Areas Committee meeting be adjourned at
11:52 am.
CARRIED

CHAIR

RECORDER



Making a difference...together

**REPORT TO THE ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 09, 2024**

SUBJECT Bylaw No. 4631: Tax Exemption (Permissive) Bylaw, 2024

ISSUE SUMMARY

To authorize electoral area permissive tax exemptions for 2025.

BACKGROUND

Under Section 391 of the *Local Government Act* (LGA), the Capital Regional District (CRD) may provide tax exemption for eligible properties in an electoral area. A bylaw must be adopted by the CRD Board prior to October 31 each year for the exemption to be processed by BC Assessment for the following year.

The permissive tax exemption requests are evaluated and considered by the CRD Board annually. The deadline is July 31 each year to apply for the tax exemption of the next taxation year. The detailed information regarding the application process and additional resources are available on the CRD website (Appendix D).

2025 Exemption Requests

For the 2025 taxation year, there are eight (8) renewals to be considered. Letters of request are included in Appendix B.

The renewals outlined in Table 1 include one leased property used for CRD services (North Galiano Fire Service).

Table 1: Renewal Requests

| # | PROPERTY | DESCRIPTION |
|---|---|---|
| 1 | Pender Island Golf and Country Club | Granted since 1999 upon request for land and improvements used principally for public athletic or recreation purposes – LGA 391(4)(a); letter of request for 2025 attached |
| 2 | Galiano Golf and Country Club | Granted since 1999 upon request for land and improvements used principally for public athletic or recreation purposes – LGA 391(4)(a); letter of request for 2025 attached |
| 3 | Magic Lake Property Owners Society | Granted upon request for land only used principally for public athletic or recreation purposes – LGA 391(4)(a); letter of request for 2025 attached |
| 4 | Royal Canadian Legion, Branch #239 Pender Island | Granted since 2018 upon request for land and improvements used principally for public athletic or recreation purposes exemption under LGA 391(4)(a); letter of request for 2025 attached. |

| # | PROPERTY | DESCRIPTION |
|---|---|---|
| 5 | Royal Canadian Legion, Branch #92, Salt Spring Island | Granted since 2020 upon request for land and improvements used principally for public athletic or recreation purpose exemption under LGA 391(4)(a); letter of request for 2025 attached |
| 6 | Salt Spring Island Golf and Country Club | Granted since 2020 upon request for land and improvements used principally for public athletic or recreation purpose exemption under LGA 391(4)(a); letter of request for 2025 attached |
| 7 | Salt Spring Island Rod & Gun Club | Granted since 2022 upon request for land and improvements used principally for public athletic or recreation purposes – LGA 391(4)(a); letter of request for 2025 attached |
| 8 | North Galiano Fire Hall | Granted since 2013 for land and improvements held by the CRD for the fire service – LGA 391(4)(g); this exemption is required given that the new fire hall has been constructed on property that the CRD leases from the North Galiano Fire Protection Society; no letter of request necessary (CRD itself) |

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4631, “Tax Exemption (Permissive) Bylaw, 2024”, be introduced and read a first, second and third time; and
2. That Bylaw No. 4631 be adopted.

Alternative 2

That this report be referred back to staff for further review.

IMPLICATIONS

Financial Implications

The following values represent the estimated tax revenue of the proposed exemptions (based on 2024 assessment values and tax rates):

Table 3: Estimated Total Proposed Tax Exemptions

| PROPERTY | CRD | CRHD | OTHER | TOTAL |
|---|---------|-------|----------|----------|
| Pender Island Golf & Country Club | \$2,589 | \$208 | \$5,462 | \$8,259 |
| Galiano Golf & Country Club | \$2,782 | \$220 | \$5,861 | \$8,863 |
| Magic Lake Property Owners Society | \$6,942 | \$162 | \$4,473 | \$11,577 |
| Royal Canadian Legion, Branch #239 Pender Island (Class 8 Only) | \$439 | \$31 | \$872 | \$1,342 |
| Royal Canadian Legion, Branch #92, Salt Spring Island (Class 8 Only) | \$566 | \$39 | \$1,342 | \$1,947 |
| Salt Spring Island Golf & Country Club | \$5,472 | \$645 | \$20,875 | \$26,992 |
| Salt Spring Island Rod & Gun Club | \$998 | \$110 | \$3,722 | \$4,830 |
| North Galiano Fire Hall | \$2,667 | \$236 | \$5,580 | \$8,843 |

The estimated exemption under “Other” in the table above accumulates multiple tax jurisdictions, such as School Tax, Provincial Rural Tax, Police Tax, BC Assessment, Municipal Finance Authority, Islands Trust, Salt Spring Island Fire and Water Protection (for Salt Spring Island only).

The exemption from property taxes removes the eligible assessed values on these properties and corresponding tax assessed values from the total taxable assessed value that taxes will be applied to. This results in other ratepayers absorbing the tax revenue from which these properties are exempted.

Staff have consulted with the respective Electoral Area Director on each application received and have compiled this report and recommendation in alignment with support for exemption.

CONCLUSION

The CRD has eight (8) permissive tax exemptions to consider for the taxation year 2025; seven (7) by request and one (1) for the North Galiano Fire Hall now located on property that the CRD leases from the North Galiano Fire Protection Society. The proposed Bylaw No. 4631 will grant permissive tax exemption to eight renewal requests in accordance with Section 391 of the *Local Government Act*. Staff have consulted with the respective Electoral Area Director on each application received and have compiled this report and recommendation in alignment with support for exemption.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4631, “Tax Exemption (Permissive) Bylaw, 2024”, be introduced and read a first, second and third time; and
2. That Bylaw No. 4631 be adopted.

| | |
|---------------|---|
| Submitted by: | Varinia Somosan, CPA, CGA, Sr. Mgr., Financial Services / Deputy CFO |
| Concurrence: | Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance & IT |
| Concurrence: | Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer |
| Concurrence: | Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer |

ATTACHMENTS

- Appendix A: Bylaw No. 4631: “Tax Exemption (Permissive) Bylaw, 2024” (with Schedule A)
- Appendix B: Correspondence – 2025 Tax Exemption Requests (7)
- Appendix C: BC Assessment Property Classifications
- Appendix D: CRD Permissive Tax Exemption Application Process

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4631

A BYLAW TO AUTHORIZE ELECTORAL AREA PERMISSIVE TAX EXEMPTIONS

WHEREAS:

A. Under Section 391 of the Local Government Act, the Capital Regional District may provide tax exemption for properties in an electoral area that meet any of the conditions listed in Section 391(4).

B. The Board wishes to exempt certain properties owned, held or operated for the uses or purposes set out in Section 391(4)(a) and (g) of the Local Government Act from taxation for the calendar year 2025.

NOW THEREFORE, the Regional Board of the Capital Regional District in open meeting assembled, enacts as follows:

- 1. Each property described in Schedule "A" attached to this bylaw shall be exempt from taxation under Section 391 of the Local Government Act for the year 2025 by virtue of it being used, held, owned or occupied by the organizations named in the Schedule.
2. This Bylaw may be cited as "Tax Exemption (Permissive) Bylaw, 2024".

READ A FIRST TIME THIS day of 202_
READ A SECOND TIME THIS day of 202_
READ A THIRD TIME THIS day of 202_
ADOPTED THIS day of 202_

CHAIR

CORPORATE OFFICER

Attachment: Schedule A

SCHEDULE A

| OWNER / OCCUPIER / HOLDER | DESCRIPTION | EXEMPTION | LGA REFERENCE |
|--|---|---|---------------|
| Salt Spring Island Rod & Gun Club | Lot A, Plan VIP14462, Section 4, Range 4, Cowichan Land District, Portion Salt Spring, (221 Long Harbour Road) Tax Roll No. 01-64-764-00716.007 | Land and improvements (exclude Class 1 Residential Class) | 391(4)(a) |
| Pender Island Golf & Country Club | Lot A, Plan VIP52327, Section 17, Cowichan Land District, Portion Pender Island (2314 Otter Bay Road) Tax Roll No. 01-64-764-08647.010 | Land and improvements | 391(4)(a) |
| Galiano Golf & Country Club | Lot AM11, Block 1, Plan 24167, District Lot 4, Cowichan District, Portion Galiano Island, and Lot 6, Block 2, District Lot 4, Galiano Island, Cowichan District, Plan 24167 (Linklater Road) Tax Roll No. 01-64-764-02192.023 | Land and improvements (exclude Class 1 Residential Class) | 391(4)(a) |
| Magic Lake Property Owners Society | Lot A, Plan VIP41807; Section 9; Portion Pender Island; District Lot 465 Cowichan Land District (Thieves Bay Marina) Tax roll No. 01-764-13027.026 Tax roll No. 01-764-13027.027 | Land only (exclude improvement and water lot) | 391(4)(a) |
| Magic Lake Property Owners Society | Lot 21, Plan VIP22335; Section 9; Cowichan Land District , Portion Pender Island (Land adjacent to Mouat Park) Tax roll No. 01-764-08454.305, Lot 18, Plan VIP22424; Section 10; Cowichan Land District Portion Pender Island (Tennis Court & Play Area) Tax roll No. 01-764-08455.036, Lot 67, Plan VIP22335, Section 9, Cowichan Land District Portion Pender Island Tax roll No. 01-764-08454.397 | Land only (exclude improvements and water lot) | 391(4)(a) |
| Royal Canadian Legion, Branch #239 Pender Island | Lot 6 PL; VIP7196 SEC: 17 Parcel A, Portion PENDER ISLAND, Parcel A (DD 47774W) Tax Roll No. 01-764-08666.000 | Land and improvements (Class 8 Only) | 391(4)(a) |
| Royal Canadian Legion, Branch #92 Salt Spring Island | Lot A, Plan VIP11826, Section 4, Range 3, Cowichan Land District, Portion North Salt Spring Tax Roll No. 01-764-00655.001 | Land and improvements (Class 8 Only) | 391(4)(a) |
| Salt Spring Island Golf & Country Club | Section 5, Range 2, Cowichan Land District, (805 Lower Ganges Rd) Tax Roll No. 01-764-00481.000 | Land and improvements | 391(4)(a) |
| Capital Regional District (North Galiano Fire Hall) | Lot 1 of Lot 83, Galiano Island, Cowichan District, Plan VIP69843 Tax roll No. 01-764-02273.110 | Land and improvements | 391(4)(g) |

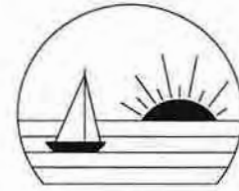
Pender Island Golf & Country Club

2305 Otter Bay Road, Pender Island, B.C. ☐ www.penderislandgolf.com

Mailing Address:

P.O. Box 6, Pender Island, B.C. V0N 2M0

Golf Shop 250-629-6659
Office Phone/Fax 778-402-6527



A scenic 9-hole golf course
located on Pender Island
amidst B.C.'s beautiful
Gulf Islands.

April 16, 2024

Capital Regional District
Attention: Ms. Rianna Lachance
Senior Manager, Financial Services
625 Fisgard Street, PO Box 1000
Victoria, BC V8W 2S6

Dear Ms Lachance,

The Pender Island Golf and Country Club respectfully requests exemption from taxes for the year 2025 under Section 809(3)(a) of the *Local Government Act*.

Background

The Pender Island Golf and Country Club has been in existence since 1937 and, except for a period during the Second World War, the golf course has been in operation ever since. The Golf Club is a not-for-profit society and was incorporated under the *Societies Act* on July 3, 1945 (Charter No. 1047671-7). The purpose of this Society as stated in the constitution is to maintain the Golf Club “for the use and pleasure of club members and the public”.

The Club in the Community

The Pender Island “community” is quite small, with about 2,500 full time residents, a high percentage of whom are retired or semi-retired. The summertime community expands substantially with many short-term residents and visitors coming to the island for vacation activities. In terms of recreation, Pender Island is somewhat isolated; however, the Golf Club provides an excellent outlet for recreational activities and is one of the major attractions for both residents of and visitors to Pender Island.

In terms of members, the Golf Club has junior, intermediate, social and regular memberships. As well, the Golf Club also provides recreational opportunities to many more residents and visitors on a casual green fee basis and these participants are increasing. We estimate that about 400 people regularly use these facilities. With few other recreational activities on the island other than boating, disc golf, cycling and walking, the Golf Club is one of the major providers of recreation on Pender Island. There are no bowling facilities, no public swimming pool, no curling or hockey rinks and no theatre.

There are no restrictions to membership in the Golf Club. While members can play as often as they wish, there is no preference given to members over green fee players. All golfers play on a first-come/ first booked, first-to-play basis.

Pender Island is very much a volunteer environment, and the Golf Club is no exception. The Club was built by volunteers and volunteers continue to help maintain the course and work to continually improve its infrastructure.

Prior to COVID-19, a "Pro-Am" tournament was held each year and a portion of the proceeds were donated to local community organizations, including the Pender Island Medical Clinic and the Roger Coleman Bursary Fund. As well, an active junior golf program provides free lessons to junior golfers through our involvement with the Pender Island School. Adult lessons are also available allowing senior residents to take advantage of golf as a recreational activity.

The Golf Club provides employment and training for up to eight full and part-time employees.

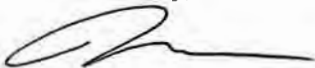
Tax History

We have requested and been very appreciative to have received a tax exemption each year since 1999. We endeavor to be fiscally responsible and at the same time provide a product that is appreciated and of benefit to all Pender Island residents and visitors at as low cost as possible.

The Club has maintained its fees and charges at break-even levels. A tax bill would place a heavy burden on our financial situation and would undoubtedly necessitate higher recreation costs to the community as well as reductions in services and employment.

We respectfully request a tax exemption under Section 809(3),(a) of the *Local Government Act* for the year 2025. Should you require additional information regarding this request, we would be pleased to provide it.

Yours sincerely,



Frank Deme
President, Pender Island Golf & Country Club

Enclosure: Copy of 2024 Assessment Notice

CC: Paul Brent, Capital Regional District Director
116 Winter Cove Road
Saturna Island, BC V0N 2Y0



IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Reference #: 02327507

Area: 01-Capital

Jurisdiction: 764-Gulf Islands Rural

Roll: 08647.010

School District: 64-Gulf Islands Neighbourhood: 910

CONFIDENTIAL PIN: 0000948597



2024 PROPERTY ASSESSMENT NOTICE

Property Location & Description

2305 OTTER BAY RD

LOT A, PLAN VIP52327, SECTION 17, COWICHAN LAND DISTRICT, PORTION PENDER ISLAND; PARCEL F, SECTION 17, COWICHAN LAND DISTRICT, PORTION PENDER ISLAND, EXCEPT PLAN 22933 36581 PID: 017-337-178 009-675-698

This is not a tax notice. Tax notices are issued by local governments and taxing authorities.

This notice contains important information about your property. No action is required unless you disagree with your assessment.

2024 Assessment – represents your property value as of July 1, 2023

YOUR PROPERTY VALUE HISTORY

Table with 3 columns: Assessed Value, Value, and Class. Rows include Land, Buildings, 2024 Assessed Value, Taxable Value, and 2024 Taxable Value.



Visit bcassessment.ca/propertytax for details on how your value change may impact your property taxes.

Important messages about your 2024 Assessment

- 2024 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax
• If you own land for the benefit of a corporation, a trust or legal partnership, you must check if you need to file with the Land Owner Transparency Registry. See landtransparency.ca for more information.

IMPORTANT DATES

- July 1, 2023: Assessed value is the property's market value as of this date.
October 31, 2023: Assessed value reflects property's physical condition and permitted use as of this date.

THE DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2024

Important information about the complaint process can be found on the back page.

The Assessment Office for this property is:

Victoria Assessment Office
102-3350 Douglas St
Victoria BC V8Z 7X9
01-64-764-08647.010

The Owner/Lessee of this property is:

S-04
PENDER ISLAND GOLF & COUNTRY CLUB
2305 OTTER BAY RD
RR 1 PO BOX 6
PENDER ISLAND BC V0N 2M0

159735

CONTACT US

For more information about your assessment, go to bcassessment.ca, where you can search for your property, compare your assessment, and update your mailing address.

Call us at 1-866-825-8322 or 604-739-8588. Reference #: 02327507

Before using information in this Notice for non-assessment purposes, please verify records with your Land Title Office. Wherever words or expressions used in this Notice differ from wording of the legislation, the legislation shall prevail. This information is current as of printing deadline.

159735_1_2
BCA_PROD_ANOT_24_STD_A01_20231203

Galiano Golf Course Society
12 St. Andrews Crescent
Galiano Island, BC V0N 1P0

TO Capital Regional District

Re: Permissive Exemption from Property Tax for 2025

APRIL 10, 2024

I am writing on behalf of Galiano Golf Course Society to request an exemption from property taxes for the year 2025.

Our Golf Course Society continues to operate as a nonprofit society providing an important recreational facility to Galiano Island residents and visitors alike. Our course is open to everyone year round and encourages exercise, mental stimulation, practicing social engagement in a beautiful natural setting.

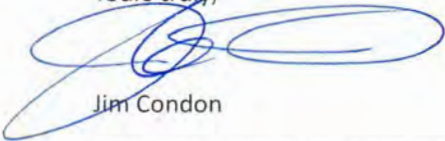
As in the past years we host two educational clinics during the summer months – both of which are free to all residents of Galiano Island.

One is for kids under 19 in which volunteers provide instruction on the basics of golf and with supervision the kids are allowed to play and practice at the course until the end of the season for free.

The other is an adult course which is well attended by young and old adults – who are given access to many different lessons at different levels of play.

We maintain an environmentally friendly course – we do not draw on any wells or aquifers – instead depend on two large ponds of water to keep the irrigation of the course at a minimal level in the summer.

Yours truly,



Jim Condon

Treasurer, Galiano Golf Course Society



IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Reference #: **02322208**
 Area: **01-Capital**
 Jurisdiction: **764-Gulf Islands Rural**
 Roll: **02192.023**
CONFIDENTIAL PIN: 0000408198
 School District: **64-Gulf Islands**
 Neighbourhood: **910**



2024 PROPERTY ASSESSMENT NOTICE

Property Location & Description

ST. ANDREWS CRES

LOT 6, BLOCK 2, PLAN VIP24167, DISTRICT LOT 4, COWICHAN LAND DISTRICT, PORTION GALIANO ISLAND, FOR COMMUNITY GOLF COURSE, CLUBHOUSE & RELATED FACILITIES PURPOSES, LEASE/PERMIT/LICENCE # 111975; LOT 6, BLOCK 2, PLAN VIP24167, DISTRICT LOT 4, COWICHAN LAND DISTRICT, PORTION GALIANO ISLAND; LOT 11, BLOCK 1, PLAN VIP24167, DISTRICT LOT 4, COWICHAN LAND DISTRICT, PORTION GALIANO ISLAND, FOR COMMUNITY GOLF COURSE, CLUBHOUSE & RELATED FACILITIES (ET CETERA)
 LBF:0344016 0344016
 PID: 002-978-911 002-979-519

2024 Assessment – represents your property value as of **July 1, 2023**

| Assessed Value | Value | Class |
|----------------------------|--------------------|-------------------|
| Land | 66,200 | 01-Residential |
| | 16,900 | 06-Business/Other |
| | 1,278,000 | 08-Rec/Non Profit |
| Buildings | 54,200 | 01-Residential |
| | 194,000 | 06-Business/Other |
| 2024 Assessed Value | \$1,609,300 | |
| Taxable Value | Rural | |
| Less Exemptions | 1,488,900 | |
| 2024 Taxable Value | \$120,400 | |

This is **not** a tax notice. Tax notices are issued by local governments and taxing authorities.

This notice contains important information about your property. No action is required unless you disagree with your assessment.

YOUR PROPERTY VALUE HISTORY

| | | |
|------|------|-------------|
| 2024 | -1% | \$1,609,300 |
| 2023 | +8% | \$1,630,200 |
| 2022 | +35% | \$1,504,000 |
| 2021 | 0% | \$1,114,200 |

Visit bcassessment.ca/propertytax for details on how your value change may impact your property taxes.

Important messages about your 2024 Assessment

- A copy of this Property Assessment Notice is sent to all owners.
- 2024 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax
- If you own land for the benefit of a corporation, a trust or legal partnership, you must check if you need to file with the Land Owner Transparency Registry. See landtransparency.ca for more information.

IMPORTANT DATES

- July 1, 2023**
Assessed value is the property's market value as of this date.
- October 31, 2023**
Assessed value reflects property's physical condition and permitted use as of this date.
- JAN 31**
THE DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2024
- Important information about the complaint process can be found on the back page.

The Assessment Office for this property is:

Victoria Assessment Office
 102-3350 Douglas St
 Victoria BC V8Z 7X9
 01-64-764-02192.023

The Owner/Lessee of this property is:

154439

S-04
 GALIANO GOLF & COUNTRY CLUB
 PO BOX 186
 GALIANO ISLAND BC V0N 1P0

CONTACT US

For more information about your assessment, go to bcassessment.ca, where you can search for your property, compare your assessment, and update your mailing address.

Call us at 1-866-825-8322 or 604-739-8588.
 Reference #: 02322208

154439_1.2
 154439_1.2
 154439_1.2
 154439_1.2



Magic Lake Property Owners' Society
P.O. Box 65, Pender Island, BC V0N 2M0
[www,magiclake.ca](http://www.magiclake.ca)
notifymlpos@gmail.com

July 15, 2024.

Financial Services – Permissive Tax Exemption
Capital Regional District
625 Fisgard Street
Victoria, BC V8W 1R7

To Financial Services – Permissive Tax Exemption,

The Magic Lake Property Owners' Society (MLPOS) recognizes, with thanks, our 2024 tax exemption and requests a further exemption from rural property taxes for the year 2025 under Section 391 of the Local Government Act.

MLPOS was incorporated as a non-profit society on 29 August 1975, Charter No. 11823. The objectives of MLPOS are two-fold: (1) To represent the members in matters affecting their property or their life style in Magic Lake Estates. (2) To acquire, maintain and administer, or dispose thereof, property in Magic Lake Estates or the foreshore adjacent thereto for the recreational use of the members and the public at large.

The North and South Pender Islands have roughly 3700 full-time residents (Pender Island Fire Rescue) – with more than one third of these full-time residents living in Magic Lake Estates.

MLPOS operates and maintains a non-profit, recreational marina at Thieves Bay with 180 berths for the use of members and guests of the society. Our marina provides emergency moorage for any vessel in the area requiring shelter and/or assistance. We reserve, at no charge, a designated berth for the Ambulance Service to conduct medical evacuations for anyone on the Pender Islands. The RCMP and Coast Guard have used our marina for emergency incidents. MLPOS has equipped the marina breakwater with picnic tables open to the public. This Thieves Bay spot has become a very popular, and spectacular, public whale watching site as well as being a favourite walk/drive destination.

In addition to Thieves Bay Marina, MLPOS operates and maintains the only public tennis courts on the Pender Islands. These courts are open year round to members of the Society and to the public, on a pay-per-use basis. We also maintain a children's playground beside the tennis courts and a public park (Mouat Park) designated for the propagation of plants native to the Gulf Islands.

Volunteerism thrives on the Pender Islands and this is apparent in MLPOS. Volunteers build, maintain and manage the marina, tennis courts and playground. We keep all fees charged for the use of these facilities at break-even levels and use all funds generated solely for the short and long-term upkeep and improvement of these recreational facilities.

We hope that you grant our request for a property tax exemption for the year 2025. Such an exemption will significantly enhance our ability to maintain and provide these important recreational facilities for the benefit of our members, our community and tourists to the Gulf Islands.

Yours truly

A handwritten signature in black ink, appearing to read "R. Coulson". The signature is fluid and cursive, with a large initial "R" and a long, sweeping underline.

Robert Coulson
President, Magic Lake Property Owners' Society

CC: Paul Brent, CRD District Director (by email)

Encl:

Application Form for Permissive Exemption from Property Taxation Year 2025
Copy of 2024 Property Assessment Notices



IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Reference #: 03251773
Area: 01-Capital
Jurisdiction: 764-Gulf Islands Rural
Roll: 13027.027
CONFIDENTIAL PIN: 005006940

Bulk Mail: 0004692651
School District: 64-Gulf Islands
Neighbourhood: 935



2024 PROPERTY ASSESSMENT NOTICE

Property Location & Description

THIEVES BAY
DISTRICT LOT 465, COWICHAN LAND DISTRICT, COMMERCIAL MARINA IN
THIEVES BAY, 1.57 HA ISSUED FOR GROUP MOORAGE, BREAKWATER &
BOAT LAUNCHING PURPOSES, LEASE/PERMIT/LICENCE # 114382
LBF:0288670

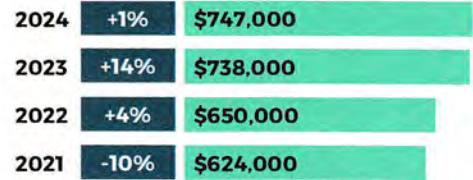
This is not a tax notice. Tax notices are issued by local governments and taxing authorities.

This notice contains important information about your property. No action is required unless you disagree with your assessment.

2024 Assessment – represents your property value as of July 1, 2023

YOUR PROPERTY VALUE HISTORY

Table with 3 columns: Assessed Value, Value, Class. Rows include Land, Buildings, 2024 Assessed Value (\$747,000), Taxable Value, Less Exemptions, and 2024 Taxable Value (\$615,000).



Visit bcassessment.ca/propertytax for details on how your value change may impact your property taxes.

Important messages about your 2024 Assessment

- A copy of this Property Assessment Notice is sent to all owners.
• 2024 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax
• If you own land for the benefit of a corporation, a trust or legal partnership, you must check if you need to file with the Land Owner Transparency Registry. See landtransparency.ca for more information.

IMPORTANT DATES

- July 1, 2023: Assessed value is the property's market value as of this date.
October 31, 2023: Assessed value reflects property's physical condition and permitted use as of this date.
THE DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2024
Important information about the complaint process can be found on the back page.

The Assessment Office for this property is:

Victoria Assessment Office
102-3350 Douglas St
Victoria BC V8Z 7X9
01-64-764-13027.027

The Owner/Lessee of this property is:

MAGIC LAKE PROP OWNER'S SOCIETY
PO BOX 65
PENDER ISLAND BC V0N 2M0

CONTACT US

For more information about your assessment, go to bcassessment.ca, where you can search for your property, compare your assessment, and update your mailing address.

Call us at 1-866-825-8322 or 604-739-8588. Reference #: 03251773

5935_9_10
BCA_PROD_ANOT_24_MBY_20231203



IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Reference #: **03248486**
 Area: **01-Capital**
 Jurisdiction: **764-Gulf Islands Rural**
 Roll: **13027.026**
 CONFIDENTIAL PIN: **005006940**

Bulk Mail: 0004692651
School District: 64-Gulf Islands
Neighbourhood: 935



2024 PROPERTY ASSESSMENT NOTICE

Property Location & Description

THIEVES BAY
 LOT A, PLAN VIP41807, SECTION 9, COWICHAN LAND DISTRICT, PORTION
 PENDER ISLAND
 PID: 000-952-141

This is **not** a tax notice. Tax notices are issued by local governments and taxing authorities.

This notice contains important information about your property. No action is required unless you disagree with your assessment.

2024 Assessment – represents your property value as of **July 1, 2023**

YOUR PROPERTY VALUE CHANGE

| 0% | 0% |
|-------------------|--|
| Your value change | Class 08 average in Gulf Islands Rural |

The graph above shows average change for multiple property types and is for informational purposes only. Visit bcassessment.ca/propertytax for details on how your value change may impact your property taxes.

| Assessed Value | Value | Class |
|----------------------------|------------------|--------------------------|
| Land | 112,000 | |
| 2024 Assessed Value | \$112,000 | 08-Rec/Non Profit |
| Taxable Value | Rural | |
| Less Exemptions | 112,000 | |
| 2024 Taxable Value | NIL | |

YOUR PROPERTY VALUE HISTORY

| | | |
|------|-----|-----------|
| 2024 | 0% | \$112,000 |
| 2023 | +6% | \$112,000 |
| 2022 | +7% | \$106,000 |
| 2021 | -3% | \$99,200 |

Important messages about your 2024 Assessment

- 2024 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax
- If you own land for the benefit of a corporation, a trust or legal partnership, you must check if you need to file with the Land Owner Transparency Registry. See landtransparency.ca for more information.

The Assessment Office for this property is:

Victoria Assessment Office
 102-3350 Douglas St
 Victoria BC V8Z 7X9
 01-64-764-13027.026

The Owner/Lessee of this property is:

MAGIC LAKE PROP OWNER'S SOCIETY
 PO BOX 65
 PENDER ISLAND BC V0N 2M0

IMPORTANT DATES

- July 1, 2023**
Assessed value is the property's market value as of this date.
- October 31, 2023**
Assessed value reflects property's physical condition and permitted use as of this date.
- THE DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2024**
Important information about the complaint process can be found on the back page.

CONTACT US

For more information about your assessment, go to bcassessment.ca, where you can search for your property, compare your assessment, and update your mailing address.

Call us at 1-866-825-8322 or 604-739-8588.
 Reference #: 03248486



IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Reference #: 02326511
Area: 01-Capital
Jurisdiction: 764-Gulf Islands Rural
Roll: 08455.036
CONFIDENTIAL PIN: 005006940

Bulk Mail: 0004692651
School District: 64-Gulf Islands
Neighbourhood: 910



2024 PROPERTY ASSESSMENT NOTICE

Property Location & Description

PRIVATEERS RD
LOT 18, PLAN VIP22424, SECTION 10, COWICHAN LAND DISTRICT, PORTION
PENDER ISLAND
PID: 003-246-442

This is not a tax notice. Tax notices are issued by local governments and taxing authorities.

This notice contains important information about your property. No action is required unless you disagree with your assessment.

2024 Assessment – represents your property value as of July 1, 2023

YOUR PROPERTY VALUE HISTORY

Table with 3 columns: Assessed Value, Value, Class. Rows include Land, Buildings, 2024 Assessed Value (\$504,600), Taxable Value, Less Exemptions, and 2024 Taxable Value (\$7,600).

Bar chart showing property value history: 2024 (-2% \$504,600), 2023 (+44% \$514,500), 2022 (+44% \$356,700), 2021 (+6% \$247,500)

Visit bcassessment.ca/propertytax for details on how your value change may impact your property taxes.

Important messages about your 2024 Assessment

- 2024 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax
• If you own land for the benefit of a corporation, a trust or legal partnership, you must check if you need to file with the Land Owner Transparency Registry. See landtransparency.ca for more information.

IMPORTANT DATES

- July 1, 2023: Assessed value is the property's market value as of this date.
October 31, 2023: Assessed value reflects property's physical condition and permitted use as of this date.
THE DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2024
Important information about the complaint process can be found on the back page.

The Assessment Office for this property is:

Victoria Assessment Office
102-3350 Douglas St
Victoria BC V8Z 7X9
01-64-764-08455.036

The Owner/Lessee of this property is:

MAGIC LAKE PROP OWNER'S SOCIETY
PO BOX 65
PENDER ISLAND BC V0N 2M0

CONTACT US

For more information about your assessment, go to bcassessment.ca, where you can search for your property, compare your assessment, and update your mailing address.

Call us at 1-866-825-8322 or 604-739-8588. Reference #: 02326511



IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Reference #: 02326429
Area: 01-Capital
Jurisdiction: 764-Gulf Islands Rural
Roll: 08454.305
CONFIDENTIAL PIN: 005006940

Bulk Mail: 0004692651
School District: 64-Gulf Islands
Neighbourhood: 910



2024 PROPERTY ASSESSMENT NOTICE

Property Location & Description

STORM CRES
LOT 21, PLAN VIP22335, SECTION 9, COWICHAN LAND DISTRICT, PORTION
PENDER ISLAND
PID: 003-275-400

This is not a tax notice. Tax notices are issued by local governments and taxing authorities.

This notice contains important information about your property. No action is required unless you disagree with your assessment.

2024 Assessment – represents your property value as of July 1, 2023

YOUR PROPERTY VALUE CHANGE



The graph above shows average change for multiple property types and is for informational purposes only. Visit bcassessment.ca/propertytax for details on how your value change may impact your property taxes.

Table with 3 columns: Assessed Value, Value, Class. Rows include Land (235,000), 2024 Assessed Value (\$235,000), Taxable Value (Rural), and 2024 Taxable Value (NIL).

YOUR PROPERTY VALUE HISTORY



Important messages about your 2024 Assessment

- Due to the specialized nature of your property, it is not displayed on Assessment Search (bcassessment.ca). Please contact us if you require additional information.
2024 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax
If you own land for the benefit of a corporation, a trust or legal partnership, you must check if you need to file with the Land Owner Transparency Registry. See landtransparency.ca for more information.

IMPORTANT DATES

- July 1, 2023: Assessed value is the property's market value as of this date.
October 31, 2023: Assessed value reflects property's physical condition and permitted use as of this date.
THE DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2024
Important information about the complaint process can be found on the back page.

The Assessment Office for this property is:

Victoria Assessment Office
102-3350 Douglas St
Victoria BC V8Z 7X9
01-64-764-08454.305

The Owner/Lessee of this property is:

S-02
MAGIC LAKE PROP OWNER'S SOCIETY
PO BOX 65
PENDER ISLAND BC V0N 2M0

5935

CONTACT US

For more information about your assessment, go to bcassessment.ca, where you can search for your property, compare your assessment, and update your mailing address.
Call us at 1-866-825-8322 or 604-739-8588.
Reference #: 02326429

5935
BCA_PROD_ANOT_24_MBX_20231203



IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Reference #: **02326474**
 Area: **01-Capital**
 Jurisdiction: **764-Gulf Islands Rural**
 Roll: **08454.397**
 CONFIDENTIAL PIN: **005006940**

Bulk Mail: 0004692651
 School District: 64-Gulf Islands
 Neighbourhood: 910



2024 PROPERTY ASSESSMENT NOTICE

Property Location & Description

LOT 67, PLAN VIP22335, SECTION 9, COWICHAN LAND DISTRICT, PORTION
 PENDER ISLAND
 PID: 003-219-666

2024 Assessment – represents your property value as of **July 1, 2023**

This is **not** a tax notice. Tax notices are issued by local governments and taxing authorities.

This notice contains important information about your property. No action is required unless you disagree with your assessment.

YOUR PROPERTY VALUE CHANGE



The graph above shows average change for residential property types (e.g. homes, townhouses, condos, etc.) and is for informational purposes only. View changes by neighbourhood at bcassessment.ca/map

| Assessed Value | Value | Class |
|----------------------------|-----------------|-----------------------|
| Land | 15,600 | 01-Residential |
| 2024 Assessed Value | \$15,600 | |
| Taxable Value | Rural | |
| Less Exemptions | 15,600 | |
| 2024 Taxable Value | NIL | |

YOUR PROPERTY VALUE HISTORY

| | | |
|------|------|----------|
| 2024 | -1% | \$15,600 |
| 2023 | +13% | \$15,800 |
| 2022 | +8% | \$14,000 |
| 2021 | +2% | \$13,000 |

IMPORTANT DATES

- July 1, 2023**
Assessed value is the property's market value as of this date.
- October 31, 2023**
Assessed value reflects property's physical condition and permitted use as of this date.
- THE DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2024**
Important information about the complaint process can be found on the back page.

Important messages about your 2024 Assessment

- Due to the specialized nature of your property, it is not displayed on Assessment Search (bcassessment.ca). Please contact us if you require additional information.
- 2024 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax
- Visit bcassessment.ca and create a free account to unlock additional features such as favourites, comparisons and our interactive map.
- If you own land for the benefit of a corporation, a trust or legal partnership, you must check if you need to file with the Land Owner Transparency Registry. See landtransparency.ca for more information.

The Assessment Office for this property is:

Victoria Assessment Office
 102-3350 Douglas St
 Victoria BC V8Z 7X9
 01-64-764-08454.397

The Owner/Lessee of this property is:

MAGIC LAKE PROP OWNER'S SOCIETY
 PO BOX 65
 PENDER ISLAND BC V0N 2M0

CONTACT US

For more information about your assessment, go to bcassessment.ca, where you can search for your property, compare your assessment, and update your mailing address.
 Call us at 1-866-825-8322 or 604-739-8588.
 Reference #: 02326474



Royal Canadian Legion
Branch #239
1344 Mackinnon Road
Pender Island, BC V0N 2M1

Tel: 250-629-3441
email: branch239.rcl@gmail.com

July 15, 2024.

Capital Regional District
Attention: Financial Services – Permissive Tax Exemption
625 Fisgard Street, PO Box 1000
Victoria, BC V8W 2S6

The Royal Canadian Legion - Branch #239 (Pender Island) respectfully requests relief from municipal taxes for the year 2025 under Section 391(3)(a) of the *Local Government Act*.

Background

Branch #239 has been active on Pender Island since 1952, and has occupied its current premises since 1972. Current membership stands at 200, representing 8% of the island's full time population of 2,467 per 2021 census.

Contributions to the Island Community

Every year, Branch #239 organizes the island's Canada Day and Remembrance Day celebrations and services. Gaming funds typically return to the community \$10,000 per year in bursaries, scholarships and donations in support of island youth and their activities. The poppy fund generates \$3,500 in support of both island youth and Canadian veterans. The branch also provides part-time casual employment for three island residents.

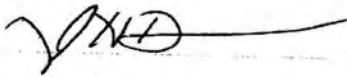
As well as hosting the Legion's own functions, the building is available as a low cost venue for other Pender Island community clubs and services, private functions and memorials. The Legion also functions as one of Pender Island's emergency muster points and shelters, with its crisis-ready condition maintained by Legion volunteers.

Tax History

We were granted our first tax exemption in 2018, having managed to remain largely solvent to this point in our history. This tax exemption has been most gratefully received. We experience ongoing annual maintenance costs for our aging building, and while we intend to remain financially responsible, municipal taxes are a heavy burden. Without this burden, we will feel less pressure to cut back on our services, reduce employment, or increase our charges.

Therefore, we respectfully request another tax exemption under Section 391(2)(a) of the *Local Government Act* for the year 2025. Should you require additional information regarding this request, we would be pleased to provide it.

Yours sincerely,



Jean Deschenes
Past President, Royal Canadian Legion Branch #239 (Pender Island)

CC: Paul Brent, Capital Regional District Director (by email)



IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Reference #: 02327526

Area: 01-Capital

Jurisdiction: 764-Gulf Islands Rural

Roll: 08666.000

CONFIDENTIAL PIN: 0001048707

School District: 64-Gulf Islands Neighbourhood: 910



2024 PROPERTY ASSESSMENT NOTICE

Property Location & Description

1344 MACKINNON RD
PARCEL A, LOT 6, PLAN VIP7196, SECTION 17, COWICHAN LAND DISTRICT,
PORTION PENDER ISLAND, PCL A (DD 47774W)
PID: 005-758-289

This is not a tax notice. Tax notices are issued by local governments and taxing authorities.

This notice contains important information about your property. No action is required unless you disagree with your assessment.

2024 Assessment – represents your property value as of July 1, 2023

YOUR PROPERTY VALUE HISTORY

Table with 3 columns: Assessed Value, Value, Class. Rows include Land, Buildings, 2024 Assessed Value, Taxable Value, Less Exemptions, 2024 Taxable Value.

Bar chart showing property value history for 2021-2024 with percentage changes and dollar amounts.

Visit bcassessment.ca/propertytax for details on how your value change may impact your property taxes.

IMPORTANT DATES

- July 1, 2023: Assessed value is the property's market value as of this date.
October 31, 2023: Assessed value reflects property's physical condition and permitted use as of this date.
JAN 31: THE DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2024
Important information about the complaint process can be found on the back page.

Important messages about your 2024 Assessment

- 2024 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax
If you own land for the benefit of a corporation, a trust or legal partnership, you must check if you need to file with the Land Owner Transparency Registry. See landtransparency.ca for more information.

The Assessment Office for this property is:

Victoria Assessment Office
102-3350 Douglas St
Victoria BC V8Z 7X9
01-64-764-08666.000

The Owner/Lessee of this property is:

S-04
ROYAL CANADIAN LEGION PENDER ISLAND BRANCH NO.
239
1344 MACKINNON RD
PENDER ISLAND BC V0N 2M1

159754

CONTACT US

For more information about your assessment, go to bcassessment.ca, where you can search for your property, compare your assessment, and update your mailing address.

Call us at 1-866-825-8322 or 604-739-8588. Reference #: 02327526

Royal Canadian Legion Branch 92
120 Blain Road Salt Spring Island V8K 2P7
250 537-5822
legionbr92@shaw.ca



To Whom It May Concern,

The Royal Canadian Legion Branch 92 is requesting that the permissive exemption be granted for the 2025 taxation year. Without this relief, we would likely have to close our doors and with that, the service to the Veterans and members of our community.

We fundraise every week of the year, to provide grants to deserving organizations in our community; provide medical funding and education bursaries to local students for post secondary.

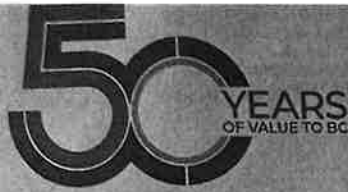
Please find attached the Application for Permissive Exemption from Property Taxation Year 2025, as well as a copy of the 2024 Property Tax Assessment.

I look forward to your response.

Sincerely,

Noella Fraser

President
Royal Canadian Legion Br92
Salt Spring Island, BC



Reference #: 02318139

Area: 01-Capital

Jurisdiction: 764-Gulf Islands Rural

Roll: 00655.001

CONFIDENTIAL PIN: 0001048708

School District: 64-Gulf Islands
Neighbourhood: 810



2024 PROPERTY ASSESSMENT NOTICE

Property Location & Description

120 BLAIN RD
LOT A, PLAN VIP11826, SECTION 4, RANGE 3E, COWICHAN LAND DISTRICT,
PORTION NORTH SALT SPRING, EXCEPT PLAN VIP64146
PID: 000-553-387

This is **not** a tax notice. Tax notices are issued by local governments and taxing authorities.

This notice contains important information about your property. No action is required unless you disagree with your assessment.

2024 Assessment – represents your property value as of **July 1, 2023**

YOUR PROPERTY VALUE HISTORY

| Assessed Value | Value | Class |
|----------------------------|--------------------|-------------------|
| Land | 503,000 | 06-Business/Other |
| | 148,000 | 08-Rec/Non Profit |
| Buildings | 187,000 | 06-Business/Other |
| | 166,000 | 08-Rec/Non Profit |
| 2024 Assessed Value | \$1,004,000 | |
| Taxable Value | Rural | |
| Less Exemptions | 324,000 | |
| 2024 Taxable Value | \$680,000 | |

| | | |
|------|------|-------------|
| 2024 | -2% | \$1,004,000 |
| 2023 | +47% | \$1,027,000 |
| 2022 | +17% | \$698,100 |
| 2021 | +5% | \$597,700 |

Visit bcassessment.ca/propertytax for details on how your value change may impact your property taxes.

Important messages about your 2024 Assessment

- 2024 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax
- If you own land for the benefit of a corporation, a trust or legal partnership, you must check if you need to file with the Land Owner Transparency Registry. See landtransparency.ca for more information.

The Assessment Office for this property is:

Victoria Assessment Office
102-3350 Douglas St
Victoria BC V8Z 7X9
01-64-764-00655.001

The Owner/Lessee of this property is:

IMPORTANT DATES

- July 1, 2023**
Assessed value is the property's market value as of this date.
- October 31, 2023**
Assessed value reflects property's physical condition and permitted use as of this date.
- THE DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2024**
Important information about the complaint process can be found on the back page.

150164_1.2
150164_1.2



Salt Spring Island Golf & Country Club
805A Lower Ganges Road
Salt Spring Island, B.C. V8K 2N5
Telephone: 250-537-7826
Email: president@saltspringgolf.com
Web Site: www.saltspringgolf.com

Date: July 25, 2024

Financial Services – Permissive Tax Exemption
Capital Regional District
625 Fisgard Street
Victoria, BC V8W 1R7

To the General Manager Corporate Services,

The Salt Spring Island Golf and Country Club (SSIGCC) gratefully acknowledges our previous permissive tax exemption for the year 2023 and respectfully requests relief from property taxes for the year 2024 under Section 391(4)(a) of the Local Government Act.

Background:

While best known for the golf course that was first opened here on Salt Spring Island in 1928, residents and visitors currently enjoy a variety of recreational activities on the property, including golf, tennis, squash, disc golf and a restaurant. The tennis and squash facilities are operated by not-for-profit societies under contractual agreements with the Golf Club. Disc golf is played on and around the golf course layout itself. The golf course, indoor tennis and squash facilities provide the only public access to these activities on Salt Spring (there is outdoor tennis elsewhere on the island).

The Salt Spring Golf and Country Club is a not-for-profit society incorporated under the B.C. Societies Act. Title to the property is held by non-society Salt Spring Recreational Holdings Ltd (SSRHL) which leases it to majority shareholder SSIGCC. The property tax is paid by SSIGCC on behalf of SSRHL.

Public Use of the Facilities:

Last year, about 24,000 9-hole equivalent rounds of golf were played on the course, with more than 7,000 rounds being played by public greens-fee paying residents or visitors to the island. Our junior, intermediate, regular and social members play the bulk of the remaining rounds with 350 members currently in the above categories. Our driving range and putting green facilities are also a popular public attraction. Disc golf was brought to the club in partnership with the local disc golf club and has also expanded the appeal of the property to the general public. Our restaurant caters to all our recreational users as well as to the community at large.

Contributions to the Community:

The facility is widely used for charitable fundraising events as well as supporting many on-site and off-site programs for various community groups. In a typical year we would see programs such as free beginner golf lessons for the public, a junior golf program, and high school use of the driving range. In recent year we have held

a Special Olympics golf instruction program with mentoring and support from club members and community volunteers. The club also provides some ground maintenance activities to the local therapeutic equestrian centre. Our junior golf program has been qualified as part of the First Tee - Canada organization. First Tee – Canada is a youth development program offered by Golf Canada that introduces the game of golf and its inherent values to young people.

During the windstorm of December 2018, our facilities were used as an unofficial emergency site and in 2020 our site became an Emergency Reception Centre for the Salt Spring Island Emergency Program to provide service and care of evacuees during an emergency or disaster.

The club currently provides 17-20 course operation positions and 5-10 positions in the restaurant to local residents (the majority are seasonal/part-time positions). A substantial volunteer effort supplements maintenance and administration activities. The club works with local businesses to promote tourism. Several tournaments (including disc golf) bring participants from off-island for a day or more.

The club's not-for-profit fee structure is geared towards covering operating costs and basic capital maintenance without the use of public funding. Demand for repair or replacement of our aging clubhouse assets and maintenance equipment is an ongoing challenge and often requires fund-raising or donations. As well as reducing the cost burden for the golf course, the exemption lessens the costs for the not-for-profit tennis and squash facilities. An exemption on eligible property tax would be of great assistance in continuing and enhancing the community's enjoyment of this historic Salt Spring Island recreational hub.

Sincerely,

Randy Cunningham

Randy Cunningham

President, Salt Spring Island Golf and Country Club

Vice-President, Salt Spring Recreational Holdings Ltd

Contact: Randy Cunningham president@saltspringgolf.com

Enclosures:

2024 Property Assessment Notice

Application for Permissive Exemption From Property Taxation Year 2024



IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Reference #: 02317516
 Area: 01-Capital
 Jurisdiction: 764-Gulf Islands Rural
 Roll: 00481.000
 CONFIDENTIAL PIN: 0001060821

School District: 64-Gulf Islands
 Neighbourhood: 810



2024 PROPERTY ASSESSMENT NOTICE

Property Location & Description

805 LOWER GANGES RD
 SECTION 5, RANGE 2, COWICHAN LAND DISTRICT, EXCEPT PLAN 2183
 39530, RGE 2E, N SALT SPRING ISLAND, EXC PT IN PLANS 2183 & 39530;
 SECTION 6, RANGE 2, COWICHAN LAND DISTRICT, EXCEPT PLAN 14185,
 RGE 2E, N SALT SPRING ISLAND, EXC THE EASTERLY 6.75 CHAINS
 THEREOF; EXC PCL B (DD 770361) & EXC PT IN PL 14185
 PID: 009-600-451 009-600-426

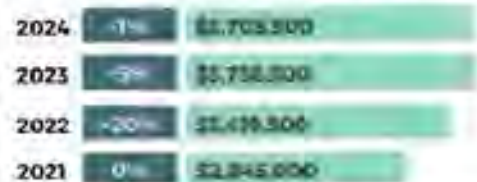
2024 Assessment represents your property value as of **July 1, 2023**

| Assessed Value | Value | Class |
|----------------------------|--------------------|-------------------|
| Land | 84,500 | 06-Business/Other |
| Buildings | 2,670,000 | 08-Rec/Non Profit |
| 2024 Assessed Value | \$3,705,500 | 06-Business/Other |
| Taxable Value | Rural | |
| Less Exemptions | 3,705,500 | |
| 2024 Taxable Value | NIL | |

This is **not** a tax notice. Tax notices are issued by local governments and taxing authorities.

This notice contains important information about your property. No action is required unless you disagree with your assessment.

YOUR PROPERTY VALUE HISTORY



Visit bcassessment.ca/propertytax for details on how your value change may impact your property taxes.

Important messages about your 2024 Assessment

- 2024 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax
- If you own land for the benefit of a corporation, a trust or legal partnership, you must check if you need to file with the Land Owner Transparency Registry. See landtransparency.ca for more information.

IMPORTANT DATES

- July 1, 2023**
Assessed value is the property's market value as of this date.
 - October 31, 2023**
Assessed value reflects property's physical condition and permitted uses as of this date.
 - THE DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2024**
- Reprints of this notice and how to file a complaint can be found on the back page.

The Assessment Office for this property is:

Victoria Assessment Office
 102-3350 Douglas St
 Victoria BC V8Z 7X9
 01-64-764-00481.000

The Owner/Lessee of this property is:

S-03
SALT SPRING REC HOLDINGS
ATTN ERIC BEAMISH
805A LOWER GANGES RD
SALT SPRING ISLAND BC V8K 2N5

149608

CONTACT US

For more information about your assessment, go to bcassessment.ca, where you can search for your property, compare your assessment, and update your mailing address.

Call us at 1-800-825-8322 or 604-739-8588
 Reference #: 02317516

148508_3



Salt Spring Island Rod & Gun Club

PO Box 442
Salt Spring Island, BC
V8K 2W1

July 25, 2024

Att: Finance Manager, *Local Services and Grant Management Finance and Technology*, CRD.

The Salt Spring Island Rod and Gun Club, (the “Club”) respectfully requests an exemption from property taxes for its land and facilities located at 221/223 Long Harbour Road, Salt Spring Island for the 2025 tax year pursuant to *Sections 391(3) and (4)* of the BC Local Government Act. Our Club has received this exemption in a few of the past years and this financial assistance has allowed the Club to begin rebuilding its programs and to recover financially after unanticipated operational demands.

Background

The Club was organized in 1913 and has been a provincial non-profit society since about 1960. It is one of the two or three oldest public service and recreational clubs in the Gulf Islands. The Club promotes shooting sports and teaches the safe handling and use of firearms and archery for both recreational and hunting purposes to Club members as well as the general public. The Club has been the home facility for several national and international champions in their sport as well as a judge for the Canada Games. Subject to the Club’s policies and rules, the general public is welcome to join members in the recreational and educational activities offered. The Club makes its facilities available to other sporting, recreational, service and non-profit organizations.

The Club Today

The Club became established at its present location about 1960 and since that time the Club’s grounds and facilities have served the community as a venue for indoor and outdoor recreation, family events, educational workshops, training exercises, meetings and similar events. The venue is offered free of charge for non-commercial use although donations are welcomed in order to recover relevant operating costs. The Club has provided land and facilities without charge to the CRD, RCMP, Salt Spring Island Fire and Rescue, Salt Spring Amateur Radio Society and the communications team of the Salt Spring Island Search and Rescue for emergency and training purposes.

The Club has a signed agreement with the CRD for the use of Club lands and facilities as an emergency *Reception Center and Group Lodging* location. The grounds have been evaluated as an

alternate emergency helicopter landing site. In the past, the CRD has also made use of the facilities for activities related to Camp Colossus as has the Wolf Kids Nature Program. Members of the local RCMP detachment utilize the Club's indoor range for to qualify in and maintain firearm proficiency standards. Salt Spring Island Fire and Rescue has used both the lands and facilities for training purposes including hose lays, the setup of a heliport and most recently for the department's drone pilot training which the grounds are well suited. In addition to member training the fire department has also used the Club for public workshop on fire safety.

The Salt Spring Amateur Radio Society is in its third year of regular weekly meetings and annual field days held at the Club. The Radio Society is considering additional events during the year as well as renewing investigations into installing a permanent antenna which would benefit not only their Society but would also provide Salt Spring Island with an additional emergency communication option.

The Club has regularly provided a number of educational opportunities to members and the general public. These classes have included;

- Junior Rifle Program for youths 11-15 to learn basic firearms safety and handling.
- Archery and rifle shooting for Boy Scouts and high school students
- Canadian Firearms Safety Course (CFSC) [required for federal firearms license]
- BC CORE hunter education classes [required provincially for hunting license]
- Archery Canada courses
- introductory lessons in firearm safety and handling for adults
- introductory lessons in fly fishing
- trap shooting

The Club is in its fourth year of regularly providing the federally mandated CFSC courses and has provided 13 classes graduating approximately 150-200 individuals in that time. On three consecutive weekends this Fall the Club is planning to host a CFSC course first, then a CORE course and finally a course on how to handle and prepare harvested game; or basically, how to become a legally qualified and prepared hunter.

All Club events and activities are planned and run by volunteers and wherever possible facility maintenance and improvements are performed by both Club members and volunteers from the general public. Nominal fees are charged for membership plus some activities however these fees are used only to cover operating and insurance costs and no Club group or individuals profit from Club sponsored events.

The Club has received Permissive Tax Exemptions in the past and the financial assistance provided has played a major role in allowing the Club to better address facility maintenance along with program development and presentation; our club is rebuilding.

On behalf of the President, Board and membership of the Salt Spring Island Rod and Gun Club,

Sincerely,

John Wiebe, treasurer



IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Reference #: 02318487

Area: 01-Capital

Jurisdiction: 764-Gulf Islands Rural

Roll: 00716.007

CONFIDENTIAL PIN: 0001060807

School District: 64-Gulf Islands
Neighbourhood: 810



2024 PROPERTY ASSESSMENT NOTICE

Property Location & Description

221 LONG HARBOUR RD

LOT A, PLAN VIP14462, SECTION 4, RANGE 4, COWICHAN LAND DISTRICT, RGE 4E, N SALT SPRING ISLAND, MANUFACTURED HOME REG.# 43606;

LOT 1, PLAN VIP20794, SECTION 3&4, RANGE 4, COWICHAN LAND DISTRICT, PORTION SALT SPRING, RGE 4E, N SALT SPRING ISLAND, MANUFACTURED HOME REG.# 43606

PID: 004-416-074 003-598-861

This is **not** a tax notice. Tax notices are issued by local governments and taxing authorities.

This notice contains important information about your property. No action is required unless you disagree with your assessment

2024 Assessment – represents your property value as of **July 1, 2023**

YOUR PROPERTY VALUE HISTORY

| | | |
|------|------|-----------|
| 2024 | -5% | \$937,000 |
| 2023 | +20% | \$982,800 |
| 2022 | +19% | \$820,800 |
| 2021 | +14% | \$690,700 |

Visit bcassessment.ca/propertytax for details on how your value change may impact your property taxes.

| Assessed Value | Value | Class |
|----------------------------|------------------|-------------------|
| Land | 63,900 | 01-Residential |
| | 773,000 | 08-Rec/Non Profit |
| Buildings | 44,900 | 01-Residential |
| | 55,200 | 06-Business/Other |
| 2024 Assessed Value | \$937,000 | |
| Taxable Value | Rural | |
| Less Exemptions | 828,200 | |
| 2024 Taxable Value | \$108,800 | |

IMPORTANT DATES

- July 1, 2023**
Assessed value is the property's market value as of this date.
- October 31, 2023**
Assessed value reflects property's physical condition and permitted use as of this date.
- THE DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2024**
Important information about the complaint process can be found on the back page.

Important messages about your 2024 Assessment

- Due to the specialized nature of your property, it is not displayed on Assessment Search (bcassessment.ca). Please contact us if you require additional information.
- 2024 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax
- If you own land for the benefit of a corporation, a trust or legal partnership, you must check if you need to file with the Land Owner Transparency Registry. See landtransparency.ca for more information.

The Assessment Office for this property is:

Victoria Assessment Office
102-3350 Douglas St
Victoria BC V8Z 7X9
01-64-764-00716.007

The Owner/Lessee of this property is:

150508

S-04
SALT SPRING IS ROD & GUN CLUB
PO BOX 442 STN GANGES
SALT SPRING ISLAND BC V8K 2W1

CONTACT US

For more information about your assessment, go to bcassessment.ca, where you can search for your property, compare your assessment, and update your mailing address.

Call us at 1-866-825-8322 or 604-739-8588.
Reference #: 02318487



Understanding property classes and exemptions

BC Assessment places property in one or more of nine classes, typically based on the property's type or use. Municipal zoning does not determine property class, though it may be a factor in some cases.

The property classes:

Class 1, Residential — single-family residences, multi-family residences, duplexes, apartments, condominiums, nursing homes, seasonal dwellings, manufactured homes, some vacant land, farm buildings and daycare facilities.

Class 2, Utilities — structures and land used for railway transportation, pipelines, electrical generation or transmission utilities, or telecommunications transmitters. This property class does not include gathering pipelines, offices or sales outlets.

Class 3, Supportive Housing — this property class only includes eligible supportive housing property that has been designated by Cabinet. Eligible supportive housing property is funded by the provincial government or a health authority for the provision of housing that includes on-site support services for persons who were previously homeless, at risk of homelessness, and who are affected by mental illness or who are recovering from drug or alcohol addictions or have other barriers to housing. For more information, visit [Classifying Supportive Housing Property \(/Services-products/property-classes-and-exemptions/classifying-supportive-housing-property\)](/Services-products/property-classes-and-exemptions/classifying-supportive-housing-property).

Class 4, Major Industry — land and improvements (buildings and structures) of prescribed types of industrial plants, including lumber and pulp mills, mines, smelters, large manufacturers of specified products, ship building and loading terminals for sea-going ships.

Class 5, Light Industry — property used or held for extracting, processing, manufacturing or transporting products, including ancillary storage. Scrap metal yards, wineries and boat-building operations fall within this category. Exceptions include properties used for the production or storage of food and non-alcoholic beverages and retail sales outlets, which fall into Class 6. For more information, visit [Light Industrial vs. Business and Other Property Classifications \(/Services-products/property-classes-and-exemptions/light-industrial-vs-business-and-other-property-classifications\)](/Services-products/property-classes-and-exemptions/light-industrial-vs-business-and-other-property-classifications).

Class 6, Business and Other — property used for offices, retail, warehousing, hotels and motels all fall within this category. This class includes properties that do not fall into other classes.

Class 7, Managed Forest Land — privately-owned, forest land managed in accordance with the *Private Managed Forest Land Act* or the *Forest and Range Practices Act*. Property owners in this class have an obligation to provide good resource management practices, such as reforestation, care of young trees, protection from fire and disease and sound harvesting methods.

For more information on managed forest land, consult the pages: [Managed Forest Classification in British Columbia \(/Services-products/property-classes-and-exemptions/managed-forest-classification-in-british-columbia\)](#) and [How Managed Forest Land is Assessed \(/Services-products/property-classes-and-exemptions/managed-forest-classification-in-british-columbia/how-managed-forest-land-is-assessed\)](#).

Class 8, Recreational Property, Non-profit Organization — includes two very different categories:

Recreational Land

- land used solely as an outdoor recreational facility for specific activities such as golf, skiing, tennis, public swimming pools, waterslides, amusement parks, marinas and hang gliding. Improvements on the land (such as a clubhouse) fall into Class 6.

- land in a rural area that is part of parcel used for overnight commercial accommodation that exists predominantly to facilitate specific outdoor recreational activities such as hunting, fishing and kayaking. Improvements on the land most likely fall within Class 6 (e.g. a hotel).

Non-Profit Organization Land and Improvements

- property used or set aside for at least 150 days per year as a place of public worship or as a meeting hall by a non-profit, fraternal organization. The 150 days cannot include activities with paid admission or the sale/consumption of alcohol.
- additionally, the 150 days needs to be in the year ending on June 30 of the calendar year preceding the calendar year for which the assessment roll is being prepared.

Class 9, Farm — to qualify as farm for assessment purposes, the land must produce a prescribed amount of qualifying primary agricultural products for sale, such as crops or livestock. Farm buildings come within Class 1. For more information on farm land, visit [Farm Land Assessment \(/Services-products/property-classes-and-exemptions/farm-land-assessment\)](#).

Split Classification

Property with several distinct uses can fall into more than one class. For example, commercial and residential space might be combined in one building, or a property combines residential, farm and forest land. In these cases, BC Assessment determines the share of the value of the property attributable to each class.

Exemptions from property tax

BC Assessment is required to determine the "actual value" of land and improvements (i.e., property) in the Province. However, property taxes are levied on a property's "taxable value", not its actual value. "Taxable value" is a property's actual value minus the value of any tax exemptions.

What is a tax exemption?

A tax exemption is a tool that reduces or eliminates liability to property tax. In a few unusual situations property may be exempt from assessment, in which case it is not included on the assessment roll. But more commonly, property is assessable (i.e., included on the roll) but exempt from property tax in whole or in part. This page focuses on exemptions from property tax.

How exemptions work

Exemptions from property tax operate in a number of different ways. Exemptions may be whole or partial; that is, they may exempt all or only part of a property from taxes, or they may provide relief from all or only some property taxes. In all cases, specified criteria such as ownership, use, location, or property type, must be met before an exemption applies. In

some cases, the discretion to grant or deny an exemption lies with the taxing jurisdiction.

Look up tax exemptions

The majority of property tax exemptions are contained in taxing statutes such as the *Community Charter*, the *Vancouver Charter*, the *Local Government Act* and the *Taxation (Rural Area) Act*. However, exemptions are also set out in more subject-specific legislation such as the *School Act*, the *Health Authorities Act* or the *University Act*.

Examples of exemptions providing full relief from property taxes

- Property owned by the federal or provincial government is fully exempt from property taxes for all purposes: section 125 of the *Constitution Act*.
- Property owned by a municipality is fully exempt from property taxes for all purposes: section 220(1)(b) of the *Community Charter*, and section 131(1) of the *School Act*.

Examples of exemptions providing partial relief from property taxes

- A farmer's dwelling in a rural area is exempt from provincial general property taxes, but subject to school taxes: section 15(1)(f) of the *Taxation (Rural Area) Act*; and section 131(4)(a) of the *School Act*.
- Up to \$10,000 of the assessed value of improvements in Class 4 – major industry, Class 5 – light industry and Class 6 – business and other is exempt from all property taxes: Industrial and Business Property Exemption Regulation, made under the *Community Charter*.
- 50% of the assessed value of a parcel of land in Class 9 – farm is exempt from school taxes: section 130(1)(a) of the *School Act*.

This information is not intended to be a comprehensive guide on exemptions from property tax.

More information

More information about property taxation and exemptions can also be found at the following provincial government links:

1. Municipalities - [Local governments - Province of British Columbia](https://www2.gov.bc.ca/gov/content/governments/local-governments)
(<https://www2.gov.bc.ca/gov/content/governments/local-governments>).
2. Rural areas - [Property taxes in rural areas - Province of British Columbia](https://www2.gov.bc.ca/gov/content/taxes/property-taxes/annual-property-tax/rural-area)
(<https://www2.gov.bc.ca/gov/content/taxes/property-taxes/annual-property-tax/rural-area>).

<https://info.bcassessment.ca/Services-products/property-classes-and-exemptions/understanding-property-classes-and-exemptions>



Electoral Area Property Taxes

[CRD Home](#) > [About CRD](#) > [Electoral Areas](#) > [Electoral Area Property Taxes](#)

Electoral Areas

[Salt Spring Island](#)

[Juan de Fuca](#)

[Southern Gulf Islands](#)

[Grants in Aid](#)

[Community Works Fund](#)

[Electoral Area Property Taxes](#)

As a regional district, the Capital Regional District (CRD) does not directly collect property taxes from electoral area property owners. Instead, the [Provincial Surveyor of Taxes](#) collects revenue on behalf of the CRD and the hospital district (CRHD).

The CRD delivers local, sub-regional and regional services to residents within electoral areas. Each service is budgeted for separately and the tax burden is shared between participating municipalities and electoral areas as set out in each service bylaw. For local services delivered to a smaller area within an electoral area, taxes are only levied for those within the boundaries of that service. [Read more](#)

Permissive Tax Exemptions

The CRD may exempt non-profit organizations from taxation for a specified period of time. This exemption is granted by bylaw under the authority of Section 391 of the [Local Government Act](#).

Property tax exemptions remove the assessed value of that property from the total taxable assessed value in a service or area. This means the remaining assessed values generate the total tax revenue required for each tax category collected by the Surveyor of Taxes, including School Tax, Islands Trust, Hospital Districts, BC Assessment, Municipal Finance Authority and Regional District services.

Exemptions may be limited to a specified portion of the net taxable value of the property to which the exemption applies.

Eligibility

Eligible non-profit organizations include:

- an athletic or service organization used principally for public athletic or recreation purposes;
- a church as tenant or licensee for the purpose of public worship or for the purposes of a church hall;
- an agricultural or horticultural society and that is in excess of the area exemption under section 15 (1) (j) of the [Taxation \(Rural Area\) Act](#);
- a not-for-profit organization in school buildings that the organization uses or occupies as tenant or licensee of a board of school trustees;
- a francophone education authority in school buildings that the francophone education authority uses or occupies as licensee of a board of school trustees;
- a not-for-profit organization in school buildings that the organization uses or occupies as tenant or licensee of a francophone education authority

Application process

Applications are evaluated and considered by the Board annually; the application deadline is July 31 each year. To apply, applicants must submit the following to the CRD:

- a letter requesting an exemption,
- [an application form \(PDF\)](#), and
- a copy of their property assessment notice.

Applicants meeting all criteria are included in a bylaw to authorize electoral area permissive tax exemptions and presented to the Board for approval.

Applicants will be notified of submissions to the Board and any subsequent approvals.

Once approved, the CRD submits the bylaw authorizing the exemptions to the BC Assessment Authority to be included in the following year's assessment roll.

Additional Resources

- [Exemption and Tax Relief Programs](#)
- [Property Taxes in Rural Areas](#)
- [Local Government Act, section 391](#)

Contact Information

For more information about the process, please contact us by [email](#).

What is the CRD?

The Capital Regional District (CRD) is the regional government for 13 municipalities and three electoral areas on southern Vancouver Island and the Gulf Islands, serving about 440,000 people. [Read more >>](#)

» [Get Involved](#)

Contact Us

Main office address:

625 Fisgard Street
Victoria, British Columbia
Canada V8W 1R7

Tel. 250.360.3000

» [Contacts, Locations & Hours](#)

Territorial Acknowledgement

The CRD conducts its business within the Territories of many First Nations, including but not limited to BOKÉCEN (Pauquachin), MÁLEXEL (Malahat), P'a:chi:da?ah (Pacheedaht), Spune'luxutth' (Penelekut), Sc'ianew (Beecher Bay), Songhees, S7ÁUTW (Tsawout), T'Sou-ke, WJOLELP (Tsartlip), WSIKEM (Tseycum), and xw'sepsəm (Esquimalt), all of whom have a long-standing relationship with the land and waters from time immemorial that continues to this day.

» [Statement of Reconciliation](#)

[Careers](#) [Webdesk](#) [Accessibility](#) [Freedom of Information Request](#) [Copyright Disclaimer & Privacy](#)

<https://www.crd.bc.ca/about/electoral-areas/electoral-area-property-taxes>



Making a difference...together

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 9, 2024**

SUBJECT **BC Active Transportation Grant – Infrastructure Grant Application – Pender Island, Schooner Way – School Trail**

ISSUE SUMMARY

To seek support to submit a BC Active Transportation Infrastructure Grants application to fund Phase 2 of the construction of the Schooner Way – School Trail, an active transportation infrastructure initiative on North Pender Island within the Southern Gulf Islands Electoral Area (SGI EA).

BACKGROUND

There is an opportunity for the CRD to submit a grant application under Active Transportation Infrastructure stream of the British Columbia Active Transportation Infrastructure Grants Program. The program enables applications to be submitted for different communities within a Regional District. This project is being led by the Pender Parks and Recreation Commission (PIPRC), which operates the CRD community parks service on Pender Island.

The Schooner Way – School Trail project is a 1.638km long, up to 3 metre wide, multi-use active transportation trail between the Danny Martin Park (Buccaneers Road & Schooner Way) and the Pender Island Elementary and Middle School and the Health Centre on Canal Rd. This trail will eventually connect to an island wide trail and will especially benefit the 1930 residents of Pender's largest and most densely populated neighbourhood, Magic Lake Estates, by connecting them directly to community services and amenities.

The Schooner Way Trail will be built over 2 phases; Phase 1 was funded in last year's application and is progressing. This application is for Phase 2. The Ministry of Transportation and Infrastructure (MOTI) will be providing bulk-rock from another road project they have on Pender, and this enables CRD to save over \$400,000 in both phases of the project, as well as reduce greenhouse gas emissions. The partnership between MOTI and CRD creates tremendous cost savings for this project.

The Commission has confirmed its support for the submission of an application to the Grant Program. Goals identified by the Commission include improving public safety and access between the school and the high-density neighbourhood of Magic Lake.

Previously the strategic planning phase and public consultation have been completed. The recent public open houses yielded 100% support for the project. As well private donation/pledges have been received in the amount of \$200,000 for this first phase.

Applications to the Grant Program are required to be submitted by October 31, 2024, and the submission of a supporting Board Resolution is required by December of 2024.

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board:

- 1) That the shovel-ready Schooner Way-School Trail on Pender Island be considered a priority project.
- 2) That an application to the Province of British Columbia Active Transportation - Infrastructure Grant Program for \$500,000 be progressed for the purpose of construction of Phase 2 of the Schooner Way-School Trail on North Pender Island within the required timeline.
- 3) That the funding provided through the British Columbia Active Transportation - Infrastructure Grant Program will be supported with contributions from the Pender Island Parks and Recreation Commission's Financial Plan; and
- 4) That staff be instructed to apply for, negotiate, and if successful, enter into an agreement and do all such things necessary for accepting Active Transportation - Infrastructure Grant funds and overseeing grant management for the proposed project.

Alternative 2

That staff be instructed to re-evaluate the application to the Active Transportation Network - Infrastructure Grant Program.

IMPLICATIONS

Alignment with Board & Corporate Priorities

The CRD 2023-2026 Corporate Plan initiative 16b-1 provides direction to work with commissions to enhance and manage community parks, recreation facilities and trail networks and to deliver service improvements where needed.

Alignment with Existing Plans & Strategies

This Active Transportation proposal is in alignment with the SGI Active Transportation Plan (2022); SGI Transportation Integration Plan (2022); Gulf Islands Regional Trail Plan (2018).

Environmental & Climate Action

The project will provide the largest community in the Southern Gulf Islands, an opportunity to shift away from vehicles to active and integrated modes of travel which ultimately reduces Green House Gas (GHG) emissions. MOTI has provided bulk rock from another roads project on Pender, eliminating the need to transport materials on BC Ferries, and reducing emissions. This rock will be processed into the prescribed aggregate sizes on-island, and then moved a short distance to the project site. Relative to other projects that do not have a source of aggregate nearby, the partnership between MOTI and CRD creates tremendous energy savings for this project.

Financial Implications

The Active Transportation Infrastructure Grant program requires that the local government contribute a minimum of 30% of the project costs associated with developing the project.

The total grant request from the Province is \$500,000. The total estimated project cost after accounting for the contribution of bulk-rock from MOTI is \$1.1 million for Phase 2. PIPRC has

raised \$200,000 in donations/pledges for Phase 1 and will need to raise an additional \$250,000 for Phase 2 towards the \$600,000 applicant share. The remaining funds will be provided through a combination of additional Community Works Funds, and PIPRC Capital Reserve Funds.

First Nations Reconciliation

W̱SÁNEĆ Leadership Council and CRD have quarterly meetings to review projects that require land alteration for consideration of archaeology and cultural heritage. This project has been reviewed in the field with the three First Nation Bands, CRD's archaeologist, and CRD's project manager. A plan for project oversight during critical sections has been agreed to.

Intergovernmental Implications

The Ministry of Transportation and Infrastructure (MOTI) is the authority having jurisdiction for subdivision and road construction and maintenance in the Electoral Area. A License of Occupation is required for this roadside trail and they have confirmed that it will be provided to secure tenure for the trail.

This route is identified in the Official Community Plan for North Pender Island (Islands Trust).

Service Delivery Implications

The Schooner Way Trail will become an asset managed by the Pender Island Parks and Recreation Commission that will follow CRD's best practices for the management and maintenance of Active Transportation infrastructure.

CONCLUSION

There is an opportunity for the CRD to receive grant funding under the BC Active Transportation Infrastructure Grant program. Regional Governments are permitted to apply for funding for each community within, which enables CRD to apply for grants for Salt Spring Island and islands in the Southern Gulf Island's Electoral Area. If awarded, PIPRCs would fund their portion through SGI Community Works Funds, Public Donations and the PIPRC capital reserve. To be able to potentially access this grant, CRD staff need to apply for, negotiate, and if successful, enter into an agreement, and do all such things necessary for accepting the grant funds and overseeing grant management for the proposed projects. The BC Government only considers applications that include a supportive Board resolution confirming that an Active Transportation trail is intended as a priority and for a local government to contribute a share to the provincial grant funding provided.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:

- 1) That the shovel ready Schooner Way-School Trail on Pender Island be considered a priority project.
- 2) That an application to the Province of British Columbia Active Transportation - Infrastructure Grant Program for \$500,000 be progressed for the purpose of construction of Phase 2 of the Schooner Way-School Trail on North Pender Island within the required timeline.
- 3) That the funding provided through the British Columbia Active Transportation - Infrastructure Grant Program will be supported with contributions from the Pender Island Parks and Recreation Commission's Financial Plan; and
- 4) That staff be instructed to apply for, negotiate, and if successful, enter into an agreement and

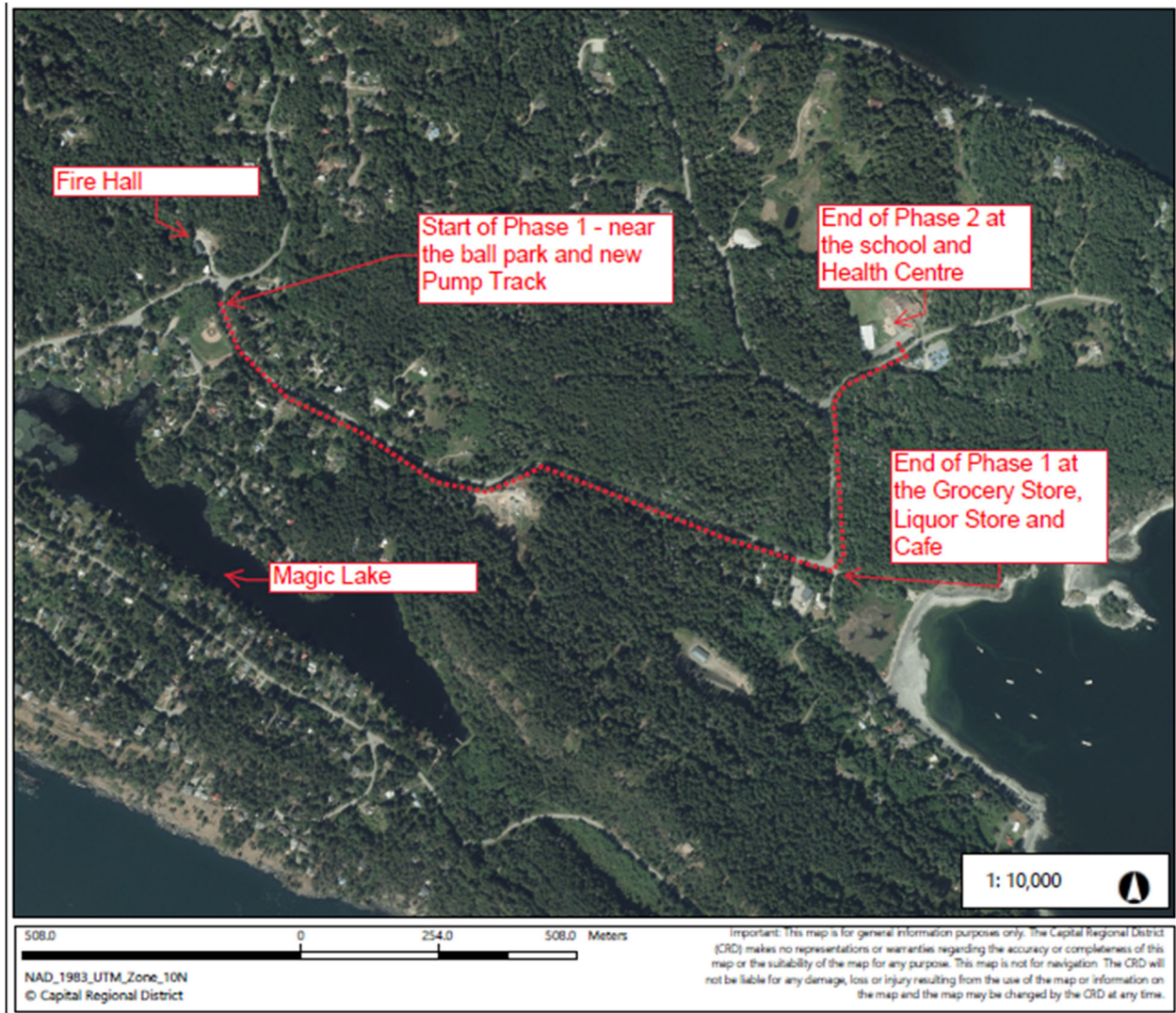
do all such things necessary for accepting Active Transportation Infrastructure - Grant funds and overseeing grant management for the proposed project.

| | |
|---------------|---|
| Submitted by: | Stephen Henderson, Senior Manager, Real Estate and Southern Gulf Islands |
| Concurrence: | Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer |
| Concurrence: | Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer |
| Concurrence: | Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer |

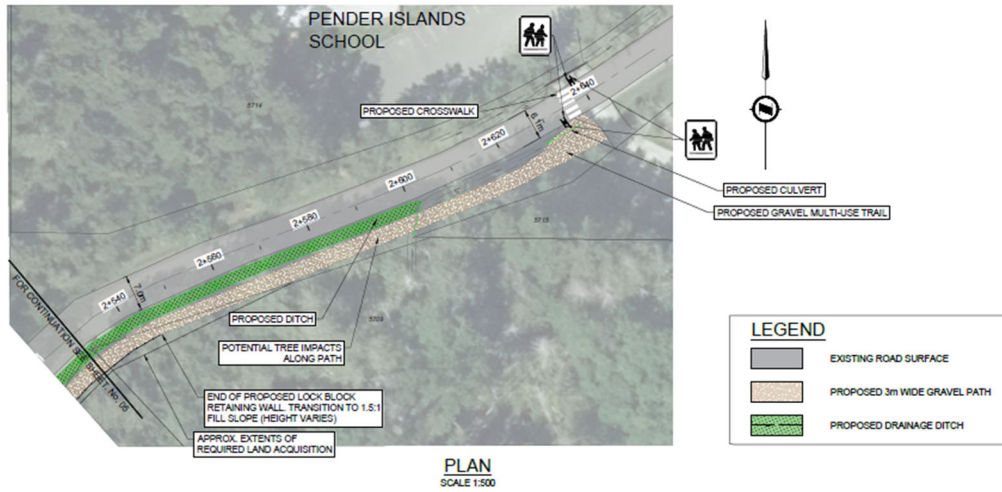
ATTACHMENT

Appendix A: Location Map and Draft Engineering Trail Design

Location Maps for Schooner Way–School Trail on Pender Island



DRAFT Engineering Design for Schooner Way–School Trail on Pender Island



East Sooke Fire Commission

6071 East Sooke Road, East Sooke BC, V9Z1B2

250 642-4411

commissioners@eastsookefirecommission.ca



Commissioners Present: Wendy Herring, Bruce Manning, Falk Wagenbach, Mike Yeager

Absent: Doug Thompson and Al Wickheim

FD Present: Deputy Chief Jason Humphries

Public Present: 1

COMMITTEE MEETING January 16, 2023, 1903 hours

1. Adoption of Agenda

The agenda was adopted.

2. Agreement on the distribution of responsibilities 2023:

Falk Wagenbach for East Sooke Fire Commission Chair

Bruce Manning for ESFC Vice-Chair and East Sooke Community Hall liaison

Wendy Herring for ESFC Treasurer

Mike Yeager for ESFC Communications and Secretary

3. Adoption of Minutes from December 19, 2022

MOVED: Bruce Manning SECONDED: Mike Yeager CARRIED

4. Public Participation on Agenda Items

No public participation.

5. Reports

a. Chair's report

Newly elected chair, therefore no report was presented.

- b. Fire Chief's report (presented by Deputy Fire Chief Jason Humphries)
As per addendum.

MOVED: Mike Yeager SECONDED: Bruce Manning CARRIED

- c. Finance report
As per addendum.

- d. Community Hall report
Bruce Manning provided a comprehensive report.

MOVED: Wendy Herring SECONDED: Mike Yeager CARRIED

6. Old Business

No old business was brought forward.

7. New Business

Meeting Schedule 2023 (Wendy)

A suggestion to move the monthly meeting day was discussed with a decision to leave as is.

Workshop proposal (Falk)

A discussion was held on the need for and then a date was set to meet to discuss upcoming projects and priorities.

Appreciation dinner

Organizational roles and plans for the annual department appreciation dinner were discussed. Mike Yeager to liaise with Chief Neilson.

8. Adjourn of public meeting at 20:55 hours

MOVED: Wendy Herring SECONDED: Bruce Manning CARRIED

Next meeting: Monday February 20, 2023, 7 pm.

East Sooke Volunteer Fire Department Fire Chief's Report

Jan 2023



Membership

Roll Call

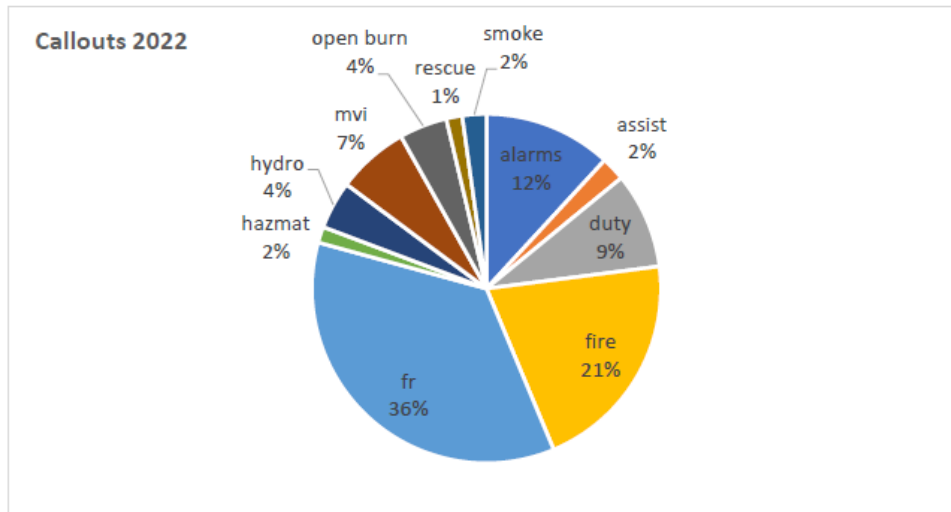
FFs on pagers: 16 (2 are Exterior only, 1 on extended leave)
 FR/Support on pagers: 4
 Recruits not on pager: 6

Training

The training plan for next year is under development by our new training officer.

Callouts

| Jan 2022 | Jan 2021 |
|--------------------------|--------------------------|
| Alarm Bells 0 | Alarm Bells 1 |
| Duty Calls 4 | Duty Calls 0 |
| Hydro 3 | Hydro 0 |
| Medical 2 | Medical 5 |
| MVI 0 | MVI 1 |
| Rescue 2 | Rescue 0 |
| Structure Fire 5 (5 m/a) | Structure Fire 2 (1 m/a) |
| Total 16 | 9 |



Callouts (cont)

We had a total of 161 callouts in 2022 (AGM to AGM).

| Callout Attendance | |
|------------------------------------|-----|
| Highest Attendance | 83 |
| Lowest Attendance | 1 |
| Average Attendance | 43 |
| Average Attendance By Callout Type | |
| Alarm Bells | 5.3 |
| Assist | 4.3 |
| Duty | 1.1 |
| Fire | 5.1 |
| FR | 4.7 |
| Hazmat | 6.5 |
| Hydro | 2.8 |
| MVI | 5.9 |
| Open Burn | 1.6 |
| Rescue | 6.0 |
| Smoke | 6.8 |

Miscellaneous Items

Records Management

CRD has pushed off completion until end of Q2 2023.

Mobile Terminals

As mentioned in previous reports, we will be reviewing mobile callout applications. There is one included in the new records mgmt. system which is free (already paid for) and there is another which is offered by Saanich Fire's CAD provider (probably ~\$2K / year).

Both should be available for demos in the next couple of months.

ERF Projects for 2022 / 2023 / 2024

Tender 2 replacement: submission to CRD made

SPU Completion: purchases continue with a goal of completing by end of Feb.

Turnout Gear: Measurements done, waiting on delivery

Landscaping: goal to start cleanup and work on this through the spring. Kickoff meeting will be late January.

Pagers: 4 were purchased in Oct. We have another \$3500 scheduled for pager purchases in 2023.

Squad 1 Replacement: Squad 1 is up for replacement next year which means starting the process now.

Fire Smart

(Delayed until Jan) We will be having a post-mortem review of the first year of Fire Smart in East Sooke once the year completes and will use this to drive any changes for next year.

Chief Neilson is not also an LFR.

Web Site & Social Media

A basic design is done, now we need to update the content. Actively working on new media for the site.

Projects**Apparatus Replacement Plan:**

Status: Starting

With Squad 1 due for replacement, and Tender 2 being considered for conversion, the chiefs will be developing a plan for future apparatus.

SOG Review:

Status: Restarted. With no progress updates coming from the FCABC nor CRD, we have restarted out inhouse project.

Landscaping:

Status: Project kickoff planned for end of Jan.

A new design for the sign is in the works.

Training Prop:

Status: Progress continues.

Pre-incident Planning:

Status: Paused

Interested firefighters will be working together to do a survey of the park with respect to access, turn arounds and possible staging areas. This initial info gathering phase will take a few months to complete.

Gas Tank at Firehall:

There have been no updates on this project from SAR nor CRD in almost 2 years.

Status: Shelving this until CRD or SAR re-opens it.

Finance Report

East Sooke Fire Commission
Wendy Herring, Treasurer

Monthly Report
Jan - Dec. 2022

Month 12
year-to-date % 100.0

| EXPENSES | Budget | | | Year-to-date | | |
|---------------------|------------------|------------------|------------|------------------|------------------|--------------|
| | 2021 | 2022 | %change | budget | actual | %diff. |
| Principal for loan | \$97,959 | \$97,959 | 0.00 | \$97,959 | \$97,959 | 0.00 |
| Interests for loan | \$57,150 | \$57,150 | 0.00 | \$57,150 | \$57,150 | 0.00 |
| Transfer to Reserve | \$126,960 | \$95,000 | -25.17 | \$95,000 | \$95,000 | 0.00 |
| Operations | \$181,163 | \$250,882 | 38.48 | \$250,882 | \$166,368 | -33.69 |
| TOTAL | \$463,232 | \$500,991 | 8.2 | \$500,991 | \$416,477 | -16.9 |

dept service budget fixed until 2029

ytd.- proportional calculated budget

Selection of significant OPERATIONS cost centers

| | Budget | | | Year-to-date | | |
|-------------------------|-----------|-----------|---------|--------------|-----------|--------|
| | 2021 | 2022 | %change | budget | spent | %diff |
| Wages and Stipends | \$14,640 | \$74,930 | 411.82% | \$74,930 | \$15,143 | -79.8 |
| Vehicles | \$32,510 | \$33,160 | 2.0% | \$33,160 | \$31,921 | -3.7 |
| Telecom. | \$5,080 | \$5,180 | 2.0% | \$5,180 | \$4,435 | -14.4 |
| Purchase Mtn. Buildings | \$6,850 | \$6,990 | 2.0% | \$6,990 | \$9,309 | 33.2 |
| Training | \$18,860 | \$19,240 | 2.0% | \$19,240 | \$18,959 | -1.5 |
| Electricity | \$9,300 | \$9,410 | 1.2% | \$9,410 | \$9,248 | -1.7 |
| Med. Supplies | \$5,110 | \$5,210 | 2.0% | \$5,210 | \$4,850 | -6.9 |
| Suppl. Operation | \$13,270 | \$15,373 | 15.8% | \$15,373 | \$19,473 | 26.7 |
| Protective Clothing | \$6,140 | \$6,260 | 2.0% | \$6,260 | \$2,686 | -57.1 |
| Contingency Fund | \$15,000 | \$15,300 | 2.0% | \$15,300 | \$0 | -100.0 |
| | \$126,760 | \$191,053 | | \$191,053 | \$116,024 | -39.3 |

significant cost centers the fire department has no influence over... and one-time-payment positions:

Brigade: \$9,500 Appreciation Dinner: \$6,260 Insurances/Legal: \$7,000 CRD Services: \$9,270

Accumulated assets (our piggy bank)

Equipment Replacement Fund (ERF)
\$586,460

to purchase trucks and other
depreciative Equipment (allocations:
\$7,917 per month)

Capital Reserve Fund (CRF)
\$31,000

earmarked for new projects

General Capital Fund (GCF)
\$36,053

Approved projects
- Propane conv. remainder \$4,653
- Roof remainder \$ 4,100
- Landscaping (not activated) \$ 10,000
- Completion of SPU \$ 17,3000

Comments:

- all 39 cost centers have been reviewed and no irregularities have been found
- to the best of my knowledge, all invoices have been coded and submitted for payment.
- Significant operational budget increase due to a preventive measure for a possible necessary paid position
- Significant reserve transfer decrease to partly compensate for necessary the operational budget increase
- WAGES shows a significant surplus for the year 2022 as a whole. Reason: the budgeted paid position was not filled.
- Revenues for our service for Sooke (Fire Protection Silverspray) went up from \$46,827 to \$68,702 (+47%)
- Suppl. Op. went up significantly because of required replacement of ropes and forestry gear
- We have an extraordinary surplus of approximately \$100,000 (subject to confirmation by CRD).

Overall assessment: East Sooke Fire is on a sound financial footing. The reserves we have accumulated are sufficient to finance foreseeable future investments. The spending behaviour of our Chief and his officers presents itself to me as both responsible and sustainable.



East Sooke Community Hall Report

East Sooke Community Hall Group Minutes

Dec. 10, 2022 Call to order at 7 pm.

Present: Bruce Manning, Wendy Lane, Leslie Leus, Wendy Herring, Armin Sielopp.

Standard Agenda.

Minutes of October 28 2022. Moved by Wendy L. to adopt, seconded by Bruce. Carried.

Treasurer's report presented by Leslie.

Moved by Wendy H. to adopt. Seconded by Bruce. Carried

Hall use.

Wendy H. reported that bookings for Breakfast to start in January. Also second yoga class to resume.

Old business.

Septic tank replacement scheduled for Dec. 13 and 14th. Armin will coordinate and report.

S.A.R. contract is still not complete. Bruce to follow up.

New business.

Two soffit openings were repaired on the southwest corner. Rodent activity noted in the attic storage of S.A.R. Traps have been placed with success. Area cleaned.

Meeting adjourned at 7:55 pm.

East Sooke Fire Commission

6071 East Sooke Road, East Sooke BC, V9Z1B2

250 642 -4411

commissioners@eastsookefirecommission.ca



Commissioners Present: Wendy Herring, Bruce Manning, Falk Wagenbach, Al Wickheim

Absent: Doug Thompson, Mike Yeager

FD Present: Chief Carl, Training Officer

Public Present: 1

COMMITTEE MEETING

20 February 2023

1. Adoption of Agenda

MOVED: Bruce SECONDED: Al CARRIED

2. Motion to Publish Draft Minutes of AGM, November 2022

MOVED: Bruce SECONDED: Wendy CARRIED

3. Adoption of minutes from January 18th Workshop

MOVED: Al SECONDED: Bruce CARRIED

4. Adoption of Minutes from regular meeting January 16th

MOVED: Bruce SECONDED: Wendy CARRIED

5. Public Participation on Agenda Items None

6. Reports

a. Chair's Report

As Per Addendum.

MOVED: Bruce SECONDED: Al CARRIED

b. Fire Chief's report

As Per Addendum.

MOVED: Al SECONDED: Bruce CARRIED

c. Finance report (delayed)

As Per Addendum.

MOVED: SECONDED: CARRIED

d. Community Hall report

As Per Addendum.

MOVED: SECONDED: CARRIED

7. Old Business

8. New Business

9. Adjourn public meeting at 8:55 pm

Next meeting: 20 March 2023

Chair's Report

Chair's Report East Sooke Fire Commission February 20, 2023

1st commissioners meeting and election

On January 16 this year, the newly formed commission held their first meeting and elected the following positions:

| | |
|--|----------------|
| Chair: | Falk Wagenbach |
| Vice Chair and Community Hall liaison: | Bruce Manning |
| Treasurer: | Wendy Herring |
| Communications and Secretary: | Mike Yeager |

Community Hall Lease -Input from the community hall group –

On January 17, I met with Armin and discussed the group's wishes for a new lease

Workshop:

On January 18, the commission met for a workshop where they discussed their Job Descriptions, Code of Conduct, the strategy for a new community hall lease and some in camera topics.

Negotiation Community Hall Lease

On January 23, I met with 3 JDF SAR managers and negotiated a new lease agreement.

Signing Community Hall Lease Agreement

On Feb. 01, I met with the SAR management and signed the new 5-year-lease agreement with a lease increase of 40%, an automatic annual increase of 2.5%, a one-time payment of \$4,000 and the return of a previously occupied storage room.

Fire Department 2022 year-end surplus

Our fire department obtained a historical surplus of \$111,801, mainly achieved due to \$60,000 not being spent on a budgeted paid position and \$23,700 from an increase in revenue via the fee we charge for the Silverspray Fire Protection. The treasurer will give you the details.

Governance Review

The CRD has hired a firm to conduct a Governance Review for the fire departments of Willis Point East Sooke, Otter Point, Shirley and Port Renfrew. This review is to discuss and improve service sustainability including communication, reporting, bylaws, administration, asset management etc.). The FD Chief and the FC Chair will meet the consultants on April 04.

Sooke Silverspray Contract

Sooke contacted CRD for an appointment to negotiate a new Silverspray/Sooke Point Fire Protection Contract/agreement. Chief and Chair will meet with the Sooke Fire Chief, one council member and J. Reimer (Manager CRD Emergency Services). For 2022 Sooke paid \$68,000 for our Service and they aim to reduce those costs significantly.

Handover Treasury

January 27, I met with Wendy, our new Treasurer, for training and handover.

Landscaping Project

Is taking shape. We met on 3 Sundays and now have an idea on where we want to go...

Commission representation on Fire Brigade AGM

On February 16, Mike and I attended the annual Brigade AGM, representing the commission and discussing our responsibilities and our dedication to support our fire fighters.

Falk Wagenbach

Chair East Sooke Fire Commission

East Sooke Volunteer Fire Department

Fire Chief's Report

Feb 2023

Membership

Roll Call

FFs on pagers: 15 (2 are Exterior only, 1 on extended leave)
FR/Support on pagers: 4
Recruits not on pager: 6

Training

The plan is to start a new inhouse recruit class to train up the 4 recruits that are waiting for their basic training instead of waiting for next year.

All FFs will join in the class as a skill refresher or as instructors and class leads.

Callouts

| Feb 2023 | | Feb 2022 | |
|----------------|-----------|----------------|-----------|
| Alarm Bells | 0 | Alarm Bells | 1 |
| Duty Calls | 1 | Duty Calls | 1 |
| Hydro | 2 | Hydro | 1 |
| Medical | 2 | Medical | 4 |
| MVI | 0 | MVI | 0 |
| Rescue | 0 | Rescue | 0 |
| Structure Fire | 1 (1 m/a) | Structure Fire | 2 (2 m/a) |
| Total | 6 | Total | 9 |

Miscellaneous Items

ERF Projects for 2022 / 2023 / 2024

Tender 2 replacement: expect it to go out within 1 week

SPU Completion: work continues.

Turnout Gear: 2022 gear has arrived. 2023 purchase will be organized soon.

Landscaping: see below.

Pagers: We have another \$3500 scheduled for pager purchases in 2023.

Squad 1 Replacement: Squad 1 is up for replacement next year which means starting the process now.

Fire Smart

Completed our end of year meeting and identified a few improvements for the coming year.

Web Site & Social Media

A basic design is done, now we need to update the content. Actively working on new media for the site.

Projects

Apparatus Replacement Plan:

Status: Starting

With Squad 1 due for replacement, and Tender 2 being considered for conversion, the chiefs will be developing a plan for future apparatus.

SOG Review:

Status: Discussed with CRD and advised to wait on them.

Landscaping:

Status: in design stage.

We have a firefighter collective redesign of the sign done.

Training Prop:

Status: Progress continues.

Working on railings.

Pre-incident Planning:

Status: Paused

Interested firefighters will be working together to do a survey of the park with respect to access, turn arounds and possible staging areas. This initial info gathering phase will take a few months to complete.

Community Hall report

East Sooke Community Hall Group Meeting

February 10 2023

Call to order at 7 pm. Standard Agenda.

Present: Wendy Herring, Bruce Manning, Leslie Leus, Armin Sielopp. Regrets Wendy Lane.

Minutes of December 10 2022. Moved by Wendy to adopt, seconded by Bruce. Carried.

Treasurer's Report. Moved by Bruce, seconded by. Carried.

Old business. The S.A.R. rental contract has been completed. Details to come. Thanks to Fire Commission chair Falk Wagenbach for completing this.

We have received the final inspection/sign off report from V.I.H.A. for the new septic tank. Landscape clean up to follow.

New doors for the front hall closets to be ordered.

Wendy gave an update on hall bookings. This included an interest in a day time yoga class.

Meeting adjourned at 7.35 pm.

Respectfully Submitted. Armin Sielopp

East Sooke Fire Commission

6071 East Sooke Road, East Sooke BC, V9Z1B2

(250) 642 -4411

commissioners@eastsookefirecommission.ca



Commissioners Present: Falk Wagenbach, Wendy Herring, Bruce Manning, Mike Yeager

Absent: Doug Thompson, Al Wickheim

FD Present: Chief Carl Neilson

Public Present: 2

COMMITTEE MEETING: March 20, 2023 1902 hours

1. Adoption of Agenda

MOVED: Bruce SECONDED: Wendy CARRIED

2. Adoption of Community Hall report - February

MOVED: Bruce SECONDED: Mike CARRIED

3. Adoption of Finance report

MOVED: Mike SECONDED: Bruce CARRIED

4. Adoption of Minutes from February 20, 2023

MOVED: Wendy SECONDED: Bruce CARRIED

5. Public Participation on Agenda Items

None

6. Reports

a. Chair's report

As Per Addendum.

MOVED: Bruce SECONDED: Wendy CARRIED

b. Fire Chief's report

As Per Addendum.

MOVED: Mike SECONDED: Bruce CARRIED

c. *Finance report*

As Per Addendum.

MOVED: Bruce SECONDED: Mike CARRIED

d. *Community Hall report*

As Per Addendum.

MOVED: Mike SECONDED: Wendy CARRIED

7. Old Business

No old business

8. New Business

Appreciation dinner - discussion and planning

9. Adjournment to In Camera meeting 2021 hours

Next meeting: April 17, 2023

Chair's Report

East Sooke Fire Commission March 20, 2023

Appreciation Dinner for the Fire Fighters

For the first time since the pandemic, we will host an appreciation dinner for our fire fighters. Mike stepped up to spearhead the project. He attended practice night on March 16 to discuss a date and FF preferences.

Community Hall Lease

The contract, signed by the SAR management and myself, was approved by the CRD's General manager

Governance Review

As presented last month, the CRD has hired a firm to conduct a Governance Review for the fire departments of Willis Point East Sooke, Otter Point, Shirley and Port Renfrew. This review is to discuss and improve service sustainability including communication, reporting, bylaws, administration, asset management etc.).

REMINDER> Carl and I will meet the consultants on April 04.

Sooke Silverspray Contract

Sooke contacted CRD for an appointment to negotiate a new Silverspray/Sooke Point Fire Protection Contract/agreement. Chief and Chair will meet with the Sooke Fire Chief, one council member and J. Reimer (Manager CRD Emergency Services). For 2022 Sooke paid \$68,000 for our Service and they aim to reduce those costs significantly.

Landscaping Project

The FD made a decision on what they want to do with the area right and left from the property entrance and will inform the commission about the expected cost. For 2023, we have a (capital)budget of \$10,000 for this project.

Falk Wagenbach
Chair East Sooke Fire Commission

Chief's report

East Sooke Volunteer Fire Department Fire Chief's Report

March 2023



Membership

Roll Call

FFs on pagers: 17 (4 are Exterior only, 1 on extended leave)
FR/Support on pagers: 4
Recruits not on pager: 4

Training

Two recruits completed the requirements for pager and passed their exterior FF exams earlier this month.

Started inhouse training of the 4 new recruits. In addition, our FR lead has joined in making it 5 in the recruit class.

Callouts

| Mar 2023 | | Mar 2022 | |
|--------------|-----------|----------------|-----------|
| Alarm Bells | 0 | Alarm Bells | 1 |
| | 3 | | |
| Duty Calls | * | Duty Calls | 1 |
| Hydro | 1 | Hydro | 0 |
| Medical | 2 | Medical | 5 |
| MVI | 0 | MVI | 2 |
| Rescue | 1 | Rescue | 0 |
| Structure | 1 | Structure Fire | 3 (3 m/a) |
| Fire | 1 (1 m/a) | | |
| Total | 6 | | |

Miscellaneous Items

Budget Issues

We have effectively used up all of the Contract for Services budget line item. This is mainly due to:

- the need to test all SCBA bottles
- a year-over-year doubling in costs for ladder testing
- an unexpectedly high salting cost

Community Resiliency Plan

The CRD distributed their updated community resiliency plan to Fire Depts and will have a public webinar on the report in late May.

Open Burning Bylaw

The new CRD open burning bylaw comes into effect April 1.

We expect new fire permits from the CRD soon, but until then will continue to use the existing ones. Once the RMS is up and running, it should include an online permitting system.

The fire dept web site now includes information on the provinces venting index. The information will be improved in the coming weeks.

FireSmart

It has been difficult to get our FireSmart volunteers together to plan upcoming events; they are very busy with recruit training, work, or having babies. Life. It gets in the way.

We will be receiving a WASP home sprinkler kit to use for demonstrations and can offer a significant discount on WASP kits for resale to our community. We will be offering WASP kits during our open house and our FireSmart events throughout the year.

ERF Projects for 2022 / 2023 / 2024

Tender 2 replacement: waiting for responses (or so I thought)

SPU Completion: most product is now in-house and the organizing is to begin.

Turnout Gear: 2023 purchase will be organized soon. Waiting for feedback on 2022 gear.

Landscaping: see below.

Pagers: We have another \$3500 scheduled for pager purchases in 2023.

Squad 1 Replacement: Squad 1 is up for replacement next year which means starting the process now.

Records Management

CRD has pushed off completion until end of Q2 2023.

They are starting the planning for the training up of fire dept personnel.

Mobile Terminals

As mentioned in previous reports, we will be reviewing mobile callout applications. There is one included in the new records mgmt. system which is free (already paid for) and there is another which is offered by Saanich Fire's CAD provider (probably ~\$2K / year).

Both should be available for demos in the next couple of months.

Web Site & Social Media

A basic design is done, now we need to update the content.

We have new images for the site, and expect more in the next few weeks.

Projects

Apparatus Replacement Plan:

Status: Starting

With Squad 1 due for replacement, and Tender 2 being considered for conversion, the chiefs will be developing a plan for future apparatus.

SOG Review:

Status: Restarted. With no progress updates coming from the FCABC nor CRD, we have restarted out inhouse project.

Landscaping:

Status: Time to start getting dirty.

A plan has been developed to clean up the property and to develop small gardens on each side of the driveway at the entrance.

Looking for someone to organize the volunteers.

Training Prop:

Status: Progress continues.

Pre-incident Planning:

Status: Paused

Interested firefighters will be working together to do a survey of the park with respect to access, turn arounds and possible staging areas. This initial info gathering phase will take a few months to complete.

Treasurer's report

| EXPENSES | Budget | | | Year-to-date | | |
|---------------------|------------------|------------------|-------------|-----------------|-----------------|---------------|
| | 2022 | 2023 | %change | budget | actual | %diff. |
| Principal for loan | \$97,959 | \$97,959 | 0.00 | \$16,327 | \$16,327 | 0.00 |
| Interest on loan | \$57,150 | \$57,150 | 0.00 | \$9,525 | \$9,525 | 0.00 |
| Transfer to Reserve | \$95,000 | \$103,362 | 8.80 | \$17,227 | \$17,227 | 0.00 |
| Operations | \$250,882 | \$267,518 | 6.63 | \$44,586 | \$31,676 | -28.96 |
| TOTAL | \$500,991 | \$525,989 | 5.0 | \$87,665 | \$74,755 | -14.7 |

dept service budget fixed until 2029

ytd.- proportional calculated budget

Selection of significant OPERATIONS cost centers

| | Budget | | | Year-to-date | | |
|-------------------------|-----------|-----------|---------|--------------|----------|--------|
| | 2022 | 2023 | %change | budget | spent | %diff |
| Wages and Stipends | \$74,930 | \$74,930 | 0.00% | \$12,488 | \$2,426 | -80.6 |
| Vehicles | \$33,160 | \$35,150 | 6.0% | \$5,858 | \$4,958 | -15.4 |
| Contract for Services | \$9,270 | \$9,550 | 3.0% | \$1,592 | \$8,939 | 461.6 |
| Purchase Mtn. Buildings | \$6,990 | \$7,200 | 3.0% | \$1,200 | \$0 | -100.0 |
| Training | \$19,240 | \$25,000 | 29.9% | \$4,167 | \$1,571 | -62.3 |
| Electricity | \$9,410 | \$9,600 | 2.0% | \$1,600 | \$0 | -100.0 |
| Med. Supplies | \$5,210 | \$5,630 | 8.1% | \$938 | \$1,990 | 112.0 |
| Suppl. Operation | \$15,373 | \$14,719 | -4.3% | \$2,453 | \$671 | -72.7 |
| Protective Clothing | \$6,260 | \$6,763 | 8.0% | \$1,127 | \$555 | -50.7 |
| Contingency Fund | \$15,300 | \$15,000 | -2.0% | \$2,500 | \$0 | -100.0 |
| | \$195,143 | \$203,542 | | \$33,924 | \$21,109 | -37.8 |

Significant cost centers over which the Fire Department has no influence ... and one-time-payment items:
Brigade: \$9,790 Appreciation Dinner: \$6,450 Insurances/Legal: \$7,325 CRD Services: \$9,550

Accumulated assets (our piggy bank)

| | |
|----------------------------------|------------------|
| Equipment Replacement Fund (ERF) | \$720,819 |
|----------------------------------|------------------|

to purchase trucks and other depreciating equipment (allocations: \$8613 per month)

| | |
|----------------------------|-----------------|
| Capital Reserve Fund (CRF) | \$31,000 |
|----------------------------|-----------------|

earmarked for new projects

| | |
|----------------------------|-----------------|
| General Capital Fund (GCF) | \$27,300 |
|----------------------------|-----------------|

Approved projects
 - Landscaping (not activated) \$ 10,000
 - Completion of SPU \$ 17,300

Comments:

- > All cost centers have been reviewed and one irregularity has been found:
- > Contract for Services - expenditures greatly exceed budget. This topic will be discussed with the FD leadership.
- > To the best of my knowledge, all invoices have been coded and submitted for payment.
- > **Operational budget increase from 2022 has been continued in anticipation of a possible necessary paid position**

Overall assessment: East Sooke Fire is on a sound financial footing. The reserves we have accumulated are sufficient to finance foreseeable future investments. The spending behaviour of our Chief and his officers presents itself as both responsible and sustainable.



Community Hall report

March 17 2023

Present: Bruce Manning, Leslie Leus, Wendy Lane, Armin Sielopp.

Regrets: Wendy Herring.

Meeting called to order at 7 pm. Standard agenda.

Minutes of Feb. 10 moved by Bruce to adopt, seconded by Leslie. Carried.

Treasurer's Report.

Moved by Armin to adopt, Seconded by Bruce. Carried.

Bookings.

Wendy Herring had sent out an email update prior to the meeting.

Old business.

Roof fastener/repair well underway on the west side. Lavender plants to be planted in the septic tank area.

New business.

The hall group went upstairs to the S.A.R. space to look over chairs which have been offered to the community hall. Chairs in nice condition. Offer accepted (21 chairs). A discussion was held regarding the status of the recreational trailer being stored u nder the "carport roof" by S.A.R. An email will be sent to Brian Webb of S.A.R. for clarification of its storage and safety.

Meeting adjourned at 7:50 pm.

Respectfully submitted. Armin Sielopp

East Sooke Fire Commission

6071 East Sooke Road, East Sooke BC, V9Z1B2

(250) 642 -4411

commissioners@eastsookefirecommission.ca



Commissioners Present: Falk Wagenbach, Wendy Herring, Bruce Manning, Mike Yeager

Absent: Doug Thompson, Al Wickheim

FD Present: Chief Carl Neilson,

Community Present: 4

COMMITTEE MEETING: April 17, 2023 1901 hours

1. Adoption of Agenda

MOVED: Bruce SECONDED: Wendy CARRIED

2. Adoption of Minutes from March 20, 2023

MOVED: Wendy SECONDED: Bruce CARRIED

3. Reports

a. *Chair's report*

As Per Addendum.

MOVED: Bruce SECONDED: Mike CARRIED

b. *Fire Chief's report*

As Per Addendum.

MOVED: Bruce SECONDED: Wendy CARRIED

c. *Finance report*

There was no report available for presentation.

d. *Community Hall report*

As Per Addendum.

MOVED: Wendy SECONDED: Mike CARRIED

4. Old Business

No old business

5. New Business

Appreciation dinner - discussion and planning

6. Adjournment 1942 hours

MOVED: Mike

SECONDED: Bruce CARRIED

Next meeting: May 15, 2023

Chair's Report April 17, 2023

Governance Review

On April 04, Carl, Anita and I met with the CRD consultants. They interviewed us for about 7 hours. The meeting was pleasant and I think the two consultants now have a good idea of how our fire department is run, how its operations are handled, but also where its challenges are. The structure of the commission, its tasks, processes and its relationship to the fire chief and his department, but also to the CRD administration were also part of the discussion.

FD Leadership change

On April 05, Carl and I met with Chris Vrabel, an advisor to Jonathan Reimer, Manager CRD Emergency Program. We discussed the hiring process of a new part time paid fire chief and how he/CRD can support us with this task. Chris agreed to prepare a posting and to give some input to our prepared job description.

He delivered on April 14, Carl and I reviewed and updated the ad and we will post it on the relevant platforms and at the firehall's info board.

To inform our firefighters and officers in person, I presented our plans on practice night (April 13). The Q&A session afterwards was quite intense and lasted over an hour.

Although the final decision on a candidate will be made within the commission, I believe it is important to the quality of the selection but also for acceptance of a potential new chief to have the current chief and two or three other representatives of our fire department participate in the selection process in an advisory capacity.

Falk Wagenbach
Chair
East Sooke Fire Commission

East Sooke Volunteer Fire Department Fire Chief's Report

April 2023



Membership

Roll Call

FFs on pagers: 17 (4 are Exterior only, 1 on extended leave)
 FR/Support on pagers: 4
 Recruits not on pager: 4

Training

Inhouse training of the new recruits is continuing well with good participation from all members.

Callouts

| Apr 2023 | | Apr 2022 | |
|-----------------------|-----------|-----------------------|-----------|
| Alarm Bells | 0 | Alarm Bells | 0 |
| Duty Calls | 1 | Duty Calls | 1 |
| Hydro | 0 | Hydro | 0 |
| Medical | 5 | Medical | 3 |
| MVI | 2 | MVI | 0 |
| Open Burn | 1 | Open Burn | 1 |
| Rescue | 0 | Rescue | 0 |
| Structure Fire | 0 (0 m/a) | Structure Fire | 1 (1 m/a) |
| Total | 9 | Total | 6 |
| YTD Total 2023 | 39 | YTD Total 2022 | 38 |

Miscellaneous Items

Governance Review

Met with consultants in early April together with Falk and had a healthy discussion. Do not have a timeline for when the report will be ready.

FireSmart

There will be a chipper day on April 23rd. For this chipper day we will be trying out a drive-around approach in the morning, and a drop off at the community hall in the afternoon.

Community Resiliency Grant

We have selected the Wildfire provider and the total cost has come in much less than the grant amount. I will be meeting with CRD and UBCM to see if the remainder of the grant monies can be redirected toward structural turnout gear.

There will be another grant for 2023 for which there are a number of items that East Sooke should consider applying (through CRD). The Chiefs will be reviewing the grant scope and developing our request.

ERF Projects for 2022 / 2023 / 2024

Tender 2 replacement: all responses have been received.

SPU Completion: There is approx. \$1400 left in the budget for the SPU with very little left from the original item list to purchase. Some of the money will be required for more shelving in the unit and for items which are new additions for this year's SPU updates.

Turnout Gear: 2023 purchase will be organized soon. Feedback on 2022 gear is positive.

Landscaping: looking for someone to organize the troops.

Pagers: We have another \$3500 scheduled for pager purchases in 2023.

Squad 1 Replacement: Squad 1 is up for replacement next year which means starting the process now.

Records Management

CRD has pushed off completion until end of Q2 2023. Training of fire dept personnel should start in the next month.

Mobile Terminals

As mentioned in previous reports, we will be reviewing mobile callout applications. There is one included in the new records mgmt. system which is free (already paid for) and there is another which is offered by Saanich Fire's CAD provider (probably ~\$2K / year).

Both should be available for demos in the next couple of months.

Web Site & Social Media

A basic design is done, now we need to update the content.

We have new images for the site and expect more in the next few weeks.

Projects

Apparatus Replacement Plan:

Status: Starting

With receipt of the RFP submissions for tenders, the chiefs will be meeting to review, discuss and consider how to move forward including the overall apparatus plan.

SOG Review:

Status: Re-paused.

Landscaping:

Status: Time to start getting dirty.

A plan has been developed to clean up the property and to develop small gardens on each side of the driveway at the entrance.

Looking for someone to organize the volunteers.

Training Prop:

Status: Progress continues.

Finance Report

East Sooke Fire Commission
Wendy Herring, Treasurer

Monthly Report January-March 2023

Month 3
year-to-date % 25.0

| EXPENSES | Budget | | | Year-to-date | | |
|---------------------|------------------|------------------|-------------|------------------|------------------|---------------|
| | 2022 | 2023 | %change | budget | actual | %diff. |
| Principal for loan | \$97,959 | \$97,959 | 0.00 | \$24,490 | \$24,490 | 0.00 |
| Interest on loan | \$57,150 | \$57,150 | 0.00 | \$14,288 | \$14,288 | 0.00 |
| Transfer to Reserve | \$95,000 | \$103,362 | 8.80 | \$25,841 | \$25,841 | 0.00 |
| Operations | \$250,882 | \$267,518 | 6.63 | \$66,880 | \$48,359 | -27.69 |
| TOTAL | \$500,991 | \$525,989 | 5.0 | \$131,497 | \$112,977 | -14.1 |

dept service budget fixed until 2029

ytd.- proportional calculated budget

| Selection of significant OPERATIONS cost centers | | | | | | |
|--|-----------|-----------|---------|--------------|----------|--------|
| | Budget | | | Year-to-date | | |
| | 2022 | 2023 | %change | budget | spent | %diff |
| Wages and Stipends | \$74,930 | \$74,930 | 0.00% | \$18,733 | \$3,661 | -80.5 |
| Vehicles | \$33,160 | \$35,150 | 6.0% | \$8,788 | \$5,030 | -42.8 |
| Contract for Services | \$9,270 | \$9,550 | 3.0% | \$2,388 | \$9,068 | 279.8 |
| Purchase Mtn. Buildings | \$6,990 | \$7,200 | 3.0% | \$1,800 | \$614 | -65.9 |
| Training | \$19,240 | \$25,000 | 29.9% | \$6,250 | \$3,365 | -46.2 |
| Electricity | \$9,410 | \$9,600 | 2.0% | \$2,400 | \$1,996 | -16.8 |
| Med. Supplies | \$5,210 | \$5,630 | 8.1% | \$1,408 | \$1,990 | 41.3 |
| Suppl. Operation | \$15,373 | \$14,719 | -4.3% | \$3,680 | \$3,362 | -8.6 |
| Protective Clothing | \$6,260 | \$6,763 | 8.0% | \$1,691 | \$5,009 | 196.3 |
| Contingency Fund | \$15,300 | \$15,000 | -2.0% | \$3,750 | \$0 | -100.0 |
| | \$195,143 | \$203,542 | | \$50,886 | \$34,094 | -33.0 |

Significant cost centers over which the Fire Department has no influence ... and one-time-payment items:
Brigade: \$9,790 Appreciation Dinner: \$6,450 Insurances/Legal: \$7,325 CRD Services: \$9,550

Accumulated assets (our piggy bank)

| | |
|----------------------------------|------------------|
| Equipment Replacement Fund (ERF) | \$729,431 |
|----------------------------------|------------------|

to purchase trucks and other depreciating equipment
(allocations: \$8613 per month)

| | |
|----------------------------|-----------------|
| Capital Reserve Fund (CRF) | \$31,000 |
|----------------------------|-----------------|

earmarked for new projects

| | |
|----------------------------|-----------------|
| General Capital Fund (GCF) | \$11,500 |
|----------------------------|-----------------|

Approved projects
- Landscaping (not activated) \$ 10,000
- Completion of SPU \$ 1,500

Comments:

- > All cost centers have been reviewed and the following irregularities have been found:
 - > Contract for Services - expenditures greatly exceed budget. This topic has been discussed with the FD leadership.
 - > Medical Supplies - budget is almost exhausted; this will be discussed with the FD leadership.
 - > To the best of my knowledge, all invoices have been coded and submitted for payment.
 - > **Operational budget increase from 2022 has been continued in anticipation of a possible necessary paid position**

Overall assessment: East Sooke Fire is on a sound financial footing. The reserves we have accumulated are sufficient to finance foreseeable future investments. The spending behaviour of our Chief and his officers presents itself as both responsible and sustainable.



Community Hall Report

Pending

East Sooke Fire Commission
6071 East Sooke Road, East Sooke BC, V9Z1B2
250 642 -4411

commissioners@eastsookefirecommission.c a
eastsookefirecommission.ca



Commissioners Present: Falk Wagenbach, Bruce Manning,
Wendy Herring, Al Wickheim, Mike Yeager

Absent: Doug Thompson

FD Present: Chief Neilson

Public Present: One

COMMITTEE MEETING - May 15, 2023 1904 hours

1. Adoption of Agenda

MOVED: Bruce SECONDED: Wendy CARRIED

2. Adoption of Minutes from April 17, 2023 (without Community Hall report)

MOVED: Mike SECONDED: Al CARRIED

3. Public Participation on Agenda Items

4. Reports

a. Chair's Report

As Per Addendum.

MOVED: Bruce SECONDED: Al CARRIED

b. Fire Chief's report

As Per Addendum.

MOVED: Bruce SECONDED: Wendy CARRIED

c. Finance

As Per Addendum.

MOVED: Mike SECONDED: Bruce CARRIED

d. Community Hall

No report was available for this meeting.

5. Old Business

Appreciation dinner - discussion and planning

MOVED: Bruce

SECONDED: AI

CARRIED

6. New Business

Director's report - Discussion around access to water supply for Mount Matheson and other areas of the community for firefighting purposes

7. Adjournment at 2104 hours

MOVED: Mike

SECONDED: Wendy

CARRIED

Next meeting: June 19, 2023

Chair's Report

East Sooke Fire Commission May 15, 2023

Recruiting new chief

On April 20, we advertised that we are looking for a new part time fire chief

So far, we have 11 applications

On May 08 the Expert group (Carl, Jason, Chris and Falk) had a meeting where we discussed and rated each candidate

We decided to go forward with 2 candidates for an initial interview

I requested input from the commission. I thank those who responded.

We picked a "fit-panel" consisting of 1 Fire Fighter and our Admin Assistant

Chris advised that the recruiting process has to be different than the ones conducted by private companies. We are only allowed to scripted questions, same for each candidate and the process has to be identical, measurable and defensible for each candidate.

The group developed a process that is legally defensible.

I talked to the two candidates that we had picked for the 1st interview and invited them for their initial interview for tomorrow (May 16) and Thursday (May 18)

Next steps:

The expert group will assess the two candidates

I will send all the information about the candidates (and our assessment) to the commission for input

We will make a decision of a second interview (that will include the fit panel)

I will invite the commissioners as observers to this second interview

I will present our results to the commission in a separate meeting.

The commission will decide how and with whom to move forward to negotiations and finally... hiring.

Cooperation with Metchosin

April 26: Carl and I met with the Fire Chief of Metchosin. We talked about intensifying our cooperation and how we can better align our processes. The meeting was very constructive and there will be a follow-up meeting. Carl and I will make sure that the new East Sooke Chief is aware of the importance of our mutual aid partners and specifically makes the collaboration with Metchosin a priority.

Reaching out to our fellow Commissioner (on sick leave since February 2022)

May 02: I sent an email to Doug, but didn't get a reply

Mt. Matheson static water source/

AI is negotiation with the owner of the reservoir that is available as a source of water for firefighting.

Vacation

I will be in Europe from June 12 to August 4. (3 weeks)

Falk Wagenbach

Chair

East Sooke Fire Commission

| EXPENSES | Budget | | |
|---------------------|------------------|------------------|-------------|
| | 2022 | 2023 | %change |
| Principal for loan | \$97,959 | \$97,959 | 0.00 |
| Interest on loan | \$57,150 | \$57,150 | 0.00 |
| Transfer to Reserve | \$95,000 | \$103,362 | 8.80 |
| Operations | \$250,882 | \$267,518 | 6.63 |
| TOTAL | \$500,991 | \$525,989 | 5.0 |

dept service budget fixed until 2029

| | Year-to-date | | |
|---|------------------|------------------|--------------|
| | budget | actual | %diff. |
| | \$32,653 | \$32,653 | 0.00 |
| | \$19,050 | \$19,050 | 0.00 |
| | \$34,454 | \$34,454 | 0.00 |
| | \$89,173 | \$57,979 | -34.98 |
| ytd.- proportional calculated budget | \$175,330 | \$144,136 | -17.8 |

Selection of significant OPERATIONS cost centers

| | Budget | | |
|-------------------------|----------|----------|---------|
| | 2022 | 2023 | %change |
| Wages and Stipends | \$74,930 | \$74,930 | 0.00% |
| Vehicles | \$33,160 | \$35,150 | 6.0% |
| Contract for Services | \$9,270 | \$9,550 | 3.0% |
| Purchase Mtn. Buildings | \$6,990 | \$7,200 | 3.0% |
| Training | \$19,240 | \$25,000 | 29.9% |
| Electricity | \$9,410 | \$9,600 | 2.0% |
| Med. Supplies | \$5,210 | \$5,630 | 8.1% |
| Suppl. Operation | \$15,373 | \$14,719 | -4.3% |
| Protective Clothing | \$6,260 | \$6,763 | 8.0% |
| Contingency Fund | \$15,300 | \$15,000 | -2.0% |

| | Year-to-date | | |
|--|--------------|----------|--------|
| | budget | spent | %diff |
| | \$24,977 | \$4,895 | -80.4 |
| | \$11,717 | \$11,911 | 1.7 |
| | \$3,183 | \$9,092 | 185.6 |
| | \$2,400 | \$614 | -74.4 |
| | \$8,333 | \$3,365 | -59.6 |
| | \$3,200 | \$1,996 | -37.6 |
| | \$1,877 | \$1,990 | 6.0 |
| | \$4,906 | \$3,362 | -31.5 |
| | \$2,254 | \$5,009 | 122.2 |
| | \$5,000 | \$0 | -100.0 |

\$195,143 \$203,542 \$67,847 \$42,233 **-37.8**

Significant cost centers over which the Fire Department has no influence ... and one-time-payment items:

Brigade: \$9,790 Appreciation Dinner: \$6,450 Insurances/Legal: \$7,325 CRD Services: \$9,550

Accumulated assets (our piggy bank)

| |
|----------------------------------|
| Equipment Replacement Fund (ERF) |
| \$738,044 |

to purchase trucks and other depreciating equipment
(allocation: \$8613 per month)

| |
|----------------------------|
| Capital Reserve Fund (CRF) |
| \$31,000 |

earmarked for **new** projects

| |
|----------------------------|
| General Capital Fund (GCF) |
| \$11,500 |

Approved projects
- Landscaping (not activated) \$ 10,000
- Completion of SPU \$ 1,500

Comments:

- All cost centers have been reviewed and the following irregularities have been found:
- Contract for Services - expenditures greatly exceed budget; this has been addressed
- Vehicles - annual ICBC premiums have been paid in April
- To the best of my knowledge, all invoices have been coded and submitted for payment.
- **Operational budget increase from 2022 has been continued in anticipation of a possible necessary paid position**

Overall assessment: East Sooke Fire is on a sound financial footing. The reserves we have accumulated are sufficient to finance foreseeable future investments. The spending behaviour of our Chief and his officers presents itself as both responsible and sustainable.



Community Hall Report

East Sooke Community Hall Group Minutes April 30 2023

Call to order 6.55pm. Present; Bruce Manning, Wendy Lane, Wendy Herring, Leslie Leus, Armin Sielopp.

Standard Agenda.

Minutes of March 17 2023. Moved by Bruce, seconded by Leslie. Carried.

Treasurer's Report. Leslie presented the monthly financial statements. Moved by Armin, seconded by Wendy H. Carried.

Bookings. Wendy H. reported May 6th a pre wedding review, May 28 is the firefighters Appreciation dinner. Baby shower in July.

Old business. Front (upper) roof repairs complete. Doors ordered to replace hall bifolds. We will review the chair inventory and retain the main 75 chairs plus a few spares. The rest will be recycled/donated to habitat for humanity.

New business.

Armin informed the group that the field (JDF Parks) sprinklers are being activated . The electricity comes from the hall. Not a concern at this time.

Meeting adjourned at 7.40pm. Respectfully submitted.
Armin Sielopp

East Sooke Fire Commission

6071 East Sooke Road, East Sooke BC, V9Z1B2

250 642 -4411

commissioners@eastsookefirecommission.ca



Commissioners Present: Bruce Manning, Wendy Herring, Mike Yeager

Absent: Falk Wagenbach, Doug Thompson

FD Present: Chief Carl Neilson

Public Present: 1

COMMITTEE MEETING June 19, 2023 at 1900 hours

1. Adoption of Agenda

MOVED: Wendy SECONDED: Mike CARRIED

2. Adoption of Community Hall report - April

MOVED: SECONDED: CARRIED

3. Adoption of Finance report

MOVED: SECONDED: CARRIED

4. Adoption of Minutes from May 15, 2023

MOVED: Mike SECONDED: Wendy CARRIED

5. Public Participation on Agenda Items

None

6. Reports

a. Chair's Report

As Per Addendum.

MOVED: Wendy SECONDED: Mike CARRIED

b. Fire Chief's report

As Per Addendum.

MOVED: Mike SECONDED: Wendy CARRIED

c. Finance

As Per Addendum.

MOVED: Mike SECONDED: Bruce CARRIED

d. Community Hall

As Per Addendum.

MOVED: Wendy SECONDED: Mike CARRIED

7. Old Business

None

8. New Business

None

9. Adjournment

Meeting adjourned at 1940 hours

Chair's report

East Sooke Fire Commission June 19, 2023

The last 4 weeks were dominated by our search for a new and for the first time (part time) paid fire chief.

Recruiting new chief

After we received a total of 12 applications, the expert group (Falk Wagenbach, Carl Neilson, Jason Humphries and Chris Vrabel) met and ranked each candidate according to previously discussed "what - count - factors". We decided to invite two candidates to the interview.

May 15: Falk informed the commission about the progress

May 16: The expert group interviewed the first candidate

May 18: The expert group interviewed the first candidate

The expert group decided to move forward with both candidates

May 19: Falk informed the commission, revealed their identify and asked the commission for input

May 20/21: Falk developed, together with the Fire department's "Fit Panel", the scripted questionnaire for the second interviews

May 23: second interview Candidate 1 (Interviewer: Falk and 2 East Sooke Fire Fighters, 2 commissioners and the current chief as observer)

May 24: Falk asked Chris (CRD) to work parallel to the recruiting process with CRD HR and Legal on a possible contract

May 26: Falk revised the already by CRD legal approved job description and sent it out to the commission for approval

May 27: second interview Candidate 2 (Interviewer: Falk and 2 East Sooke Fire Fighters, 2 commissioners and the current chief as observer)

May 30: Decision meeting (Falk, Mike, Al, Wendy, Bruce). The commission decided unanimously for Nathan Pocock as our next chief and commissioned Falk

with hiring the candidate for July 1st, 2023.

May 31: Falk informed Nathan and the CRD and went into negotiations

June 1: Nathan and Falk came to an agreement, Chris, Falk, CRD legal and HR developed a contract for Nathan. Falk discussed the contract with the candidate

June 2: Nathan signed the contract.

Kevin Lorette (General Manager CRD) to counter-sign the contract

June 3: Falk called Steven and Fiona personally and turned down the other candidates in writing

June 3: Falk informed the firefighters (in writing)

June 08: Nathan came down to East Sooke for Practice night. Falk introduced Nathan to his new team.

June 09: Falk called Metchosin Fire Chief. Stephanie is looking forward to work closely together. She knows Nathan from fire courses and is happy to give Nathan all her support..

Silverspray Agreement with Sooke

30.05.: Sooke approached and invited us to negotiate a new agreement for 2024 - 2026

Last year's agreement provided East Sooke Fire with an income of \$68,700 from Sooke (41% of our 2022 operational expenditure!). About 1 year ago Sooke claimed a substantial lower fee for our Sooke Point/Silverspray coverage (they are willing to pay only \$5 ,000 to a maximum of \$15,000). My goal is to keep our revenues from Sooke on the same level + inflationary adjustments). If I achieve this, I will have earned my salary....

Appreciation Dinner

28.05. After a covid -related break of 2 years the commission hosted the annual appreciation dinner for our firefighters.

Organisation: Mike and Wendy. About 40 people attended and the feedback for the event was overwhelmingly positive.

Vacation

I will be in Europe from June 12 to July 4 (3 weeks)

Falk Wagenbach

Chair East Sooke Fire Commission

East Sooke Volunteer Fire Department Fire Chief's Report

June 2023



Membership

Roll Call

| | | |
|------------------------|----|-----------------------|
| FFs on pagers: | 16 | (2 on extended leave) |
| FR/Support on pagers: | 4 | |
| Recruits not on pager: | 3 | |

Training

The trainees in the Sooke / Metchosin program completed their Interior level and are bridging to full 1001.

The inhouse program continues with a goal of the 4 recruits completing by end of year.

Callouts

| June 2023 | | June 2022 | |
|-----------------------|-----------|-----------------------|-----------|
| Alarm Bells | 2 | Alarm Bells | 0 |
| Brush Fire | 1 (1 m/a) | Brush Fire | 0 |
| Duty Calls | 3 | Duty Calls | 2 |
| Hydro | 3 | Hydro | 1 |
| Medical | 11 | Medical | 2 |
| MVI | 0 | MVI | 3 |
| Rescue | 0 | Rescue | 1 |
| Structure Fire | 1 (1 m/a) | Structure Fire | 5 (5 m/a) |
| Total | 21 | Total | 14 |
| YTD Total 2023 | 73 | YTD Total 2022 | 65 |

Miscellaneous Items

New Chief

Nathan visited the dept June 8 to meet members. Met with Nathan on June 16 to start bringing him up to speed.

Records Management

Still waiting on CRD.

Mobile Terminals

As mentioned in previous reports, we will be reviewing mobile callout applications. There is one included in the new records mgmt. system which is free (already paid for) and there is another which is offered by Saanich Fire's CAD provider (probably ~\$2K / year).

Both should be available for demos in the next couple of months.

Web Site & Social Media

A basic design is done, now we need to update the content.

We have new images for the site and expect more in the next few weeks.

Projects

Apparatus Replacement Plan:

Status: Starting

With receipt of the RFP submissions for tenders, the chiefs will be meeting to review, discuss and consider how to move forward including the overall apparatus plan.

SOG Review:

Status: Re-paused.

Landscaping:

Status: Time to start getting dirty.

A plan has been developed to clean up the property and to develop small gardens on each side of the driveway at the entrance.

Phil has taken the lead.

Training Prop:

Status: Progress continues.

| EXPENSES | Budget | | | Year-to-date | | |
|---------------------|------------------|------------------|-------------|------------------|------------------|---------------|
| | 2022 | 2023 | %change | budget | actual | %diff. |
| Principal for loan | \$97,959 | \$97,959 | 0.00 | \$40,816 | \$40,816 | 0.00 |
| Interest on loan | \$57,150 | \$57,150 | 0.00 | \$23,813 | \$23,813 | 0.00 |
| Transfer to Reserve | \$95,000 | \$103,362 | 8.80 | \$43,068 | \$43,068 | 0.00 |
| Operations | \$250,882 | \$267,518 | 6.63 | \$111,466 | \$80,168 | -28.08 |
| TOTAL | \$500,991 | \$525,989 | 5.0 | \$219,162 | \$187,864 | -14.3 |

dept service budget fixed until 2029

ytd.- proportional calculated budget

| Selection of significant OPERATIONS cost centers | | | | | | |
|--|-----------|-----------|---------|--------------|----------|--------|
| | Budget | | | Year-to-date | | |
| | 2022 | 2023 | %change | budget | spent | %diff |
| Wages and Stipends | \$74,930 | \$74,930 | 0.00% | \$31,221 | \$6,137 | -80.3 |
| Vehicles | \$33,160 | \$35,150 | 6.0% | \$14,646 | \$13,957 | -4.7 |
| Contract for Services | \$9,270 | \$9,550 | 3.0% | \$3,979 | \$9,220 | 131.7 |
| Purchase Mtn. Buildings | \$6,990 | \$7,200 | 3.0% | \$3,000 | \$614 | -79.5 |
| Training | \$19,240 | \$25,000 | 29.9% | \$10,417 | \$5,131 | -50.7 |
| Electricity | \$9,410 | \$9,600 | 2.0% | \$4,000 | \$3,704 | -7.4 |
| Med. Supplies | \$5,210 | \$5,630 | 8.1% | \$2,346 | \$2,086 | -11.1 |
| Suppl. Operation | \$15,373 | \$14,719 | -4.3% | \$6,133 | \$3,397 | -44.6 |
| Protective Clothing | \$6,260 | \$6,763 | 8.0% | \$2,818 | \$5,457 | 93.7 |
| Contingency Fund | \$15,300 | \$15,000 | -2.0% | \$6,250 | \$0 | -100.0 |
| | \$195,143 | \$203,542 | | \$84,809 | \$49,703 | -41.4 |

Significant cost centers over which the Fire Department has no influence ... and one-time-payment items:
Brigade: \$9,790 Appreciation Dinner: \$6,450 Insurances/Legal: \$7,325 CRD Services: \$9,550

Accumulated assets (our piggy bank)

| | |
|----------------------------------|------------------|
| Equipment Replacement Fund (ERF) | \$746,657 |
|----------------------------------|------------------|

to purchase trucks and other depreciating equipment
(allocation: \$8613 per month)

| | |
|----------------------------|-----------------|
| Capital Reserve Fund (CRF) | \$31,000 |
|----------------------------|-----------------|

earmarked for **new** projects

| | |
|----------------------------|-----------------|
| General Capital Fund (GCF) | \$11,500 |
|----------------------------|-----------------|

Approved projects
 - Landscaping (not activated) \$ 10,000
 - Completion of SPU \$ 1,500

Comments:

- All cost centers have been reviewed and the following irregularities have been found:
- Contract for Services - expenditures greatly exceed budget; this has been addressed
-
- To the best of my knowledge, all invoices have been coded and submitted for payment.
- **Operational budget increase from 2022 has been continued in anticipation of a possible necessary paid position**

Overall assessment: East Sooke Fire is on a sound financial footing. The reserves we have accumulated are sufficient to finance foreseeable future investments. The spending behaviour of our Chief and his officers presents itself as both responsible and sustainable.



Community Hall report

East Sooke Community Hall Group Minutes

June 28 2023

Call to order 7.05pm. Present. Wendy Lane, Wendy Herring, Bruce Manning, Armin Sielopp. Regrets Leslie Leus.

Minutes of May 29 2023 . Moved by Bruce to adopt, seconded by Wendy I. Carried

Treasurer's report . Deferred to the next meeting.

Hall Bookings . Wendy H. reported a new fitness instructor has inquired and may start in August. Baby shower for July 15 still needs paperwork to confirm. A Vintage cafe looking to start in the fall.

Old business . Two quotes received for SAR heating upgrade. Waiting for the third quote. Hall floor stripped and waxed. Backflow preventer valve inspection complete. Fire prevention system inspection completed and passed. Roof repair over the hall nearing completion. Bruce to arrange removal of the surplus chairs. Private SAR trailer still on site.

New business . One window to replace due to cracked glass. (south wall). During Dawn's absence it was agreed that Lydia Sielopp will do the two hour shifts. It was discussed and agreed that the lower limbs on the Douglas fir tree at the driveway entrance to the hall will be trimmed. Armin to arrange.

Meeting adjourned at 7.40pm.

East Sooke Fire Commission
6071 East Sooke Road, East Sooke BC, V9Z1B2
250 642 -4411

*commissioners@eastsookefirecommission.c a
eastsookefirecommission.ca*



Commissioners Present: Falk Wagenbach, Bruce Manning,
Wendy Herring

Absent: Doug Thompson, Al Wickheim, Mike Yeager

FD Present: Chief Pocock

Public Present: One

COMMITTEE MEETING - July 18, 2023 1903 hours

1. Adoption of Agenda

MOVED: Bruce SECONDED: Wendy CARRIED

2. Adoption of Minutes from June 19, 2023

MOVED: Bruce SECONDED: Wendy CARRIED

3. Public Participation on Agenda Items

4. Reports

a. Chair's Report

As Per Addendum.

MOVED: Wendy SECONDED: Bruce CARRIED

b. Fire Chief's report

As Per Addendum.

MOVED: Wendy SECONDED: Bruce CARRIED

c. Finance report

Deferred pending receipt of R&E reports from CRD.

d. Community Hall report

5. As Per Addendum.

MOVED: Wendy

SECONDED: Falk

CARRIED

6. Old Business

7. New Business

8. Adjournment at 2022 hours

MOVED: Bruce

SECONDED: Wendy

CARRIED

Next meeting: 21 August 2023

Chair's Report

East Sooke Fire Commission July 17, 2023

New fire chief

Nathan Pocock has finished his first two weeks as fire chief

He was very well received by his fire fighters

Carl, Anita, Dave and I are in the process of getting him up to speed with the specifics of our department

In his first 2 weeks, Nathan **volunteered** already 108-42 = 66 hours hours

July 05

Jonathan Reimer, Chris Vrabel and the CRD Fleet Manager came to East Sooke to meet and greet our new Fire Chief. We discussed actual challenges. CRD Emergency service promised full support for Chief Pocock and his team.

CRD Fire Departments: Financial Analysis/comparison

CRD has conducted a study to determine and compare the fire departments within JdF

Key results:

- East Sooke residents save \$3.85 for each \$ they spent on fire service (Estimated Insurance Discount 64.5%)
- ESVFD Spendings per resident. 11% below average (of the 29 Fire Departments of the region)
- ESVFD Spendings per call out. 34% below average (of the 29 Fire Departments of the region)

Silverspray Agreement with Sooke. Status 2023

You may recall that my goal was to fully understand the complicated formula by which the annual payments for our Fire protection for Silverspray are calculated by the province and to adjust our budget structure accordingly so that we receive a fair contribution from Sooke. Result: revenue from Sooke:

2020 = \$47,400

2021= \$46,800 and then.... after the transition:

2022 = \$68,700

2023 = \$73,200.

Today, we receive 56% more for our service than in 2021. Sooke covers about 30% of our operational budget (without the ERF contribution!).

Silverspray Agreement with Sooke. 2024 - 2026

30.05.: Sooke approached and invited us to negotiate a new agreement for 2024-2026

Last year's agreement provided East Sooke Fire with revenues of \$68,700 from Sooke (41% of our 2022 operational expenditure!). About 1 year ago Sooke claimed a substantial lower fee for our Sooke Point/Silverspray coverage (**they informed us that they are willing to pay only \$5,000 to a maximum of \$15,000**).

My goal is it to keep our revenues from Sooke on the same level + inflationary adjustments). Should I be successful with this, then I have certainly earned my salary ☺

Update: we discussed the topic with Sooke and they actually agreed to renew our agreement for the next 3 years under the same conditions!! This is a big deal and will secure us revenues of more than \$200,000 until 2026. The only change we had to agree to is that the passus "The East Sooke IC can redirect recourses from a Silverspray call out if there was a second call for ES" was removed from the contract. From 2024 on, Silverspray will be treated equal to East Sooke. Currently, CRD legal is working on the new contract.

Budget 2024

The next budget cycle will start soon. I will discuss a timeline with Wendy and our fire chief.

East Sooke Fire Open House

The Brigade did a great job by organizing an open house at July 08

Falk Wagenbach, Chair East Sooke Fire Commission

East Sooke Volunteer Fire Department

Fire Chief's Report

July 2023

Membership

Roll Call

Interior FFs on pagers: 11 (1 on extended leave)
Exterior FFs on pager: 1
FR/Support on pagers: 7
Recruits not on pager: 3

Hours

Membership hours as of July 13th 2023:
Calls: 389.5 hours

Training: approximately 608 hours

Anita hours as of July 10th 2023 =
510.5 hours

My hours to as of 8am July 17th 2023;
Total: 109 hours

Recognition of untracked hours of Captain Bigelow, Firefighter Moffett and Captain England.

Training

Kate and Cole have completed their Interior level training started full service as well as Lt. Larkin who is working on their full service.

Our Recruits have covered their exterior skills but have not yet been evaluated on them and still require their Live fire 1

There is a large need for Emergency Vehicle Operator training in the department which comes in from the Office of the fire commissions new standards along with just safety of our members on the road. We do not have budget for external training in our training budget left this year, but I can and will start implementing an inhouse program as and when time permits.

We have several members with expired medical licenses which means they are not allowed to have any patient contact. Lt. K.Sheridan has been made aware and so have these members on the need to get their licenses.

Mitch is waiting on his medical before starting work full time in Langford fire department and so the transition of training will be happening over to Lt. Larkin with heavy support from myself.

They is a recognized and growing need for an East Sooke Fire Department standard and the training department and officers will start the process of creating this.

Callouts

Till July 11th 2023

| | |
|-------------|---|
| Alarm Bells | 5 |
| Duty Calls | 7 |

| | |
|---------------------|-----------|
| Hydro | 7 |
| Medical | 43 |
| MVI | 6 |
| Rescue | 3 |
| Structure Fire | 14 |
| Wildfire | 4 |
| Car/garbage/other | 1 |
| fire | |
| Smoke investigation | 4 |
| Total | 94 |

Miscellaneous Items

Annual maintenance and tests:

Cpt. Bigelow, Anita and myself have been working hard to keep on top of the annual maintenance July been a busy month; generator testing, compressor, hydrostatic, alarm system, extinguishers, pump testing. Fit testing scheduled for August: purchasing hood and Bittrex for N95s these have not been getting annually tested up to this point. Barrowing fit test machine for week in August to do SCBA.

Pump testing is being arranged for T1, E1, and E2

Our air compressor is getting its annually testing moving a vent

Our exhaust system is fixed, we have the electricians coming in to work on some other lighting issues in the hall

Hydro static testing is starting the slow ferrying process (would like to look to purchase 5 more bottle to aid in this process in future years.

Generator testing completed

Pretrips of apparatus and equipment checks.

Community Resiliency Plan

Working my way through the document when I get a chance.

FireSmart

Waiting to get the groups together two are brand new parents and one member is away with a sick family member.

ERF Projects for 2022 / 2023 / 2024

Tender 2 / Squad 1 replacements.

SPU Completion: waiting to arrange a time to get through the inventory with Cpt. Bigelow to get a true assessment of situation.

Turnout Gear: 2023 gear been ordered 4 sets

Landscaping: see below.

Pagers: We have another \$3500 scheduled for pager purchases in 2023.

Records Management

Training starts July 20th on the product and will be almost weekly starting August 10th till September 28th.

Very excited for this system as currently we are in great need, as the paper system is very labour intensive and makes it very difficult to acquire and call back any data.

Records Management

Mobile Terminals

Waiting to see the First Due product come out and what terminals would then best suit this new system and our needs.

Web Site & Social Media

Currently running Facebook, have not had a chance to sit down with Carl on the website and its current situation.

Financial report

Currently waiting to sit down with FF. Neilson and Chair Wagenbach to do a financial revue and plan. From what I have seen so far we seem on budget for most things.

We currently sit 11% below average on tax bracket on a per resident basis to other municipalities and 34% below on average with per call at \$3078.18 per call.

Once the hall is paid off this would put us at \$2,169.59 per callout which puts us rather than 34% below to about 54% below once the loan is done

As the report points out inflation for equipment, staffing for fire halls is increasing greater than the inflation we see else where.

Our 2023 service budget is \$526,369 not including inflation our service budget would be up to \$705,334.46 if we were to have the average amount of funding as surrounding departments per call. If we were to have the average per resident rate our current service budget excluding inflation would be \$584,269.59

Per capita costs for East Sooke are \$310.54 average fire department with a population of 1000-2000 has a per capita cost of \$350.19 which would makes our budget with these numbers \$67,206.75 below average.

Bearing in mind these other halls do not necessarily have a hall which they are paying for currently such as ourselves. Which is roughly 30% of our budget.

Projects

Recruitment:

Status: Started

Currently working with Anita and the officers group to create a formalized recruitment process and intake for new members annually to line up with the Regional recruit training that starts each January.

Wildfire Grant funds 2023:

Status: In process

So far Wildland uniforms and boots have been orders for most members. We are currently working with vendors to fill out the rest of the 28,800.00 dollars of the grant funding to purchase new boots for 7 of our members not in the previous order and then also to purchase wildland firefighting helmets along with a couple sets of generic sized spare wildland uniform to have for new recruits or replacement of damaged items.

Apparatus Replacement Plan:

Status: Starting

We are looking to replace Squad 1 with something more versatile like a bush truck. This may involve some movement of funds. Looking to form a Squad build committee this week.

We then would have 4 years to top the ERF up for a tender 2 replacement to around 450,000 (plus 4 years of inflation) to replace Tender 2 with a new front line engine when our current tender 1 is too old to be a front line apparatus.

SOG Review:

Status: Restarted. With no progress updates coming from the FCABC nor CRD, we have restarted our inhouse project. I currently have not yet had time to start SOG reviews.

Landscaping:

Status: Captain England has gotten a quote to do the landscaping and rock work from a local company for approximately \$8,000 leaving the rest for plants. Project should start this week.

Training Building:

Status: Progress continues. Phil and Rick now have a list of items that must exist to be able to complete all 1001 and 1407 training on/within the facility

Pre-incident Planning:

Status: Paused

As to the park survey in Chief Neilson's last report I have not heard that this is still ongoing and will investigate.

I hope to get out and do a lot of pre incident planning but have found it difficult to get out of the office with the amount of work taking place in the station currently.

| EXPENSES | Budget | | |
|---------------------|------------------|------------------|-------------|
| | 2022 | 2023 | %change |
| Principal for loan | \$97,959 | \$97,959 | 0.00 |
| Interest on loan | \$57,150 | \$57,150 | 0.00 |
| Transfer to Reserve | \$95,000 | \$103,362 | 8.80 |
| Operations | \$250,882 | \$267,518 | 6.63 |
| TOTAL | \$500,991 | \$525,989 | 5.0 |

dept service budget fixed until 2029

| | Year-to-date | | |
|---|------------------|------------------|--------------|
| | budget | actual | %diff. |
| | \$48,980 | \$48,980 | 0.00 |
| | \$28,575 | \$28,575 | 0.00 |
| | \$51,681 | \$51,681 | 0.00 |
| | \$133,759 | \$103,358 | -22.73 |
| ytd.- proportional calculated budget | \$262,995 | \$232,594 | -11.6 |

ytd.- proportional calculated budget

Selection of significant OPERATIONS cost centers

| | Budget | | |
|-------------------------|----------|----------|---------|
| | 2022 | 2023 | %change |
| Wages and Stipends | \$74,930 | \$74,930 | 0.00% |
| Vehicles | \$33,160 | \$35,150 | 6.0% |
| Contract for Services | \$9,270 | \$9,550 | 3.0% |
| Purchase Mtn. Buildings | \$6,990 | \$7,200 | 3.0% |
| Training | \$19,240 | \$25,000 | 29.9% |
| Electricity | \$9,410 | \$9,600 | 2.0% |
| Med. Supplies | \$5,210 | \$5,630 | 8.1% |
| Suppl. Operation | \$15,373 | \$14,719 | -4.3% |
| Protective Clothing | \$6,260 | \$6,763 | 8.0% |
| Contingency Fund | \$15,300 | \$15,000 | -2.0% |

| | Year-to-date | | |
|--|--------------|----------|--------|
| | budget | spent | %diff |
| | \$37,465 | \$6,137 | -83.6 |
| | \$17,575 | \$15,552 | -11.5 |
| | \$4,775 | \$9,243 | 93.6 |
| | \$3,600 | \$2,363 | -34.4 |
| | \$12,500 | \$10,631 | -15.0 |
| | \$4,800 | \$5,147 | 7.2 |
| | \$2,815 | \$2,086 | -25.9 |
| | \$7,360 | \$3,491 | -52.6 |
| | \$3,382 | \$5,628 | 66.4 |
| | \$7,500 | \$0 | -100.0 |

\$195,143 \$203,542 \$101,771 \$60,278 **-40.8**

Significant cost centers over which the Fire Department has no influence ... and one-time-payment items:

Brigade: \$9,790 Appreciation Dinner: \$6,450 Insurances/Legal: \$7,325 CRD Services: \$9,550

Accumulated assets (our piggy bank)

Equipment Replacement Fund (ERF)
\$755,270

to purchase trucks and other
depreciating equipment
(allocation: \$8613 per month)

Capital Reserve Fund (CRF)
\$31,000

earmarked for **new** projects

General Capital Fund (GCF)
\$11,500

Approved projects
- Landscaping \$10,000
- Completion of SPU \$1,500

Comments:

- All cost centers have been reviewed and the following irregularities have been found:
- Contract for Services - expenditures greatly exceed budget; this has been addressed
-
- To the best of my knowledge, all invoices have been coded and submitted for payment.
- Operational budget increase from 2022 has been continued for a half-time paid position.

Overall assessment: East Sooke Fire is on a sound financial footing. The reserves we have accumulated are sufficient to finance foreseeable future investments. The spending behaviour of our Chief and his officers presents itself as both responsible and sustainable.



East Sooke Community Hall minutes July 24 2023

Call to order at 7.05 pm.

Present: Wendy Lane, Wendy Herring, Bruce Manning, Leslie Leus, Armin Sielopp.

Standard Agenda

Minutes of June 28 2023. Moved by Wendy L. to adopt, seconded by Bruce. Carried.

Treasurer's report.

Leslie reviewed the monthly CRD. print out along with internal hall accounting. Noting a difference of less than \$9.00 between the accounting. Moved by Armin, seconded by Wendy L. to adopt the treasurer's report. Carried.

Hall bookings.

Wendy H. reported a baby shower took place on July 15, August 13 booked for a birthday party, Dance classes to start in August on Mondays. A vintage cafe to start in the fall.

A glass hot water kettle has been donated to the hall. Regular hall user groups ongoing.

Old business.

SAR (private) trailer has been removed by the owner. Roof repair over the hall is complete. Bruce has removed/recycled the excess damaged chairs from the hall.

The tree trimming at the hall entrance driveway has been completed.

New business.

Armin presented three quotes for heat pump systems to replace the suspended electric heaters upstairs in the SAR rental space. Envirotemp \$14163.00+tax, Red Blue \$17495.00+tax, Coastal \$25863.39+tax.

Armin moved to offer the work to Envirotemp and thank the other two companies for providing their quotes. Seconded by Bruce. Carried. Bruce will forward the pdf quotes to the fire commission chair.

There was discussion regarding a hall info sign which could be located at the East Sooke and Gillespie rd. intersection. The Regional Director would be involved. The group agreed to explore the idea further.

Meeting adjourned at 7.55pm.

Respectfully submitted. Armin Sielopp

East Sooke Fire Commission

6071 East Sooke Road, East Sooke BC, V9Z1B2

250 642-4411

commissioners@eastsookefirecommission.ca



Commissioners Present: Falk Wagenbach, Bruce Manning, Wendy Herring, Mike Yeager

Absent: Doug Thompson, Al Wickheim

FD Present (video link): Chief Nathan Pocock

Public Present: 1

COMMITTEE MEETING August 21, 2023 1900 hours

1. Adoption of Agenda

MOVED: Bruce SECONDED: Wendy CARRIED

2. Adoption of Treasurer's Report

MOVED: Mike SECONDED: Bruce CARRIED

3. Adoption of Minutes from July 17, 2023

MOVED: Bruce SECONDED: Wendy CARRIED

4. Public Participation on Agenda Items

None

5. Reports

a. Chair's Report

As Per Addendum.

MOVED: Bruce SECONDED: Mike CARRIED

b. Fire Chief's report

As Per Addendum.

MOVED: Bruce SECONDED: Mike CARRIED

c. Finance

As Per Addendum.

MOVED: Bruce SECONDED: Mike CARRIED

d. Community Hall

As Per Addendum.

MOVED: Wendy SECONDED: Mike CARRIED

A motion relating to costs for a heating system for the Hall was introduced by Falk and seconded by Wendy. The motion "to invest a maximum of \$15000 plus tax to upgrade the Community Hall bay heating to an efficient heat pump based system" was approved.

6. Old Business

None

7. New Business

None

8. Adjournment

MOVED: Bruce SECONDED: Mike CARRIED

Meeting adjourned at 2022 hours.

Meeting entered in-camera session, concluded at 2130 hours.

**Chair's Report
East Sooke Fire Commission
August 21, 2023**

New fire chief

Nathan delivers what he promised. After 6 weeks in office, he is the volunteer who has given the most hours of his private time to our fire department. He logged a total of 291 hours (of which 126 hours were paid).

July 20

Wendy, Nathan and myself attended a Q&A Budget Meeting held by CRD Finance

August 01

Kick off Budget 2024 meetings. Carl and I explained budget history and structure to the new Chief.

August 09

Meeting with Nathan to support him in his task to setup his budget proposal 2024

August 16

Meeting with Wendy and Nathan to discuss the fire department's budget proposal. Next step: Nathan will present his proposal to the commission.

Budget 2024

Our budget meeting will be at the.....

Silverspray/Sooke Point Formula

To check on the province's calculation for our fee (to protect Silverspray) I have requested the 2023 values for the variables in the formula:

| | |
|-----------------------------|---------------------|
| V5 Tax Rate East Sooke | 5.2695% |
| ES Assessed value | 981 Mio.\$ (+11%) |
| Silver Spray Assessed value | 139 Mio.\$ (+14.8%) |

East Sooke Volunteer Fire Department

Fire Chief's Report

August 2023

Membership

Roll Call

| | |
|-------------------------|----|
| Interior FFs on pagers: | 10 |
| Exterior FFs on pager: | 3 |
| FR/Support on pagers: | 5 |
| FR/Support no on pager: | 1 |
| Recruits not on pager: | 1 |

Hours

Membership hours as of August 21st 2023:

Calls: 442 hours

Training: approximately 696 hours

Anita hours as of August 21st 2023 =

Approximately 655 hours

My hours to as of 8am August 20th 2023;

Total: 305.5 hours

Recognition of untracked hours of Captain Bigelow, Firefighter Moffett and Captain England.

Training

Mitch and Kelsi stepped down as of July 31st from East Sooke. Lt. Larkin and I will look to fill this role.

There is lots of loose ends and questions around the current/old training system and where people are at. Several members have expressed frustrations over some these gaps;

- Several members a year on and still not finished exterior,
- Short on wildfire training from the government on basic needs to work for BC forestry or what they expect of members when working with them.

- Members waiting on exams to finish interior
- Evo training and drivers
- FR licenses of members.
- Sooke and Metchosin have both let me know that they are uncomfortable with our memberships current level of training and abilities when responding with us to emergency incidents. They also do not feel we are pulling our weight in the regional efforts for things such as recruit training and response.

We are starting an inhouse EVO training August 29th with 7 of our members. This is a 40 hour program to complete and have them properly certified to what the province requires. I designed this program to meet and exceed NFPA 1002 standards and provide the necessary paperwork for each member.

Have booked wff-spp-1 wildfire course for October. I will be able to teach this in house.

We are hosting a Spp-115 course in November 2023

Working with the JIBC to create more department evaluators (Cpt. England only registered evaluator for the past several years). Still working with JIBC to get new training assistant accounts created.

Kyle Julia have completed ICS 100 and their exterior quizzes and are on pager.

Our Recruits have covered their exterior skills but have not yet been evaluated on them, we have ordered exterior examinations for the end of this month. They have both written and practical exams to complete. WE are searching for their live fire 1 training and will be looking to book them into their Hazmat Awareness course early September or October.

Creating a department standard is still a need and has very slowly started. Currently do not have the time to create this program fully. Been chipping away at different skills as they come up in our training schedule.

Callouts

Till July 11th 2023

| | |
|----------------|----|
| Alarm Bells | 5 |
| Duty Calls | 10 |
| Hydro | 8 |
| Medical | 51 |
| MVI | 6 |
| Rescue | 5 |
| Structure Fire | 16 |

| | |
|------------------------|------------|
| Wildfire | 4 |
| Car/garbage/other fire | 1 |
| Smoke investigation | 7 |
| Total | 113 |

- July 22nd and August 19th 2023 we could not meet requirements of our mutual aid agreement to send an apparatus.
- Working with Dispatch we have done a review of our callout system and have removed the call type “all call caution”

Miscellaneous Items

Annual maintenance and tests:

Cpt. Bigelow, Anita and myself have been working hard to keep on top of the annual maintenance; compressor, alarm system, extinguishers, pump testing and truck services testing are all complete.

Fit testing scheduled for August: purchasing hood and Bittrex for N95s these have not been getting annually tested up to this point. Borrowing fit test machine for week in August to do SCBA.

Pretrips of apparatus and equipment checks.

22 scba cylinders found to be out of date some have been getting used for up to 4 years since they expired.

Fire Ground Rental Possibilities:

Have interest from private companies and their departments to rent our facilities. Looking to create rates for use of the grounds and certain pieces of equipment please see proposed rates attached.

Interhall Communications:

We have started a Team Up calendar for department training and events for all members

Weekly briefs have been implemented with good feedback from all members.

Community Resiliency Plan

Working my way through the document when I get a chance.

FireSmart

Moving along with assessments and we have a Chipper day arranged September 16 and 17. Looking to have a meeting in September with the group.

ERF Projects for 2022 / 2023 / 2024

Squad 1 replacements.

Squad committee formed.

- The list of things we wanted as a squad committee was compiled that was put into the appropriate forms and sent to CRD fleet to start the process of looking for vendors.

Vancouver fire recently bought 3 new F550 squad type trucks which cost 465,000 each this year they also purchased 13 new engines that came in at a price of 1.6 million each.

SPU Completion: waiting to arrange a time to get through the inventory with Cpt. Bigelow to get a true assessment of situation, hoping maybe in the fall. We will then look to selling this product. Currently at approximately 120,000 invested.

Still need to look to have an EVT or something of this nature we could plan to change over T2 as was previously discussed in members to be a rehab unit that would meet our EVT needs as well as take the place of both the trailers the department currently owns. I believe this would be a much better fit to the department and way easier to manage than trailers completing two tasks at once.

Records Management

Training started July 20th on the product and will be almost weekly starting August 10th till September 28th.

Been two sessions so far an introduction and one other which unfortunately I didn't get much of due to a park rescue call.

Records Management

Mobile Terminals

Waiting to see the First Due product come out and what terminals would then best suit this new system and our needs.

Web Site & Social Media

Currently running Facebook, have not had a chance to sit down with Carl on the website and its current situation.

Financial report

Been working with the Chair and FF. Neilson on a report.

Projects

Recruitment:

Status: Started

Starting our recruit process. Applications to go out for Recruit drive. Information days will be August 22 and 23. Planning for assessment days September 16 & 17 along with interviews

September 25-27 with a November 4th start date for FR training. Recruits will go through straight to full service by July 4th 2024

Wildfire Grant funds 2023:

Status: In process

Boots, helmets have started to come in. Nomex gear has been ordered for all members, with some spares for storage, still waiting on delivery. The original material for the shirts is no longer in stock and we have been upgraded to a nomex shirt now at no extra charge.

Grant funds 2024:

Status: coming up

We have been testing 1 ¾" hose brands and type and looking for quotes to be ready for when the 2024 grant stream comes out we are told roughly will be October. We are planning to use this grant stream for upgrading our initial attack hose and nozzle packages along with money towards a regional fit testing machine.

Benefits for members:

- Looking for a way to reward our members and talking with some benefits seems to be one of interest.
- I have one quote back of a projected benefits for members that give dental and extended health to each member. Current quote is \$1,063.31 monthly premiums to cover 21 members. \$12,759.72 yearly total.
- One way to bring this down and work to create incentive as well would be extended health only for members that have completed full service and held full service with the department for 1 year with good attendance. This would currently only apply to 5 members of the department. In 2025 this should then apply to 7 and the number should hopefully be able to increase with the qualifications of our membership, giving the budget time to grow to allow this. This means next year coverage would only be \$5,200.08.
- We could add off duty insurance with VFIS for everyone as well at a cost of \$1,533 a year. Currently we only have on duty insurance.

Time:

The administration and organizational parts of the department have huge time constraints. Many members have expressed to me that they do not feel they have the time to do more for the department than the bare minimums. We have some weekend training and additional evenings that we will need to look at bringing in to get standards up in the department currently time constraints are limiting when these can be booked. To hire in third party trainers will be more expensive and not in our current training budget. Currently my own list is growing faster than I can work to archive it even with averaging over 20 hours of volunteering a week.

SOG Review:

Status: Restarted. With no progress updates coming from the FCABC nor CRD, we have restarted out inhouse project. I currently have not yet had time to start SOG reviews.

Landscaping:

Status: In progress

The bulk of the work has been done by Bensons which looks great. Some money left for plants and grass seed in the fall.

Training Building:

Status: Progress continues.

Main items to complete the training facility:

- #1 Stairs from upper C-can to lower
- #2 Wooden frame roof section with attic access provisions
- #3 Steel partitions layers with wood to simulate walls which can be folded flat against inside walls to change layout of rooms.
- #4 Wired with lights inside
- #5 Finish platform for below level practice.
- #6 Setup Wood stove to give practice for chimney fires
- #7 Being able to make better smoke using wood stove in facility.

Pre-incident Planning:

Status: Paused

I hope to get out and do a lot of pre incident planning but have found it difficult to get out of the office with the amount of work taking place in the station currently.

When we can we are working with CRD for different water sources in our non-hydranted area along with getting map coordinates form RCM SAR for possible landing sights along the park coast line.

| EXPENSES | Budget | | | Year-to-date | | |
|---------------------|------------------|------------------|-------------|------------------|------------------|---------------|
| | 2022 | 2023 | %change | budget | actual | %diff. |
| Principal for loan | \$97,959 | \$97,959 | 0.00 | \$57,143 | \$57,143 | 0.00 |
| Interest on loan | \$57,150 | \$57,150 | 0.00 | \$33,338 | \$33,338 | 0.00 |
| Transfer to Reserve | \$95,000 | \$103,362 | 8.80 | \$60,295 | \$60,295 | 0.00 |
| Operations | \$250,882 | \$267,518 | 6.63 | \$156,052 | \$111,678 | -28.44 |
| TOTAL | \$500,991 | \$525,989 | 5.0 | \$306,827 | \$262,453 | -14.5 |

dept service budget fixed until 2029 ytd.- proportional calculated budget

Selection of significant OPERATIONS cost centers

| | Budget | | | Year-to-date | | |
|-------------------------|-----------|-----------|---------|--------------|----------|--------|
| | 2022 | 2023 | %change | budget | spent | %diff |
| Wages and Stipends | \$74,930 | \$74,930 | 0.00% | \$43,709 | \$8,087 | -81.5 |
| Vehicles | \$33,160 | \$35,150 | 6.0% | \$20,504 | \$16,004 | -21.9 |
| Contract for Services | \$9,270 | \$9,550 | 3.0% | \$5,571 | \$9,889 | 77.5 |
| Purchase Mtn. Buildings | \$6,990 | \$7,200 | 3.0% | \$4,200 | \$2,774 | -34.0 |
| Training | \$19,240 | \$25,000 | 29.9% | \$14,583 | \$10,631 | -27.1 |
| Electricity | \$9,410 | \$9,600 | 2.0% | \$5,600 | \$5,147 | -8.1 |
| Med. Supplies | \$5,210 | \$5,630 | 8.1% | \$3,284 | \$2,113 | -35.7 |
| Suppl. Operation | \$15,373 | \$14,719 | -4.3% | \$8,586 | \$3,828 | -55.4 |
| Protective Clothing | \$6,260 | \$6,763 | 8.0% | \$3,945 | \$7,024 | 78.0 |
| Contingency Fund | \$15,300 | \$15,000 | -2.0% | \$8,750 | \$0 | -100.0 |
| | \$195,143 | \$203,542 | | \$118,733 | \$65,497 | -44.8 |

Significant cost centers over which the Fire Department has no influence ... and one-time-payment items:
Brigade: \$9,790 Appreciation Dinner: \$6,450 Insurances/Legal: \$7,325 CRD Services: \$9,550

Accumulated assets (our piggy bank)

| | | |
|---|-----------------------------------|-----------------------------------|
| Equipment Replacement Fund (ERF) | Capital Reserve Fund (CRF) | General Capital Fund (GCF) |
| \$763,883 | \$31,000 | \$11,500 |

to purchase trucks and other depreciating equipment (allocation: \$8613 per month) earmarked for new projects **Approved projects**
 - Landscaping \$ 10,000
 - Completion of SPU \$ 1,500

- Comments:**
- ☑ All cost centers have been reviewed and the following irregularities have been found:
 - ☑ Contract for Services - expenditures greatly exceed budget; this has been addressed
 - ☑ Protective Clothing - expenditures exceed budget; some items were purchased this year that had been budgeted last year; some items have increased significantly in price since they were budgeted.
 - ☑ To the best of my knowledge, all invoices have been coded and submitted for payment.
 - ☑ Operational budget increase from 2022 has been continued for a half-time paid position.

Overall assessment: East Sooke Fire is on a sound financial footing. The reserves we have accumulated are sufficient to finance foreseeable future investments. The spending behaviour of our Chief and his officers presents itself as both responsible and sustainable.



Community Hall Report

East Sooke Community Hall minutes July 24 2023

Call to order at 7:05 pm.

Present: Wendy Lane, Wendy Herring, Bruce Manning, Leslie Leus, Armin Sielopp.

Standard Agenda

Minutes of June 28 2023. Moved by Wendy L. to adopt, seconded by Bruce. Carried.

Treasurer's report. Leslie reviewed the monthly CRD. print out along with internal hall accounting. Noting a difference of less than \$9.00 between the accounting. Moved by Armin, seconded by Wendy L. to adopt the treasurer's report. Carried.

Hall bookings. Wendy H. reported a baby shower took place on July 15, August 13 booked for a birthday party, Dance classes to start in August on Mondays. A vintage cafe to start in the fall. A glass hot water kettle has been donated to the hall. Regular hall user groups ongoing.

Old business. SAR (private) trailer has been removed by the owner. Roof repair over the hall is complete. Bruce has removed/recycled the excess damaged chairs from the hall. The tree trimming at the hall entrance driveway has been completed.

New business. Armin presented three quotes for heat pump systems to replace the suspended electric heaters upstairs in the SAR rental space. Envirotemp \$14163.00+tax, Red Blue \$17495.00+tax, Coastal \$25863.39+tax.

Armin moved to offer the work to Envirotemp and thank the other two companies for providing their quotes. Seconded by Bruce. Carried. Bruce will forward the pdf quotes to the fire commission chair.

There was discussion regarding a hall info sign which could be located at the East Sooke and Gillespie Rd. intersection. The Regional Director would be involved. The group agreed to explore the idea further.

Meeting adjourned at 7:55 pm.

Respectfully submitted. Armin Sielopp

East Sooke Fire Commission

6071 East Sooke Road, East Sooke BC, V9Z1B2

250 642 -4411

commissioners@eastsookefirecommission.ca



Commissioners Present: Falk Wagenbach, Bruce Manning, Wendy Herring, Al Wickheim

Absent: Doug Thompson, Mike Yeager

FD Present (video link): Chief Nathan Pocock

Public Present: 1

COMMITTEE MEETING September 18, 2023 1900 hours

1. Adoption of Agenda

MOVED: Bruce SECONDED: Wendy CARRIED

2. Adoption of Treasurer's Report

MOVED: Al SECONDED: Bruce CARRIED

3. Adoption of Minutes from August 21, 2023

MOVED: Bruce SECONDED: Wendy CARRIED

4. Public Participation on Agenda Items

None

5. Reports

- Chair's Report - As Per Addendum.

MOVED: Al SECONDED: Bruce CARRIED

- Fire Chief's report - As Per Addendum. Chair also presented some information on medical call outs in Sooke.

MOVED: Bruce SECONDED: Al CARRIED

- Finance - As Per Addendum.

MOVED: Al SECONDED: Bruce CARRIED

○ Community Hall - As Per Addendum.

MOVED: Wendy

SECONDED: AI

CARRIED

6. Old Business

None

7. New Business

- Falk moved "that we enter an in -camera meeting after this regular meeting adjourns." MOVED:: Falk SECONDED: AI CARRIED

- Given that the year end surplus is projected to exceed \$10,000, Wendy moved "that the year end surplus from the ESFVD 2023 operating funds be allocated as follows: \$10,000 to CRF, and the balance to ERF." MOVED: Wendy SECONDED: AI CARRIED

8. Adjournment

MOVED: Bruce

SECONDED: Wendy

CARRIED

Meeting adjourned at 2002 hours.

Meeting entered in -camera session, concluded at 2105 hours.

Chair's Report
East Sooke Fire Commission
September 18, 2023

August 29

Budget meeting with the commission. Budget 2024 passed.

August 30

Meeting with Chief Pocock. Discussion about the sale of our SPU, possibly to Yukon Forestry Service. We have to coordinate the project closely with CRD because the SPU is a CRD asset and there are certain procedures for selling high value assets (public disclosure (BC Bid) to provide equal opportunity for other potential buyers).

The commission asked the Fire Chief to continue the negotiation with Yukon Forestry. I discussed the strategy, initial asking price and possible range with the Chief. For the case that there is an agreement, we will consult again with CRD for guidance of the necessary steps to offload the asset.

A request to the CRD general manager (via. Chris Vrabel) was made to sign-off the possible disposal of a high value CRD asset.

September 4

Meeting with Wendy. Preparation of forms to submit our budget proposal to CRD Finance

Falk Wagenbach, Chair East Sooke Fire Commission

Chief's report



East Sooke Volunteer Fire Department Fire Chief's Report

August 2023

Membership

Roll Call

| | |
|--------------------------|----|
| Interior FFs on pagers: | 10 |
| Exterior FFs on pager: | 2 |
| FR/Support on pagers: | 5 |
| FR/Support not on pager: | 1 |
| Recruits not on pager: | 1 |

Hours

Membership hours as of September 16 2023:

Calls: 570 hours

Training: approximately 780 hours

Anita hours as of August 21st 2023 =

Approximately 655 hours

My hours to as of 10pm September 16th 2023;

Total: 452 hours

Recognition of untracked hours of Captain Bigelow, Firefighter Moffett, Lt. Larkin and Captain England.

Training

We are started an inhouse EVO training August 29th with 7 of our members. This is a 40 hour program to complete and have them properly certified to what the province requires. Started and is underway with some members moving quickly through the training.

Have booked wff-spp-1 wildfire course for October. I will be able to teach this in house.

We are hosting a Spp-115 course in November 2023

Both these wildfire sessions will be having East Sooke host a number of other departments which is great.

I have passed and completed my Evaluator exam waiting for confirmation from JIBC on when I can start evaluating our members. Still looking to have firefighter Hurst get signed up as an evaluator.

We have two members scheduled for Hazmat ops this month and one in Live fire 2.

Next month in October we now have 3 members signed up for Live fire 2.

Our Recruits have covered their exterior skills but have not yet been evaluated on them, we have ordered exterior examinations for the end of this month. They have both written and practical exams to complete. We are searching for their live fire 1 training and have them booked into their Hazmat Awareness course for November. FF. Seibert is enrolled in his FR course in November also.

Creating a department standard is still a need and has very slowly started. Currently do not have the time to create this program fully. Been chipping away at different skills as they come up in our training schedule.

Callouts

| Till July 11 th 2023 | |
|---------------------------------|------------|
| Alarm Bells | 6 |
| Duty Calls | 11 |
| Hydro | 9 |
| Medical | 61 |
| MVI | 6 |
| Rescue | 5 |
| Structure Fire | 17 |
| Wildfire | 5 |
| Car/garbage/other fire | 2 |
| Smoke investigation | 10 |
| Total | 132 |

Miscellaneous Items

Annual maintenance and tests:

Hose testing on November 15th the 25th also will be done looking for dates \$250 a day will be given to members. We need to revamp the system. This has been received well with lots of sign up.

Interhall Communications:

Still seems to be operating well.

Community Resiliency Plan

No time to read it yet.

FireSmart

Moving along with assessments the Chipper day arranged September 16 and 17 was a big success. Had a meeting with the group and things are running well so far, the incentive of the money to do these inspections seems to be a large part of keeping this program running well. Have given additional driveway information to our LFRs so they can present some of that prevention knowledge as well when out doing inspections.

ERF Projects for 2022 / 2023 / 2024

Squad 1 replacements.

Squad committee formed.

- Sent two requests to Sunshine for an update no reply yet.

Consulted with CRD they have suggested we pursue a private deal with the Yukon to have the trailer sold and we can then go from there. Yukon has come back saying if they were to consider the trailer they don't want our Wicks pumps and would be interested for around 150,000.00

Records Management

Had a private session with Chris Vrabel first week of September to iron out a few things and are waiting for the launch to really get implementing this system. It will take allot more hours to build the system within the system once its up and running but will be good when that gets completed.

Records Management

Mobile Terminals

Be nice to get mobile terminals with sim cards which would mean monthly subscriptions for Car1, Squad 1 and Engine 1. This will allow maximum use of this system.

Web Site & Social Media

Carl has made me a link now to some instructions on how to change the fire rating on the website. I have not had time to go through these tutorials yet, but do have them.

Projects

Recruitment:

Status: Started

We had a approximately a dozen applications picked up and only one returned. It appears the member that returned it how ever lives in Spirit Bay meaning although closer to East Sooke fire hall this is Metchosin's fire district.

In discussions with Chief Dunlop of potentially allowing members to belong to both stations at the same time. We would have to sort out how attendance would work with this equipment and crew familiarity etc. this is not an easy as it sounds task.

Wildfire Grant funds 2023:

Status: In process

Still waiting on the other half of our helmet order, and our shirts and pants. Requested an ETA last week.

Grant funds 2024:

Status: coming up

The 2024 grant has come out and I have submitted it to CRD. They will now submit this forward to UBCM. We were given 23,000 cap to submit for This will allow us and I requested 56 lengths of 1.75" hose to help bring us up to industry standard and to be compatible with our mutual aid partners.

Radio Tower land use fund:

I have been approached by the group leasing land for a radio tower in East Sooke as they need to make a donation to the local community as part of their lease I am working with them to request funding for equipment mainly nozzles that we would require to go with the hose we are applying for with the UBCM grant stream.

They need to be able to write a cheque directly to us not the CRD so we would be looking at having an arrangement with our Brigade that they accept the cheque with the understanding this is spent on equipment.

Benefits for members:

- If we have the plan I got when I originally asked for the going standard for departments it had employees on family plans and paid on calls on single plans. If we went with this plan with the parameters of the members having Full Service for a minimum 1 year (5 members currently met this) with good attendance and under 65 years old (of the 5 with the appropriate training currently only 3 hold the attendance required). We are looking at \$5200.08 a year.
- If we look to get everyone family plans with the same parameters as above, we will be at 8,905.20 a year for premiums.
- If we go all single plans, we will be around \$3000.00

SOG Review:

Status: I currently have not yet had time to start SOG reviews.

Training Building:

Status: Progress continues.

Looking to add a sprinkler to the training building under the back porch for salvage and overhaul training. Looking to install a fire department standpipe on our hose tower to allow us to train on stand pipe evaluations both as part our required 1001 (firefighter 1&2) and our required 1002 (driver operator)

Main items to complete the training facility:

- #1 Stairs from upper C-can to lower (Cpt. England is looking to purchase some metal stringers to install in to complete this project)
- #2 Wooden frame roof section with attic access provisions
- #3 Steel partitions layers with wood to simulate walls which can be folded flat against inside walls to change layout of rooms.
- #4 Wired with lights inside
- #5 Finish platform for below level practice.
- #6 Setup Wood stove to give practice for chimney fires
- #7 Being able to make better smoke using wood stove in facility.

Pre-incident Planning:

Status: Paused

I hope to get out and do allot of pre incident planning but have found it difficult to get out of the office with the amount of work taking place in the station currently.

Mostly done through no official capacity through FireSmart assessments and some driveway inspections.

Time:

Currently still our largest hurdle in the department. Currently the average hours of work completed each week by our top four volunteers (including myself) is 84 hours a week, of that 84 hours approximately 66 of those hours are done by Anita and myself. Relying on this workload being split out even more, unfortunately each time creates more and more deficiencies in the work and ultimately expands the time required to complete a task.

I am currently needing to put in more hours volunteering then I work, and the pile is still growing. I regret and have trouble in doing it but need to be stepping back some of my volunteer time greatly in the new year and coming months to focus more on my other jobs to fill my income, my family and my renovations to be able to get my house to market.

| EXPENSES | Budget | | | Year-to-date | | |
|---------------------|------------------|------------------|-------------|------------------|------------------|---------------|
| | 2022 | 2023 | %change | budget | actual | %diff. |
| Principal for loan | \$97,959 | \$97,959 | 0.00 | \$65,306 | \$65,306 | 0.00 |
| Interest on loan | \$57,150 | \$57,150 | 0.00 | \$38,100 | \$38,100 | 0.00 |
| Transfer to Reserve | \$95,000 | \$103,362 | 8.80 | \$68,908 | \$68,908 | 0.00 |
| Operations | \$250,882 | \$267,518 | 6.63 | \$178,345 | \$136,542 | -23.44 |
| TOTAL | \$500,991 | \$525,989 | 5.0 | \$350,659 | \$308,856 | -11.9 |

dept service budget fixed until 2029 ytd.- proportional calculated budget

Selection of significant OPERATIONS cost centers

| | Budget | | | Year-to-date | | |
|-------------------------|-----------|-----------|---------|--------------|----------|--------|
| | 2022 | 2023 | %change | budget | spent | %diff |
| Wages and Stipends | \$74,930 | \$74,930 | 0.00% | \$49,953 | \$12,178 | -75.6 |
| Vehicles | \$33,160 | \$35,150 | 6.0% | \$23,433 | \$19,512 | -16.7 |
| Contract for Services | \$9,270 | \$9,550 | 3.0% | \$6,367 | \$9,912 | 55.7 |
| Purchase Mtn. Buildings | \$6,990 | \$7,200 | 3.0% | \$4,800 | \$4,762 | -0.8 |
| Training | \$19,240 | \$25,000 | 29.9% | \$16,667 | \$16,052 | -3.7 |
| Electricity | \$9,410 | \$9,600 | 2.0% | \$6,400 | \$5,147 | -19.6 |
| Med. Supplies | \$5,210 | \$5,630 | 8.1% | \$3,753 | \$2,186 | -41.8 |
| Suppl. Operation | \$15,373 | \$14,719 | -4.3% | \$9,813 | \$6,597 | -32.8 |
| Protective Clothing | \$6,260 | \$6,763 | 8.0% | \$4,509 | \$9,039 | 100.5 |
| Contingency Fund | \$15,300 | \$15,000 | -2.0% | \$10,000 | \$0 | -100.0 |
| | \$195,143 | \$203,542 | | \$135,695 | \$85,385 | -37.1 |

Significant cost centers over which the Fire Department has no influence ... and one-time-payment items:
Brigade: \$9,790 Appreciation Dinner: \$6,450 Insurances/Legal: \$7,325 CRD Services: \$9,550

Accumulated assets (our piggy bank)

| | | |
|--|---|--|
| Equipment Replacement Fund (ERF) \$772,496 | Capital Reserve Fund (CRF) \$31,000 | General Capital Fund (GCF) \$2,635 |
|--|---|--|

to purchase trucks and other depreciating equipment (allocation: \$8613 per month) earmarked for **new** projects **Approved** projects
 - Landscaping \$ 1,135
 - Completion of SPU \$ 1,500

Comments:

- All cost centers have been reviewed and the following irregularities have been found:
 - Contract for Services - expenditures greatly exceed budget; this has been addressed
 - Protective Clothing - expenditures exceed budget; some items were purchased this year that had been budgeted last year; some items have increased significantly in price since they were budgeted.
 - Ground work for the new landscaped garden is complete. Planting awaits cooler, wetter weather.
- To the best of my knowledge, all invoices have been coded and submitted for payment.
- Operational budget increase from 2022 has been continued for a half-time paid position.

Overall assessment: East Sooke Fire is on a sound financial footing. The reserves we have accumulated are sufficient to finance foreseeable future investments. The spending behaviour of our Chief and his officers presents itself as both responsible and sustainable.



East Sooke Community Hall Group Minutes

August 11 2023

Present; Bruce Manning, Wendy Herring, Leslie Leus, Armin Sielopp.
Regrets Wendy Lane.

Call to order 7.pm. Standard agenda.

Minutes of July 24 2023. Moved by Bruce to adopt, seconded by Wendy, carried.

Treasurer's report. Leslie presented the monthly statements. Moved by Bruce to adopt, seconded by Wendy. Carried. The 2024 hall budget was reviewed and will be sent to the Fire commission for their review and approval.

Bookings. Wendy reported a birthday party is booked for August 13th. September 13th is booked for an open hose regarding a proposed radio antennae.

Old business. Armin reported we are waiting for window repair quotes for the hall centre window north.

New business. Bruce is looking after having the defibrillator battery tested and charged.

Armin to look into the cost of replacing the baseboard heaters.

Meeting adjourned at 8.08 pm.

Respectfully submitted. Armin Sielopp

East Sooke Fire Commission

6071 East Sooke Road, East Sooke BC, V9Z1B2
commissioners@eastsookefirecommission.ca



Commissioners Present: Falk Wagenbach, Bruce Manning, Wendy Herring, Mike Yeager, Al Wickheim

Absent: Doug Thompson

FD Present: Chief Pocock

Public Present: 4

December 18, 2023 at 7:00 pm

1. Adoption of Agenda

MOVED: Al SECONDED: Mike CARRIED

2. Public Participation on Agenda Items

Community member Bryan Mooney asked to discuss recruitment and retention issues.
Added to New Business.

3. Reports

a. Chair's report

MOVED: Bruce SECONDED: Mike CARRIED

b. Fire Chief's report

MOVED: Al SECONDED: Bruce CARRIED

c. Finance report (provided by Chair Wagenbach)

MOVED: Mike SECONDED: Bruce CARRIED

d. Community Hall report

MOVED: Mike SECONDED: Al CARRIED

4. Old Business

5. New Business

- a. Chief's Staff report (see Attachment 1 and 2)

Discussion around the development of a strategic planning committee to implement a plan with Chief Pocock's report (presented at the November 2023 AGM) in mind.

Motion: *"To establish a committee consisting of members of the fire department and the commission to come up with a plan to address the findings of our fire chief's staff report from November 2023. The committee should start their work in January 2024."*

MOVED: Falk SECONDED: Bruce CARRIED

- b. Approval of Fire Brigade Stipend

Motion: "To transfer \$9,790 to the Fire Brigade in January 2024."
GL515300

MOVED: Mike SECONDED: Bruce CARRIED

- c. Approval of 2022 AGM minutes

MOVED: Bruce SECONDED: Mike CARRIED

- d. Approval of 2023 AGM minutes

MOVED: Mike SECONDED: Bruce CARRIED

- e. Recruitment of new volunteers. Bryan Mooney presented questions of options for relieving the firefighters of some of their administrative burdens through community involvement and support. The topic was discussed and considered further.

6. Adjournment

Meeting to move to in-camera session.

Next meeting: Monday, January 15, 2024.

Chair's Report
East Sooke Fire Commission
December 18, 2023

Chiefs Staff Report

Nathan provided the commission with a comprehensive analysis of where our fire department needs to catch up in terms of compliance with OFC (Office of the Fire Commissioner) and OHS (Occupational Health and Safety) regulations. As Fire Chief, it is his responsibility to identify and address the shortcomings or (if additional resources are required) to make suggestions that show a path to full compliance.

Nathan is doing his best in his paid but also unpaid time to reduce some training deficits, but needs the support of the CRD (commission, CRD staff) to tackle the changes that require long-term planning and/or additional funding.

We should (and will vote today) to form a committee to identify the issues, prioritize them, identify necessary funding and chart a path to ensure future compliance with all regulations in a reasonable timeframe.

FYI: The 2020 Fire Service Review of all 9 CRD Fire Departments (prepared by Keavan Brehart) found that **none** of the 9 Fire Departments currently meet all OHS and OFC regulations. So, we are all in the same boat and need to find a way to meet the requirements in the future.

Fire Service Governance Review

Now that the CRD has presented the results of its governance review, the CRD staff is seeking input from fire chiefs, associations and commissioners in a next phase.

Chris Vrabel

In January, Chris Vrabel starts his new assignment as CRD Manager, Fire Services. This will change his CRD contract from independent contractor to employee.

Falk Wagenbach,
Chair East Sooke Fire Commission

East Sooke Volunteer Fire Department Fire Chief's Report

December 2023



Membership

Roll Call

| | |
|--------------------------|----|
| Interior FFs on pagers: | 11 |
| Exterior FFs on pager: | 2 |
| FR/Support on pagers: | 5 |
| FR/Support not on pager: | 1 |
| Recruits not on pager: | 3 |
| Total = | 22 |

Hours

Membership hours for calls from November 1st 2023 till :

Calls: 79.5 hours

Training from January 1st 2023 till December 18th 2023: approximately 1607.5 hours

Anita hours as of December 15th 2023 =

Approximately 1117.50 hours

My hours to as of December 17th 2023;

Total: 973.5 hours

Training

EVO training is moving along really well. Most are through their driving section of the training and we are moving into the pump operations now for these members.

We hosted wildfire training over the past months that was a huge success for the members and the department as we brought in multiple outside departments to share experience and knowledge with our members as well as show them what we have here in East Sooke to provide.

Looking to engage our members in the next levels of wildfire training in the spring.

We are seeking some live fire 2 dates on the mainland for some members. We have live fire 1 and 2 dates for some members currently locked in for Otter point, but

these are in April and June. We have several members with this live fire 2 as their last hurdle to completing their full service.

The recruits that were present in July when I first arrived FF. Huth, FF. Scheafer and FF Siebert have all completed their Exterior now and are well on their way to completing interior with forecasted completion date of February for this training.

We have two recruits in the Regional Program currently who have just finished their First Responder Certification and are now waiting on first responder licensing exams.

Creating a department standard is still a need and we are chipping away at it where and when we can.

Callouts

| Till November 1 st 2023 till December 18th | |
|---|-----------|
| Alarm Bells | 2 |
| Duty Calls | 1 |
| Hydro | 0 |
| Medical | 7 |
| MVI | 0 |
| Rescue | 1 |
| Structure Fire | 2 |
| Wildfire | 1 |
| Car/garbage/other fire | 2 |
| Smoke investigation | 0 |
| Total | 16 |

- November 10th FR Seizures, East Sooke was unable to provide any response and Metchosin had to send a truck into East Sooke to handle this call.
- November 17th we were unable to respond to mutual aid structure fire with requested staffing levels

Miscellaneous Items

Annual maintenance and tests:

Hose testing in completed for 2023.

SCBA Hydro static testing:

Some bottles still need to be done, we have run into a quality issue with the current service provider and are looking for an alternate.

We have received our January SCBA order already though we still won't be billed until January as planned. This has put 9 new bottles into service to help with the hydro static rotations.

Community Resiliency Plan

No time to read it yet.

FireSmart

Is currently on hold from a CRD request to do so.

There is a new FireSmart program coming out in January. It is a 4 day course, we will be sending 2 of our members to bring the training back to the rest of our group.

SPU

FF Neilson saying he would take on the inventory of the SPU. I have no further updates from FF Neilson but I know he is still very much in recovery from his time in the Hospital recently.

Apparatus:

Still waiting on CRD to update on E2 muffler fix and Tender 2 tank leaks and tank condition.

I have asked CRD fleet to recommend if they believe Tender 2 is road worthy at this time or whether it is too much of an exposure to risk to have a known problem with the water tank, until we can have a proper test and/or repair.

Currently the Squad committee is working with a vendor for the replacement of this vehicle and are at a stage of waiting for some detailed drawings to come back to us. These drawings will allow us to better see equipment placement on the truck and price of the vehicle. Currently the chassis for this vehicle which is looking like an F550 is approximately \$90,000.00. This is the cheaper chassis option for this vehicle and one of the quickest chassis to get to start the build.

Records Management

Unfortunately, we have not had the time to make start to learn or implement this system. FF Neilson and the department officers have been provided the recordings to the training material.

Mobile Terminals

FF Neilson has said he will look into the required monitors and get back with recommendations.

Projects

Grant funds 2024:

Status: coming up

The 2024 grant has come out and I have submitted it to CRD. They will now submit this forward to UBCM. We were given 23,000 cap to submit for This will allow us and I requested 56 lengths of 1.75" hose to help bring us up to industry standard and to be compatible with our mutual aid partners.

Benefits for members:

Discussed with CRD staff they have recommended;

- Wait and see if the CRD can find something to form like the other regional districts in BC to create benefits for Volunteer firefighters
- Pay members a set amount so that they can use the money to enroll in their own benefits plan.

SOG Review:

Status: I currently have not yet had time to start SOG reviews.

Deacon sink:

Status: Requesting

FF Hurst and myself have been exploring the option to install a stainless-steel deacon sink in the apparatus bays. After several fires and incidents in the rain and mud in recent months this need was highlighted.

Currently to deacon SCBA packs, SCBA Masks, gloves, firefighting hoods (balaclavas) and tools they have to be cleaned in the bathroom sinks or outside with a garden hose. Being able to have a large stainless-steel sink would not only allow members to clean equipment in the designated "dirty" area of the fire hall keeping contaminants out of the other areas but also provide warm water a warm place to do it in the winter months.

We have gotten 3 quotes;

Wolseley = \$5,038.53

EMCO = \$4902.75

Andrew Sheret = \$5,294.18

All products are of similar or equal quality to one another. Install would be done by FF Hurst if board approves the purchase.

Training Building:

Status: Progress continues.

Looking to install a fire department standpipe on our hose tower to allow us to train on stand pipe evaluations both as part our required 1001(firefighter 1&2) and our required 1002 (driver operator)

Main items to complete the training facility:

- #1 Stairs from upper C-can to lower : **Completed**
- #2 Wooden frame roof section with attic access provisions
- #3 Steel partitions layers with wood to simulate walls which can be folded flat against inside walls to change layout of rooms.
- #4 Wired with lights inside
- #5 Finish platform for below level practice.
- #6 Setup Wood stove to give practice for chimney fires
- #7 Being able to make better smoke using wood stove in facility.

#8 Create a hole with hatch on second floor to allow for through the floor training

Pre-incident Planning:

Status: Paused

I hope to get out and do allot of pre incident planning but have found it difficult to get out of the office with the amount of work taking place in the station.

Strategic Planning Committee:

Status: suggested

Commission and I have had some emails discussing the idea of the recommendation for this committee. One thought from the report and the question of compliance for fire underwriters is if we wish to be able to meet the insurance requirements of "15 fully trained members" we could change our service designation to exterior only if the public would agree to this.

This new designation would mean as a Fire Department we will not enter structures but only do what mitigations we can from the outside of the structure. Essentially just ensuring the fire does not spread to the neighbor's property. This would for the time being would allow us to be in compliance with fire under writers by taking advantage of a loop whole in their understanding of BC service levels by decreasing the service we provided.

| EXPENSES | Budget | | | Year-to-date | | |
|---------------------|------------------|------------------|-------------|------------------|------------------|---------------|
| | 2022 | 2023 | %change | budget | actual | %diff. |
| Principal for loan | \$97,959 | \$97,959 | 0.00 | \$89,796 | \$89,796 | 0.00 |
| Interest on loan | \$57,150 | \$57,150 | 0.00 | \$52,388 | \$52,388 | 0.00 |
| Transfer to Reserve | \$95,000 | \$103,362 | 8.80 | \$94,749 | \$94,749 | 0.00 |
| Operations | \$250,882 | \$267,518 | 6.63 | \$245,225 | \$202,625 | -17.37 |
| TOTAL | \$500,991 | \$525,989 | 5.0 | \$482,157 | \$439,557 | -8.8 |

debt service budget fixed until 2029 ytd.- proportional calculated budget

| Selection of significant OPERATIONS cost centers | | | | | | |
|--|-----------|-----------|---------|--------------|-----------|--------|
| | Budget | | | Year-to-date | | |
| | 2022 | 2023 | %change | budget | spent | %diff |
| Wages and Stipends | \$74,930 | \$74,930 | 0.00% | \$68,686 | \$24,840 | -63.8 |
| Vehicles | \$33,160 | \$35,150 | 6.0% | \$32,221 | \$35,137 | 9.1 |
| Contract for Services | \$9,270 | \$9,550 | 3.0% | \$8,754 | \$10,959 | 25.2 |
| Purchase Mtn. Buildings | \$6,990 | \$7,200 | 3.0% | \$6,600 | \$12,503 | 89.4 |
| Training | \$19,240 | \$25,000 | 29.9% | \$22,917 | \$19,060 | -16.8 |
| Electricity | \$9,410 | \$9,600 | 2.0% | \$8,800 | \$6,771 | -23.1 |
| Med. Supplies | \$5,210 | \$5,630 | 8.1% | \$5,161 | \$3,396 | -34.2 |
| Supplies Operating | \$15,373 | \$14,719 | -4.3% | \$13,492 | \$18,916 | 40.2 |
| Protective Clothing | \$6,260 | \$6,763 | 8.0% | \$6,199 | \$13,524 | 118.1 |
| Contingency Fund | \$15,300 | \$15,000 | -2.0% | \$13,750 | \$0 | -100.0 |
| | \$195,143 | \$203,542 | | \$186,580 | \$145,106 | -22.2 |

Significant cost centers over which the Fire Department has no influence ... and one-time-payment items:
Brigade: \$9,790 Appreciation Dinner: \$6,450 Insurances/Legal: \$7,325 CRD Services: \$9,550

Accumulated assets (our piggy bank)

| | | |
|--|---|--|
| Equipment Replacement Fund (ERF) \$798,335 | Capital Reserve Fund (CRF) \$31,000 | General Capital Fund (GCF) \$2,000 |
|--|---|--|

to purchase trucks and other depreciating equipment (allocation: \$8613 per month) earmarked for **new** projects **Approved** projects are complete. Projects to be closed at year end.

Comments:

- All cost centers have been reviewed and the following irregularities have been found:
 - Only \$319 of Wages was expensed in November
 - Contract for Services - expenditures greatly exceed budget; this has been addressed
 - Protective Clothing - expenditures exceed budget; this has been addressed.
 - GCF projects for Landscape and SPU are complete.
 - Operating Supplies - expenses increased significantly in Sept due to replacement of several fire extinguishers.
 - Building Maintenance - expenditures in September include unforeseen electrical repairs to Hall.
- To the best of my knowledge, all invoices have been coded and submitted for payment.
- Despite expenditures above budget in some operational areas, total expenditures fall short of budgeted amounts.

Overall assessment: East Sooke Fire is on sound financial footing. The reserves we have accumulated are sufficient to finance foreseeable future investments. The spending behaviour of our Chief and his officers presents itself as both responsible and sustainable.



Community Hall report

East Sooke Community Hall Group Minutes

December 15, 2023

Call to order at 6.55pm.

Present: Leslie Leus, Wendy Lane, Bruce Manning, Armin Sielopp.

Regrets: Wendy Herring.

Minutes of November 10. Moved by Bruce to adopt.

Seconded by Wendy. Carried.

Treasurer report. Leslie presented an up to date balanced financial report. Moved by Armin to adopt. Seconded by Bruce. Carried.

Hall bookings (sent by email from Wendy Herring). A two day workshop in January is in the planning stages. Lunch and Learn canceled for December.

Regular users on going.

Old business. Bruce had blinds repaired and reinstalled.

Washroom stalls primed. Painter returning December 17.

Bruce purchased a new floor mat for East exit doors. A thank you to the Community lunch group for covering the expense.

New business. A leak upstairs in SAR was detected by JdF SAR personnel. Water was coming in from the main electrical power mast. JdF SAR did an emergency repair. We will have a new flashing installed. A thank you to JdF SAR.

Bathroom emergency lights. RTQ sent to three electricians; two quotes received. Moved by Bruce, seconded by Leslie to accept the lower bid.

Washroom sinks. The sink in SAR is rusted with failing taps. The chipped

sinks in the washroom will not meet health standards. It was discussed and agreed to replace these units. Costs per sink/taps installed approximately \$400.00 each. Armin to contact the plumber.

Hall Group members term. As this was not addressed at the fire commission AGM Bruce will take this forward to the next fire commission meeting. All current members are willing to stand for another two year term.

Armin passed on a compliment received from a weekly renter on how clean the hall is.

(Thank you to Bruce & Wendy H. for their work)

Respectfully submitted. Armin Sielopp

Attachment 1

East Sooke Volunteer Fire Department Fire Chief's Staff Report

November 2023

New Fire Chief for east Sooke

July 2023 East Sooke chose to hire its first part time chief. Since July I have been working to analyse the department's current needs with a focus on working to bring us up to the minimum standards required of a fire department in BC.

The contract for the fire chief is a contracted 21 hours a week paid, \$44,662.80 of a full year's annual budget if no vacations are taken. This is \$22,331.40 of 2023s annual budget with the July start. There is no medical, pension or vacation benefits for this position so these are the total maximum annual costs.

My hours as of November 19th 2023 at 20:00;
Total: 823 hours = 41.15 average of hrs/weekly
Paid: 420 hours = average 21 hrs/weekly
Unpaid working hours: 403 hours = average of 20.15 hrs/weekly

In my time here so far, I have taken a deep dive into the fire department to see where we stand and to start working with the crews, community and mutual aid partners to find their needs and wants for the department.

These hours are not sustainable and will result in burn out. It is not possible for the average person in today's fiscal climate to afford to work for these hours for this pay. These current condition do not allow for a healthy life style for someone living alone, let along someone with a family.

The following report has been generated outlining some of the key responsibilities of fire departments, explaining their importance and highlighting where East Sooke currently is in each area.

Response: Status/Importance: Constant/Mandatory

Calls from November 24th 2022 till November 19th 2023

| |
|-----------------------|
| Alarm Bells 12 |
|-----------------------|

| | |
|--|-----|
| Duty Calls | 12 |
| Hydro | 10 |
| Medical | 74 |
| MVI | 8 |
| Rescue | 6 |
| Structure Fire | 25 |
| Wildfire | 5 |
| Car/garbage & other fires | 3 |
| Smoke investigation | 12 |
| Total | 167 |

To give a highlight of what our firefighters do. Since I started as Chief in July, some of what I have been a part of is; 2 CPR calls one of which included a 2-year-old, 2 park rescues, an auto extrication, a rope rescue down a bank, and 2 structure fires including one in East Sooke where we contained the fire to origin, thus saving the bottom half of the home.

Members hours spent on calls since Nov. 24th 2022 – Nov. 19th 2023 = 757.5
Calls of note since July 2nd 2023:

East Sooke Fire currently struggles to provide day time response Monday through to Friday for all calls.

East Sooke Fire currently struggles to provide response to structure fires at all times.

July 22nd 2023 we could not meet requirements of our auto mutual aid (AMA) agreement to send an apparatus

August 19th 2023 we could not meet requirements of our AMA agreement to send an apparatus

September 19th we were unable to respond to AMA structure fire as we did not have the required staffing levels in response.

September 29th we had a Psychiatric call and only one member could respond. This raises worries for member protection and response.

October 17th we had a structure fire in our own district which saw 10 of our 22 members respond. Of the 10 members who responded, 6 were interior or full service members. If it had not been for the fire being on Metchosin's side of the district and that we had a joint recruitment event happening in Metchosin at the time of the fire, I would not have had an engine with 4 fully trained members at the fire to quickly deploy a line interior to get a handle on the fire. East Sooke's first engine had one fully trained member and two members not allowed to wear SCBAs for medical reasons which would have resulted in much different tactics and a far greater if not complete loss of the structure.

October 24th we could not fill AMA requirements for response to a structure fire

October 30th Alarm bells in Silver Spray contract area required a second page out and resulted in over a 20min response time till apparatus on scene. (Sooke fire made note of this delay and contacted dispatch) Silver Spray currently is responsible for approximately 2% of East Sooke Fire's call volume and over 20% of its operational budget.

November 10th FR Seizures, East Sooke was unable to provide any response and Metchosin had to send a truck into East Sooke to handle this call.

November 17th we were unable to respond to mutual aid structure fire with requested staffing levels

Training and Membership: Status/Importance:

Started/Mandatory Roll Call

Interior FFs on pagers: 10

Interior FFs not on pager: 1
Exterior FFs on pager: 2
FR/Support on pagers: 5
FR/Support not on pager: 1
Recruits not on pager: 3
Total = 22

Without members a fire department cannot exist, without trained members a fire department cannot function fully or safely. East Sooke Fire Rescue Declares as an Interior Service Level department under the Provincial Training Standards of the British Columbia Office of the Fire Commissioner, and currently reports to Fire Underwriters for a 3a/3b rating (semi protected). With the current 3a/3b ratings citizens of East Sooke save \$3.82 in insurance cost for every dollar spent on East Sooke Fire Rescue.

To maintain the current rating levels of 3a and 3b in East Sooke we must maintain a staffing level of "15 fully qualified members". The difference between a 3a rating and a 3b is dependent on water supply and proximity to a fire hydrant.

If we fail to have 15 members fully trained and can only maintain 10 then we drop to a rating of 4 (this is an approximate 40% increase to insurance rates). Below 10 we become unprotected (an approximate 400% increase to insurance rates).

If we were to maintain 15 fully trained members and provide 1 member on duty in the station 24/7/365 we would go to an insurance rating of 2 for the entire district.

Where we currently stand is;
Fully trained members: 11
Fully trained members no longer working at fully trained capacity due to medical conditions: 4 Fully trained members not on pager: 1
Total fully trained on pager: 16

It is important to point out that 3 of the 11 medically fit and certified fully trained members are currently seeking full time jobs in the fire service, while the fire service in BC is hiring more firefighters than ever seen before.

The Office of the Fire Commission (OFC) standards mandate certified training for driver operators for the province of British Columbia:

Of our 22 members currently, we have 2 with certification for being a driver operator for all apparatus, and 6 members grandfathered in as driver operators with no official certification.

The emergency medical licensing board mandates all prehospital care workers that have patient contact must be trained and hold a valid First

Responder 3 license.

Of our 22 members we currently have 13 with valid FR licenses

The OFC standards require officer training for members operating as command at incidents and/or as team leaders in a group operating on the fire ground.

Of our 22 members currently, we have one member certified in Fire officer 1 and one member certified in Fire officer 4

The OFC requires all members operating at Interior or Full Service to hold NFPA 1407 certification for Rapid intervention team training.

Of our 22 members currently, we have 3 certified in NFPA 1407

This means currently East Sooke Fire Rescue does not meet the required standards for a 3a/3b rating and if audited should be reassigned a 4 and should we lose 2 more fully trained members we will be then classified as unprotected. In reality if looked too closely the fact we only have 3 members to NFPA 1407 means we truly only have 3 members "fully" trained at this time.

East Sooke Fire Rescue currently struggles with keeping, creating and upkeeping training documentation such as lesson plans, certificates, other official and required documentation. This results in increasing timelines to get members trained to their required service level and increases department liability.

East Sooke Fire rescues budget for Training and Staff development was \$25,000 in 2023. The average cost to get a member to full service is approximately \$12,000 and can take 18 to 24 months (approximately \$8000 of this is in the first 8 months to get them through the regional recruit program)

The average cost to get a member to Fire Officer level 1 is approximately \$3,044 this training is 170 hours of course time

The average cost to have Fire Officer level 2 is approximately \$2,780 this training is 164 hours of course time.

The average time to meet OFC driver certification if done in house is approximately 40 hours per student. Done in house to minimize costs to only about \$200 per student for equipment used (outsourced this is approximately \$1200 per student). Results in higher instructor involvement times and documentation for each student.

NFPA 1407 RIT training required by the OFC is an approximate 40 hour program per student. Done in house to minimize costs to about \$150 per student, again increases administrative workload and time on current members (outsourced this course would be \$1200 per student)

Other services provided are low angle slope rescue at an approximate cost of \$1200 per student and 40 hours of training per member to be certified.

Year to date East Sooke members have dedicated approximately 1421 hours to

training from January 1st 2023 till November 19th 2023

Succession planning and Budgeting for the future: Status/Importance: Started/Mandatory New science and standards are constantly changing and coming out in the fire service. Having a team that can continue to get educated, learn and then implement these new changing ways is a mandatory part of any fire service. Fire halls must constantly prepare for the future and in a rank-and-file structure always need to be bringing the next person up with education, experience and training. A fire department cannot rely on a select few individuals, if they were to leave everything stops. Currently East Sooke Fire has missed many opportunities to join in conversations, have its voice heard and to learn from the experience of those around us. East Sooke Fire has very little capacity to participate in regional discussions and meetings.

Apparatus: Status/Importance: Active/Mandatory

Car 1 2013 GMC Sierra 1500: Currently meets needs due for

replacement 2033 Engine 1 2015 Spartan Metro Star: Currently

Meets needs due for replacement 2055 Engine 2 1999 Freightliner:

Currently meets needs due for replacement 2035

Squad 1 2000 GMC 1 ton: Currently does not fully meet the requirements for its current use mainly due to lack of storage space due for replacement 2024

Tender 1 2007 Freightliner: Currently meets needs Due for replacement 2047

Tender 2 1996 Freightliner: Currently meets some needs but regionally departments have moved to a tender with pump model which decreases this tenders usability due for replacement 2026. This tenders water tank continues to show signs of failing. (tank is from 1986)

Support trailer 2009 Mirage: Does not currently meet needs. The trailer is not a great way for us to transport equipment as we only have two vehicles capable of towing it and they will usually already be on scene where we need the trailer. Possible option would be with replacement of Tender two (2026) we can budget to repurpose the old tender two chassis to become a support truck that would carry the items in the trailer along with additional needed rehab items.

SPU Trailer 2020 : Does not meet needs. The SPU trailer is currently undeployable for BC wildfire standards and we currently do not have any fire apparatus capable of towing it in the East Sooke Fire Rescue.

Moving our truck replacement plans from the original 15 year terms to

the full extended 20 year terms presents some challenges for East Sooke Fire rescue as maintenance and aging out can occur. An example is our current back up engine has a pump on it only capable of 800 gallons per minute and only 500 gallons of water on board. Industry standard for an engine in rural settings is 800 to 1000 gallons on board and a pump capable of 1500 gallons per minute or more. With our long hard access driveways we frequently require two engines or more to pump water to the scene. While E1 is a 1500 gallon per minute pump that capacity can not be used to any greater amount than the 800 gallon per minute that engine 2 can supply.

Our equipment replacement fund (ERF) sees a large hurdle for 2035 to appropriately fund for a new engine. Currently we are seeing engines sell for 1.6 million in 2023 like the 13 purchased by Vancouver fire this year. We have seen record breaking inflation and prices prove to only go up. Currently we have 1 million budgeted for a new engine in 2035.

I recommend considerable re-thinking of the ERF budgeting with more current numbers and inflation.

Annual maintenance and testing: Status/Importance: Active/Mandatory

Being an emergency service not only do all our members need to be trained and ready but our equipment must be well kept and well organized not only to provide good response but also to ensure we meet the requirements of legislation.

Currently East Sooke Fire Rescue relies on this to be done on purely volunteer hours which is averaging in about 13 to 15 hours a week. We currently are doing well, staying on top of most legislated checks, but have struggled to meet the mandated requirements of Pre-trips of our apparatus set out by CVSE and CRD. Non legislated checks have fallen behind along with replacement of older gear/equipment largely due to great inflation of equipment costs and time required to stay on top of these items.

Records Management: Status/Importance: Paused/Mandatory

It is a requirement to keep paperwork and records of incidents, personal, response and training. The Fire department must be able to show proof of meeting the standards of training as well as be able to provide information on members and call response and equipment maintenance when and where required to be shielded from liability.

Currently the system we use is almost exclusively paper based and relies on over 40 hours a week of volunteering shared between 2 department members to maintain. Capital regional district has introduced a new records management system to help lessen some on this workload.

Unfortunately, no staff have had the time to make any of the training sessions or watch any of the recordings from missed sessions. This program will also take a lot of additional hours to get up and running.

Currently East Sooke fire does not have the resources to do this project.

Standard Operating Guidelines Review: Status/Importance: Not

Started/High Standard Operating Guidelines create the rules and standards in

which a fire department is to operate safely and efficiently. The fire service and the community are constantly changing, and the guidelines need to shift and adapt with those changes, to maximize efficiency and safety of the community and members.

Currently East Sooke fire does not have the resources to do this project.

Pre-Incident Planning: Status/Importance: Not Started/High

Pre-incident planning is an extremely high value project to take place. It allows us not only to get face to face with the community and provide a chance for life safety education, but also provides a chance to create documents and plans that will aid our firefighters when responding to these addresses.

A big area of pre-incident planning in East Sooke is the many alternative water sources in our non-hydranted areas. In order to be effectively used these water sources need to have standing agreements in place with the landowners, be maintained and documented. Currently many of these water systems have fallen into disrepair and or lapsed on any agreements making them unreliable and/or unusable.

Currently East Sooke fire does not have the resources to do this project.

FireSmart: Status/Importance: Active/High

Fire smart assessments are a fantastic way for our members to get out and engage in public education and communication. This program is currently supported through grant funding and provides the following benefits:

- Compensation to our members for their time
- Potential reimbursement back to citizens for doing wildfire mitigation work on their own properties.
- Lower wildfire potential
- Insight into properties and locations to better know response area
- Face to face education with community members

FireSmart Assessments completed

January 1st till November 15th 2023 = 64

Successful Chipper days with four fully booked days of piles being chipped.

Training Building: Status/Importance: Active/High

Having our own training facility allows East Sooke Firefighters the ability to be trained and certified to the Office of the Fire Commissions set standards that need to be achieved and relate to the Fire Underwriters insurance ratings and standards.

East Sooke has been working on this building since approximately 2017 and is slowly progressing on this with some major items still required for completion.

Main items to complete the training facility:

#1 Stairs from upper C-can to lower

#2 Wooden frame roof section with attic access provisions

#3 Steel partitions layers with wood to simulate walls which can be folded

- flat against inside walls to change layout of rooms.
- #4 Wired with lights inside
- #5 Finish platform for below level practice.
- #6 Setup Wood stove to give practice for chimney fires
- #7 Being able to make better smoke using wood stove in facility.

Currently all skills required needing these facilities involves sending members out of district at cost for training elsewhere. This project continues to struggle with funding to complete it fully.

Wildfire grant fund 2023: Status/Importance: complete/moderate

For 2023 East Sooke fire applied for a grant to equip our firefighters with new 2-piece wildland personal protective gear. This included; Helmets, boots, Nomex shirts and pants. Having the proper PPE can reduce fatigue and increase safety of members on the fire ground.

Grant Funds 2024: Status/Importance: Submitted/Extremely

Industry and NFPA standards dictate that the minimum flow of a fire hose at a residential structure fire shall be not less than 150 gallons per minute.

Currently East Sooke Fire Rescue flows 95 gallons per minute.

Our current hose is 1.5” diameter and has a flow limit under that required 150 gallon per minute minimum laid out by industry and national fire protection association standards. The 2024 grant has been submitted to CRD. We were given a \$23,000 cap to submit for this and 56 lengths of 1.75” hose was requested, to help bring us up to industry standard and to be compatible with our mutual aid partners. We will still need to purchase new nozzles and some additional hose outside of this grant to get to the full standard.

To get our department fully switched over to compliant hose and nozzles we are looking at a cost of approximately \$45,000.00 the \$23,000 dollar grant is a start to go this way, but East Sooke will need to find another means to fulfill this compliance issue. Other avenues have been explored but were not approved by the CRD.

East Sooke Fire Rescue’s Largest Hurdles to overcome:

Currently our largest hurdle in the department is resources needed to complete routine high priority and mandatory tasks. East Sooke Fire Rescue is currently the only regional partner servicing their community at a level lower than Full Service which means we routinely can not fulfill our requested mutual aid agreement. Currently our Automatic mutual aid agreement partners request 4 full-service firefighters to respond. East Sooke Fire Rescue currently has 3 full-service members. Interior Service level declares that Interior Operations firefighters will only operate inside simple structures “as described by BC building Code Part 9- Buildings of 3 stories or less with a maximum of 600 square meters of living space” This means that for Commercial and large residential structure of which East Sooke has few but our mutual aid partners have increasing amounts of our members are not trained nor qualified for interior operations.

Neighboring departments have made it clear routinely that they are aware of East Sooke Fire’s decreased skill sets and abilities and are cautious

of our crews on fire scenes. Our auto mutual aid agreement is up for renewal, there is concern from some of our auto aid partners about this exact point.

Much of East Sooke Fire Rescue's struggles come from the lack of resources both in ability to have members commit to the massive time requirements of the huge administrative and organizational load that comes with running a fire hall and much of our programs and training. We see examples of this in our current organization of equipment and gear on our apparatus, the lack of equipment and readiness of our support trailer. Extensive important hall projects continually being underfunded and understaffed such as the SPU trailer, which we have never been able to use.

With the great inflation of fire equipment over the last few years we are continually seeing our capital budget fall short for purchases, Tender replacement having to be postponed last year, this is the same tender that is now leaking from rusted holes in the tank getting the breathing apparatus in the cabinets below wet.

The 2023 CRD financial review showed East Sooke Fire 34% below average on funding for its fire department per call. Our 2023 budget was reported as \$525,989.00 if we were to just be funded the same as the average of the 29 departments in the CRD financial survey this would put our budget to \$704,825.26 an increase of \$178,836.26. It is important to note that this 34% below average included the \$155,000 currently in the budget to pay for the fire hall built in 2015 which means our operational budget is actually even further behind than this 34% presented in the CRD financial report. Current volunteer work loads are seeing many members volunteering from 5 to 10 hours a week throughout the year and some members routinely needing to volunteer for 20 hours a week to work to achieve department needs.

Currently even with this decreased finances East Sooke Fire continues to rely on trying to generate surpluses in yearly budgets in order to be able to afford future purchases. This is a robbing Peter to pay Paul scenario and simple creates holes in other areas of the fire department.

East Sooke Fire Rescue's Greatest Advantage:

East Sooke community continues to show support for our membership and the department and understands the need for a well-equipped and trained response. East Sooke Fire Rescue currently has a positive membership that is wanting to help their community and eager for knowledge and opportunity. With the right support and resources East Sooke Fire Rescue has a fantastic foundation and membership to build on and attract new membership to create an effective fire service for the community.

Internal Survey:

The following are the results of an internal survey of 21 members of the fire department sent out on November 7th 2023 (excluding the fire chief) we had 18 of the 21 = 86% respond to the survey. The survey shows the department members are quite unified in their thoughts on the department where it stands and the current direction it is going. It highlights the primary focus and want for the majority of department members is training.

Q1

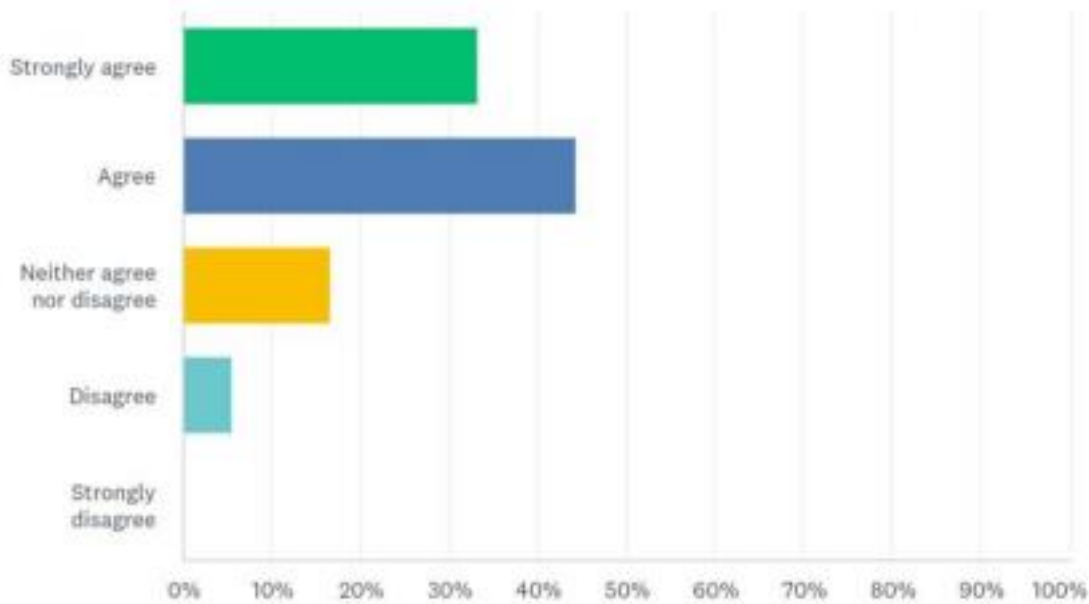


Customize

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As an East Sooke Fire Department member do you feel your time and commitment is appreciated by your fellow firefighters? select the percentage below closest to the number you feel.

Answered: 18 Skipped: 0



| ANSWER CHOICES | RESPONSES |
|----------------------------|-----------|
| Strongly agree | 33.33% 6 |
| Agree | 44.44% 8 |
| Neither agree nor disagree | 16.67% 3 |
| Disagree | 5.56% 1 |
| Strongly disagree | 0.00% 0 |
| TOTAL | 18 |

Q2

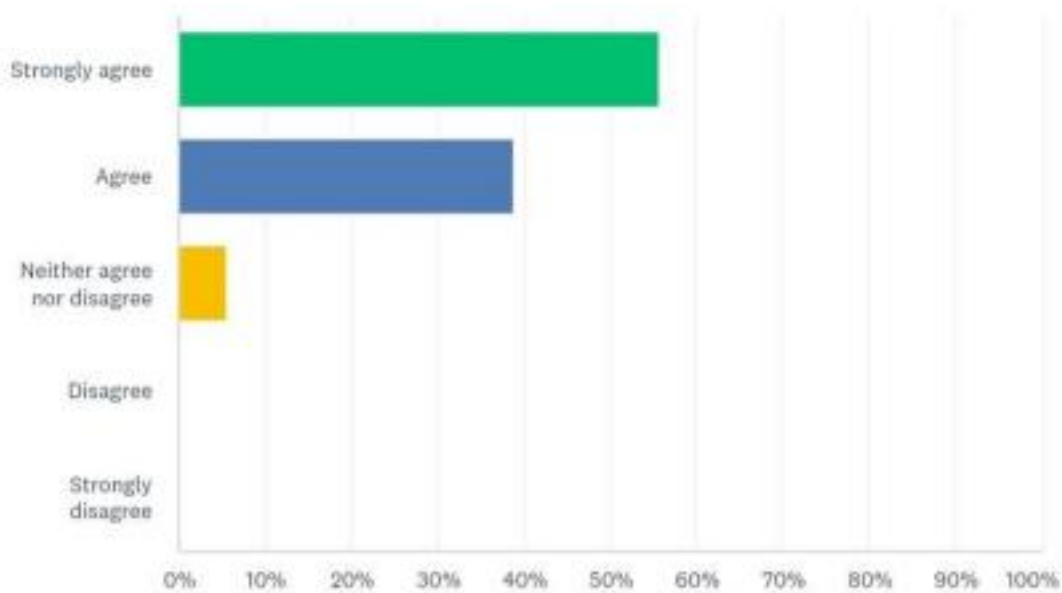


Customize

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As an East Sooke Fire Department member do you feel your time and commitment is appreciated by your Chief? select the percentage below closest to the number you feel.

Answered: 18 Skipped: 0



| ANSWER CHOICES | RESPONSES |
|----------------------------|-----------|
| Strongly agree | 55.56% 10 |
| Agree | 38.89% 7 |
| Neither agree nor disagree | 5.56% 1 |
| Disagree | 0.00% 0 |
| Strongly disagree | 0.00% 0 |
| TOTAL | 18 |

Q3

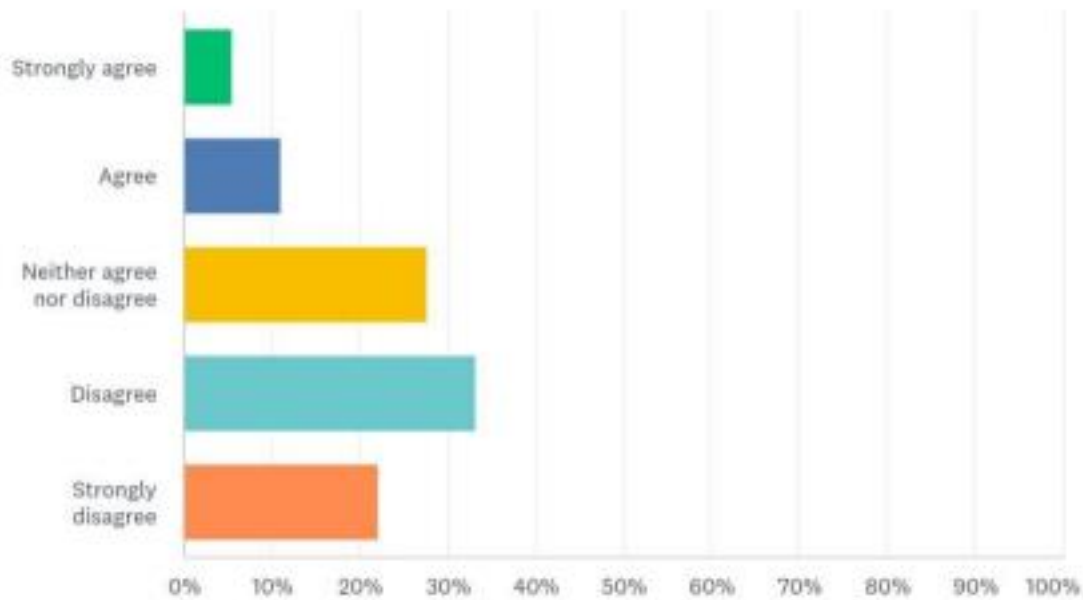


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As an East Sooke Fire Department member do you feel your time and commitment is appreciated by your Commission? select the percentage below closest to the number you feel.

Answered: 18 Skipped: 0



| ANSWER CHOICES | RESPONSES |
|----------------------------|-----------|
| Strongly agree | 5.56% 1 |
| Agree | 11.11% 2 |
| Neither agree nor disagree | 27.78% 5 |
| Disagree | 33.33% 6 |
| Strongly disagree | 22.22% 4 |
| TOTAL | 18 |

Q4

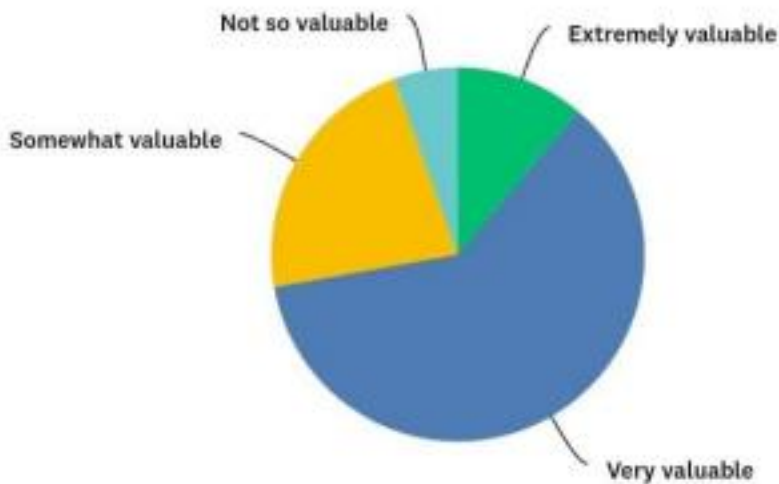


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How do you feel about the departments equipment they provide you with (example, tools, trucks, PPE) overall?

Answered: 18 Skipped: 0



| ANSWER CHOICES | RESPONSES |
|---------------------|-----------|
| Extremely valuable | 11.11% 2 |
| Very valuable | 61.11% 11 |
| Somewhat valuable | 22.22% 4 |
| Not so valuable | 5.56% 1 |
| Not at all valuable | 0.00% 0 |
| TOTAL | 18 |

Q5

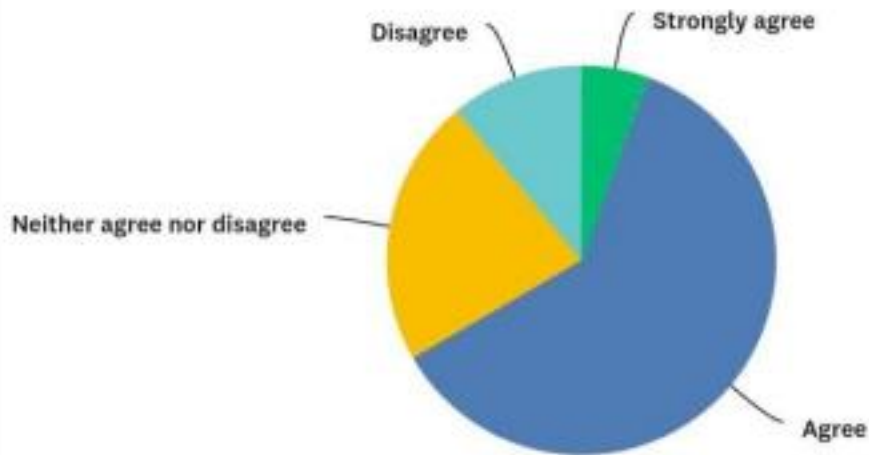


Customize

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I feel confident and well trained to preform my tasks as an East Sooke Fire Rescue Member

Answered: 18 Skipped: 0



| ANSWER CHOICES | RESPONSES |
|----------------------------|-----------|
| Strongly agree | 5.56% 1 |
| Agree | 61.11% 11 |
| Neither agree nor disagree | 22.22% 4 |
| Disagree | 11.11% 2 |
| Strongly disagree | 0.00% 0 |
| TOTAL | 18 |

Q6

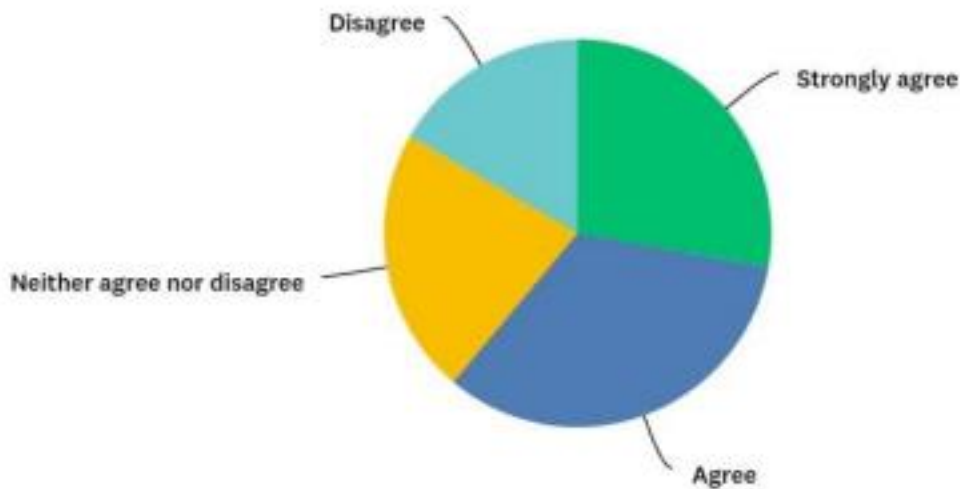


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Do you have an understanding of where the leadership of the department hopes to take the department and what they are aiming for?

Answered: 18 Skipped: 0



| ANSWER CHOICES | RESPONSES |
|----------------------------|-----------|
| Strongly agree | 27.78% 5 |
| Agree | 33.33% 6 |
| Neither agree nor disagree | 22.22% 4 |
| Disagree | 16.67% 3 |
| Strongly disagree | 0.00% 0 |
| TOTAL | 18 |

Q7

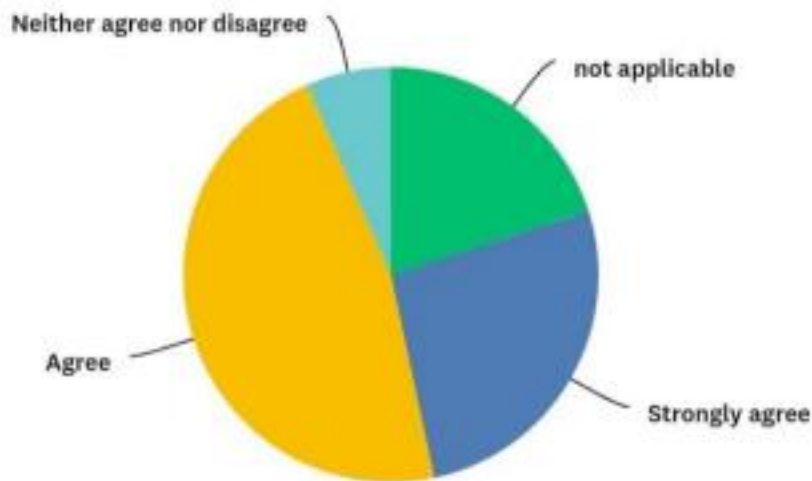


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If you agreed or Strongly agreed to Question 6. I believe the department is headed in the right direction.

Answered: 15 Skipped: 3



| ANSWER CHOICES | RESPONSES | |
|----------------------------|-----------|-----------|
| not applicable | 20.00% | 3 |
| Strongly agree | 26.67% | 4 |
| Agree | 46.67% | 7 |
| Neither agree nor disagree | 6.67% | 1 |
| Disagree | 0.00% | 0 |
| Strongly disagree | 0.00% | 0 |
| TOTAL | | 15 |



What aspect of the fire department is most important to you?

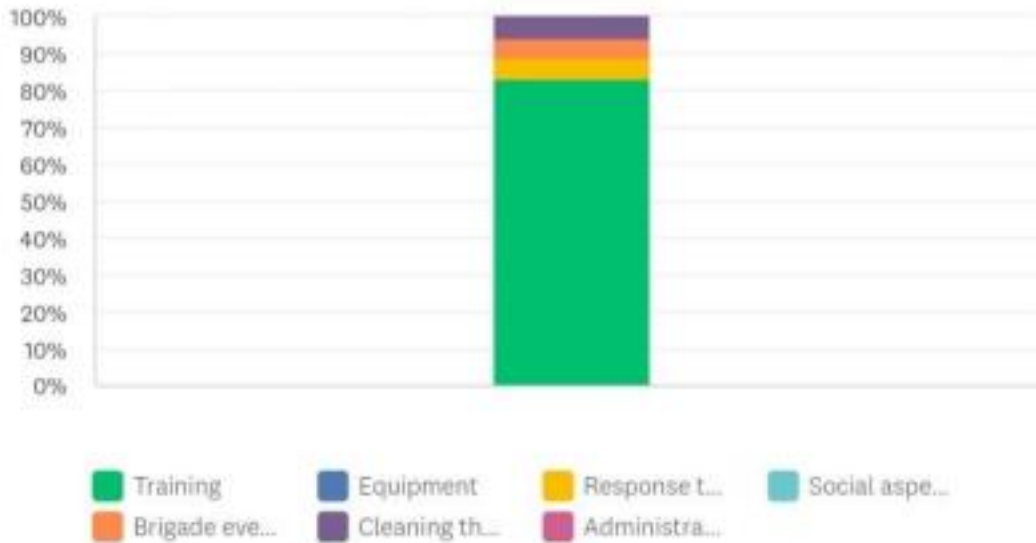
Answered: 18 Skipped: 0



| ANSWER CHOICES | RESPONSES |
|-----------------------------------|-----------|
| Training | 77.78% 14 |
| Equipment | 0.00% 0 |
| Response to calls | 16.67% 3 |
| Social aspect for members | 0.00% 0 |
| Brigade events for the community | 0.00% 0 |
| Cleaning the hall and maintenance | 0.00% 0 |
| Administration | 5.56% 1 |
| TOTAL | 18 |

What area would you like to see the chief prioritizing his time?

Answered: 18 Skipped: 0



| ANSWER CHOICES | RESPONSES | |
|-----------------------------------|-----------|-----------|
| Training | 83.33% | 15 |
| Equipment | 0.00% | 0 |
| Response to calls | 5.56% | 1 |
| Social aspect for the members | 0.00% | 0 |
| Brigade events for the community | 5.56% | 1 |
| Cleaning the hall and maintenance | 5.56% | 1 |
| Administration | 0.00% | 0 |
| TOTAL | | 18 |

Q10

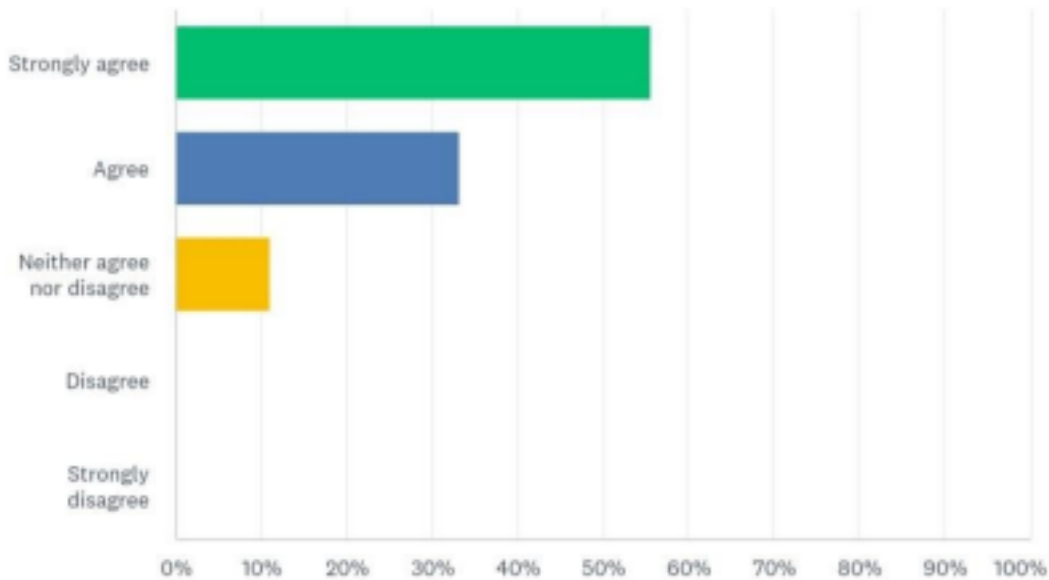


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Save as ▾

I feel proud to be a firefighter for East Sooke Fire Rescue

Answered: 18 Skipped: 0



| ANSWER CHOICES | RESPONSES |
|----------------------------|-----------|
| Strongly agree | 55.56% 10 |
| Agree | 33.33% 6 |
| Neither agree nor disagree | 11.11% 2 |
| Disagree | 0.00% 0 |
| Strongly disagree | 0.00% 0 |
| TOTAL | 18 |

Recommendation:

That a planning committee is formed to create a short- and long-term plan for East Sooke Fire Rescue. This committee should look to take swift action to minimize the current large legal liabilities East Sooke Fire Rescue currently finds itself in. This planning process should include The Fire Chief and member appointed by the Fire Chief from the department, two members appointed from the commission and CRD Fire Services

Coordinator.

A good starting place would be for this committee to decided what they want the service in their community to look like and the level of protection they wish to see the community have. We can then easily work back from there.

Key areas recommend for focus are;

- Initial training and maintenance of training for firefighters, drivers and officers to at least minimum required OFC standards.
- Retention of current and future members
- Long range budgeting for equipment replacement and maintenance

Report submitted by:

Nathan Pocock
Fire Chief
East Sooke Fire Rescue

Attachment 2

Fire Chiefs Staff Report Chair`s comments

The fire chief provided the Commission with a comprehensive report about the status of East Sooke Fire (Equipment, staffing, training etc.)

Knowing our fire department “from the ground up”, I can agree to most of the findings and we as commissioners, together with our fire fighters, have to and will discuss measures to address the shown shortcomings in a meaningful and viable way.

Before anyone gets the impression that our fire department has been at a standstill for years and that neither our officers nor the commissioners have worked in the past for a better and safer working environment for our fire fighters, here are a few facts:

Nathan and I were trained as fire fighters together in 2009/2010, we volunteered many hours of training together to keep our community safe.

The working environment was as follows:

- our fire station was an old, self-built fire hall with moldy, ancient carpeting and appliances that had been donated to us shortly before the end of their lifespan
- Our gym consisted of an ancient (donated, of course) squeaky stationary bike
- there was one chaotic small office for all the paperwork
- one old computer, breaking down once a month
- there was no insurance for fire fighters whatsoever
- 3 bay hall = our First Responder truck was parked outside and ice-cold in winter
- our wildfire trailer was also parked outside
- we had a small portable generator so that some of the lights worked during power outages
- we had 1 Engine and 2 Tenders and a Chief`s vehicle that we had bought and fixed up for \$1,500
- a lot of our equipment was obsolete

TODAY

- we have invested millions into a 6-Bay-Hall, the best and nicest station in the whole region!
- We have 2 Engines, two tenders, had bought a brand-new chiefs vehicle, have an SPU (that we don`t need) and.... Yes... still the same FR vehicle (that will be replaced next year)
- All our trucks and trailers are professionally maintained by CRD fleet (every 6 month, cost: \$34,000)
- 5 years ago, we switched from the heavier steal bottles for our SCBA`s to lighter Carbon fiber cylinders and from a capacity of 30 min. to about 45 min (Investment about \$160,000)
- We offer our FF a great Gym with professional equipment and a nice lounge to hang out...
- All FF are insured and we bumped up their insurance recently by 500% (\$1,900 to \$8,700)

- The brigade (FF social club) stipend roughly doubled since 2009 to about \$10,000 today
- We have a 3-shipping-container training center (still in development)
- A few years ago, the commission doubled the stipend for our officers
- Today, 12.4% or \$36,600 of our OP budget goes to our FF (Stipend, Brigade, Insurance, Appreciation Dinners)
- We have 3 offices, a wet training room, proper rack rooms, a commercial turnout gear washing machine, a fenced area for our scrap cars, a 3-storage-training tower and much more...
- Between 2012 and today, our operational expenses (excluding debt service but including capital items) have increased by 49% from \$262,000 to \$390,000 (2024 budget).
- And of course, we have now hired a highly competent Chief who will bring the training of our FFs to a whole new level!

Yes, there is certainly room for improvement and the bar is being raised by OFC and OHS every year, but we should also acknowledge that we have already come a long way and that the working environment for our FFs has improved significantly in the last 10 years!

Falk Wagenbach, Chair East Sooke Fire Commission

East Sooke Fire Protection and Emergency Response Service Commission

6071 East Sooke Road, East Sooke BC, V9Z1B2

commissioners@eastsookefirecommission.ca

Commissioners Present: Vicki Graham, Ed Helm, Wendy Herring, Bruce Manning, Falk Wagenbach (Chair), Al Wickheim, Mike Yeager (remote)

Absent: Anita Preto

FD Present: Chief Pocock

Public Present: 3



COMMITTEE MEETING January 15, 1903 hours

1. Public Participation on Agenda Items

none

2. Adoption of Agenda

MOVED: Bruce SECONDED: Vicki CARRIED

3. Distribution of positions within the commission for 2024

- a. Chair - Falk Wagenbach
- b. Vice Chair - Bruce Manning
- c. Treasurer - Ed Helm
- d. Secretary - Anita Preto
- e. Community Hall Liaison - Wendy Herring
- f. Communications - Mike Yeager

All positions nominated, voted and carried

4. Adoption of Minutes from December 18, 2023

MOVED: AL SECONDED: Wendy CARRIED

5. Reports

- a. Chair's report
As Per Addendum.

MOVED: Bruce SECONDED: Al CARRIED

b. Fire Chief's report

As Per Addendum.

MOVED: Bruce

SECONDED: Vicki

CARRIED

c. Finance report (Report delayed - waiting for CRD)

d. Community Hall report (Report delayed - will follow)

6. Old Business

Establish a committee to come up with a plan to address the findings of our fire chief's staff report from November 2023.

Falk proposed the commission create a committee to examine the Fire Chief's Staff Report, and that the Fire Chief chair that committee. Members of this committee, named the **Strategic Planning Committee** were identified as Chief Pocock (Chair), Anita Preto and Vicki Graham. The committee was encouraged to return to the commission with a report/recommendations within the next months.

7. New Business

None

8. Adjournment

MOVED: Bruce

SECONDED: AI

CARRIED

Meeting adjourned at 2050 hours.

Next meeting, Monday February 19, 2024.

Chair's report

Fire Service Governance Review

CRD has presented the results of its governance review. The CRD staff is seeking input from fire chiefs, associations and commissioners. We scheduled a meeting with Chris (CRD) and Tim (Consultant) for Jan 25, 13:00 at the Firehall. Chief: please block the station's upper floor for this meeting.

Year-End-Report

The report will be delayed. The numbers are provided by CRD Finance and will be available this Wednesday (preliminary) and the final report will be on February 09.

Falk Wagenbach,

Chair East Sooke Fire Commission

East Sooke Volunteer Fire Department

Fire Chief's Report

January 2024

Membership

Roll Call

| | |
|--------------------------|----|
| Interior FFs on pagers: | 11 |
| Exterior FFs on pager: | 2 |
| FR/Support on pagers: | 5 |
| FR/Support not on pager: | 1 |
| Recruits not on pager: | 3 |
| Total = | 22 |

I have been advised we have two interior members that will be looking to move out of the district by the end of summer. Currently we are at 11 (technically a 4 rating by FUS) 4 under the 15 needed for our current 3a/b rating. This would lower our "fully trained" to 9 if no others are trained or recruited to that level by this point making the district unprotected under FUS regulations.

Hours

Membership hours for calls from November 1st 2023 till :

Calls: 117.5 hours

Training 2023: approximately 1824.5 hours

Training 2024: approximately 167 hours

My hours January 1st 2024 till January 15th;

Total: 86.5 hours

Training

EVO training is moving along really well. Most are through their driving section of the training and we are moving into the pump operations moving through the rest of the material for most members to start working on comfort and sign offs February 17th.

Looking to engage our members in the next levels of wildfire training in the spring.

Have 3 members going to live fire 2 on the mainland in March. We have live fire 1 and 2 dates for some members currently locked in for Otter point, but these are in April and June. We have several members with this live fire 2 as their last hurdle to completing their full service.

The recruits that were present in July when I first arrived FF. Huth, FF. Scheafer and FF Siebert have all completed their Exterior now and are well on their way to completing interior with forecasted completion date of February for this training.

We have two recruits in the Regional Program currently who have just finished their First Responder Certification and are now waiting on first responder licensing exams.

Creating a department standard is still a need.

Callouts

| Till November 1 st 2023 till January 11 th 2024 | |
|---|-----------|
| Alarm Bells | 4 |
| Duty Calls | 2 |
| Hydro | 2 |
| Medical | 11 |
| MVI | 0 |
| Rescue | 2 |
| Structure Fire | 3 |
| Wildfire | 1 |
| Car/garbage/other fire | 2 |
| Smoke investigation | 0 |
| Total | 27 |

Calls since November 1st 2023 where we have not had the staffing available for response;

Structure fires: 1

Medical calls: 1

Other: 0

Miscellaneous Items

Annual maintenance and tests:

Into a new year and a new set of maintenance requirements January will see us looking to flow test our SCBA and ladder testing.

We are currently looking to book ladder testing through Brogan at the end of January and we have not yet found a ladder testing company.

Community Resiliency Plan

No time to read it yet.

FireSmart

Is currently on hold from a CRD request to do so.

2 members have taken wildfire mitigation specialist training in the first week of January.

SPU

No progress has been made on this at this time.

Apparatus:

Still waiting on CRD to update on E2 muffler fix and Tender 2 tank leaks and tank condition.

Squad 1: Have a meeting with Rocky Mountain Phoenix January 16th. Have already been informed that even with not specking the apparatus to have a pump or water on board our budgeted 300,000 will not be enough for the replacement.

Tender 1 replacement 2027: Our current Tender one can not be used as a front line tender after 20 years of service. This is in 2027 if we want a new truck by 2027 we will need to start ordering it in the next 10 to 12 months. Currently the standard single axle tenders with a pump are going for around 750,000.

Records Management

No progress made on this at this time.

Mobile Terminals

FF Neilson is looking into this.

Projects

Grant funds 2024:

Status: Coming up

The 2024 grant has come out and I have submitted it to CRD and UBCM.

Benefits for members:

Discussed with CRD staff they have recommended:

- Wait and see if the CRD can find something to form like the other regional districts in BC to create benefits for Volunteer firefighters.
- Pay members a set amount so that they can use the money to enroll in their own benefits plan.

Still have not heard any more on this.

SOG Review:

Status: I currently have not yet had time to start SOG reviews.

Training Building:

Status: Progress continues.

Looking to install a fire department standpipe on our hose tower to allow us to train on stand pipe evaluations both as part our required 1001 (firefighter 1&2) and our required 1002 (driver operator)

Main items to complete the training facility:

#1 Stairs from upper C-can to lower : **Completed**

#2 Wooden frame roof section with attic access provisions

- #3 Steel partition layers with wood to simulate walls which can be folded flat against inside walls to change layout of rooms.
- #4 Wired with lights inside
- #5 Finish platform for below level practice.
- #6 Setup Wood stove to give practice for chimney fires
- #7 Being able to make better smoke using a wood stove in the facility.
- #8 Create a hole with hatch on second floor to allow for through the floor training

Pre-incident Planning:

Status: Paused

I hoped to get out and do a lot of pre-incident planning but have found it difficult to get out of the office with the amount of work taking place in the station.

2024 Grant:

Status: Approved/in progress

The grant has been approved and we can look to start ordering the Hose we need to meet standard as of April 2024. I will try to time the order to get it in April and pay in April. This is a 23,000 dollar grant which will cover just over half of the approximate 42,000 estimated to bring our small hand lines up to standard. There is a larger communal application portion of this grant as well that will go towards a CRD department shared SCBA mask fit test machine.

Strategic Planning Committee:

Status: Suggested

The Commission has agreed to the committee but it has not yet been formed. I have been working on some ERF budget solutions and general operating budgets that could hopefully help alleviate many of the current issues and noncompliance East Sooke currently faces.

Community Hall report

East Sooke Fire Protection and Emergency Response Service Commission

6071 East Sooke Road, East Sooke BC, V9Z1B2

commissioners@eastsookefirecommission.ca

Commissioners Present: Falk Wagenbach (Chair), Ed Helm (Treasurer), Wendy Herring (Community Hall), Bruce Manning, Mike Yeager (remote), Anita Preto (recorder),



Absent: Vicki Graham, Al Wickheim
FD Present: Captain David Bigelow
Public Present: 2

COMMITTEE MEETING March 04, 2024: 1903 hours

1. Public Participation on Agenda Items

none

2. Adoption of Agenda

MOVED: Ed SECONDED: Bruce CARRIED

3. Adoption of Minutes from January 15 and 16, 2024, meetings

MOVED: Wendy SECONDED: Ed CARRIED

4. Adoption of Minutes from January 26, 2024, in Camera meeting

MOVED: Bruce SECONDED: Anita CARRIED

4. Reports

a. Chair's report

As Per Addendum

MOVED: Bruce SECONDED: Ed CARRIED

b. Fire Chief's report (presented by Captain David Bigelow)

As Per Addendum.

MOVED: Bruce SECONDED: Wendy CARRIED

- c. Finance report
(Report not final - waiting for CRD 2024 budget approval)
MOVED: Bruce SECONDED: Mike CARRIED
- d. Community Hall report
As per Addendum
Accepted.

5. Old Business

There was no old business.

6. New Business

a. Next Meeting:

The next meeting will be on April 15th, 2024.

b. Firefighter Appreciation 2024 Dinner

The appreciation dinner for 2024 will be organized by Wendy and Bruce, with Fire Department coordination by Anita.

7. Adjournment

MOVED: Bruce SECONDED: Ed CARRIED

Meeting adjourned at 20:15 hours.

Next meeting, Monday April 15th, 2024.

Chair's report

Chair's Report East Sooke Fire Commission March 04, 2024

Fire Service Governance Review

Meeting with Chris (CRD) on Jan 25, 13:00 at the Firehall. Chris presented the plan that he would like to recommend his management and finally the Board of Directors. He asked for and we provided additional input.

Chiefs compensation

For his first 6 months, our chief provided East Sooke Fire with an unsustainable amount of volunteer hours beside his paid hours. This was mainly because he spends a lot of time training/organizing his Fire Fighters, a job that is usually done by a training officer/instructor. We lost our training officer last year (he works now for Langford Fire). In order to compensate for this the commission decided to (from February on) to pay an additional 6 hours a week. Furthermore, with the chief's December invoice, we will pay out an additional \$10,000.

Taking into account the year-end payment and the additional paid hours, our chief now averages 10.7 **paid** hours per day with 3 days per week in East Sooke.

Squad 1

The commission deferred the decision to purchase a replacement for Squad 1 until after the Strategic Plan report is complete

Strategic Plan report

A task force headed by Chief Pocock is working on a 10-year strategic plan.

Falk Wagenbach,
Chair East Sooke Fire Commission

Fire Chief's Report

East Sooke Volunteer Fire Department

Fire Chief's Report

February 2024

Membership

Roll Call

| | |
|--------------------------|----|
| Interior FFs on pagers: | 12 |
| Exterior FFs on pager: | 2 |
| FR/Support on pagers: | 5 |
| FR/Support not on pager: | 1 |
| Recruits not on pager: | 2 |
| Total = | 22 |

Hours

Membership hours for calls from November 1st 2023 till February 28th 2024:
Calls: 172 hours

Training 2024 from January 1st 2024 till February 28th 2024: approximately 790 hours

Chief's hours January 1st 2024 till February 28th 2024;
Total: 315.5 hours

Anita's hours January 1st 2024 till February 28th 2024;
Total: 148 hours

Training

EVO training, 5 members have completed all their skills sign offs for driving and pumping and are now collecting their hours to be fully signed off

2 members have completed their Interior examinations and are waiting on Live fire courses which have been booked

1 member has completed Interior service level.

2 Members have completed their Full service awaiting on the paper work to come through officially from JIBC

5 Members have completed BC Wild fires' Engine boss course

2 more FR licenses and one renewal

Creating a department standard is still in progress.

Callouts

| Till November 1 st 2023 till February 28th 2024 | |
|--|-----------|
| Alarm Bells | 6 |
| Duty Calls | 4 |
| Hydro | 4 |
| Medical | 16 |
| MVI | 0 |
| Rescue | 3 |
| Structure Fire | 4 |
| Wildfire | 1 |
| Car/garbage/other fire | 4 |
| Smoke investigation | 0 |
| Total | 43 |

Calls since November 1st 2023 where we have not had the appropriate staffing available for response;

Structure fires: 2

Medical calls: 1

Other: 0

Miscellaneous Items

Annual maintenance and tests:

Into a new year and a new set of maintenance requirements;

- Ladder testing has been completed all passed
- In Service SCBA has been flow tested and passed.
- March we will be looking to arrange the annual back flow testing, fire alarm testing, and Bay doors.

Maintenance

The generator continues to have frequent starter issues and affecting even our refueling pump constantly needing jumping with a fire truck in order to get it started. This means the generator is not reliable to start automatically in a power outage. One the many functions of the generator is to be able to power the overhead doors when crews arrive to quickly be able to respond to an emergency. Currently we are looking in to trying to find fixes to this ongoing issue.

Community Resiliency Plan

Paused

FireSmart

Is back up and running and grant funding has been guaranteed till June 2024. Currently our team is organizing an additional 4 chipper days.

SPU

FF Rebelo has started to inventory the trailer.

I would ask the commission once we have an inventory that this inventory and the trailer be given to BC auctions as per CRD policy for selling assets and we recoup what costs we can for the equipment.

Apparatus:

Still waiting on CRD to update Tender 2 tank leaks and tank condition.

E2 Muffler has been replaced February 28th

Squad 1; has been put on hold. I have been advised by the end of March the prices on all trucks from manufactures will go up from 5 to 10 percent. This is the numbers they are getting from their various suppliers which will drive up the cost of the apparatus.

Tender 1 replacement 2027; Our current Tender one can not be used as a front line tender after 20 years of service this is in 2027 if we want a new truck by 2027 we will need to start ordering it in the next 10 to 12 months. Currently the standard single axil tenders with a

pump are going for around 750,000. We need to start looking at purchasing this soon.

CRD fleet on February 28 and 29 have completed our annual required commercial vehicle inspections

Looking into E1 muffler diversion to not have the muffler directly exhausting into the pump operator at incidents causing prolonged exposures.

Records Management

FF Neilson is currently working to build in some of the program pieces starting with Equipment checks.

Mobile Terminals

FF Neilson has come back with the following recommendations, and I agree an we will move forward with his choice and recommendation. See below:

“There are 2 tablet options that I suggest:

- Samsung Tab A9+ - \$470
- standard 11" tablet
- no pen
- needs a rugged case to be added

- Samsung Active 4 - \$1170
- rugged 10" tablet
- includes pen

The only benefit of the Active 4 is the pen (the A9+ would be put into a rugged case for an extra \$60). I don't believe that the pen is worth it (plus it will almost certainly get lost).

| | | Bell | Rogers | Telus | Koodo | Freedom |
|-------------|-----------------------------|-------|--------|-------------|--------|---------|
| Samsung A9+ | 5G tablet (per month) | 17.25 | 16.67 | 18.75 | 18.75 | 16.67 |
| | Plan (per month) | 15.00 | 15.00 | 20.00 5G | 15.00* | 15.00* |
| | Rugged Case + Vehicle Mount | 146 | | | | |

| | | | | | | |
|------------------|-------------------------------------|-------|-------|--|--|--|
| | | | | | | |
| Samsung Active 4 | Rugged 5G tablet w/ pen (per month) | 33.34 | 33.34 | | | |
| | Plan (per month) | 15.00 | 50.00 | | | |
| | Vehicle Mount | 84 | | | | |

So I propose we go with a Bell business plan with the Samsung A9+.

The suggested mount is the ArmorX. It comes in a variety of mount types. I suggest that the bolt down one be purchased if possible, but we will need to look at each vehicle to determine the best mount option.

We have options on how to initially deploy:

- 1) 1 tablet, kept in radio room, taken by first responding vehicle, tablet mount in all vehicles: \$981 + \$433/yr
- 2) 2 tablets (C1 + radio room), mounts in all vehicles: \$891 + \$866/yr
- 3) 3 tablets (C1, E1, S1), mounts in 3 vehicles: \$491 + \$1300/yr
- 4) 6 vehicles: \$981 + \$2167/yr

I propose option 2 until we get more experience with the tablets and how useful they are.

This does not include installation cost. "

Projects

Benefits for members:

Status: Paused

It was brought forward to the brigade as discussed in previous meetings with the commission to allow them to have additional funding from the department in order to purchase health benefits for the members. The brigade voted to get the newly elected executive to discuss with the fire chief on what this will look like and explore options.

Hydrants:

Status: In progress

Currently working with CRD water department on discussion the water system replacement and hydrants being installed on a section of East Sooke Rd between Coppermine and Raglan along with Seagirt rd. Further discussion is underway about identifying and densifying the hydrant spacing on already existing water mains in East Sooke, where we see current gaps.

SOG Review:

Status: Paused

CRD is currently looking to hire in a consultant to review and work with CRD fire departments in the creation of a standard set of operating guide lines for the departments; no ETA yet on this project.

CDR Emergency Hazmat Team Review:

Status: review is completed and distributed.

Not had the full report read yet. So far 4 recommendations have been suggested and an advisory committee made up of stakeholders will be getting put together to decide which of the 4 options best suits the needs.

Training Building:

Status: Progress continues.

Looking to install a fire department standpipe on our hose tower to allow us to train on standpipe evaluations both as part our required 1001(firefighter 1&2) and our required 1002 (driver operator)

Main items to complete the training facility:

- #1 Stairs from upper C-can to lower : **Completed**
- #2 Wooden frame roof section with attic access provisions : **started**
- #3 Steel partitions layers with wood to simulate walls which can be folded flat against inside walls to change layout of rooms.
- #4 Wired with lights inside
- #5 Finish platform for below level practice.
- #6 Setup Wood stove to give practice for chimney fires
- #7 Being able to make better smoke using wood stove in facility.
- #8 Create a hole with hatch on second floor to allow for through the floor training

Pre-incident Planning:

Status: Paused

2024 Grant:

Status: approved/in progress

Hose is ordered we got 56 lengths Current ETA is the end of august.

We are looking to find ways to now purchase the rest of the required hose and nozzles (approximately 21,000 dollars) within our operating budget.

Strategic Planning Committee:

Status: started

Has been formed and had several meetings to date and been working on some documents for presentation. The committee is hoping to have a plan to present early April to the Commission.

Community Hall report

East Sooke Community Hall Group Minutes

January 19 2024

Call to order at 7.p.m.

Present. Bruce Manning, Leslie Leus, Wendy Lane, Wendy Herring, Armin Sielopp.

Minutes of December 15 2023. Moved by Bruce to adopt, seconded by Wendy L. Carried.

Treasurer's report. Leslie presented a draft report as the C.R.D. monthly report had not been sent.

Moved by Wendy L. that the draft report be adopted. Seconded by Wendy H. Carried.

Hall Bookings. Wendy H. No new bookings to note. Regular program users continuing.

Old Business:

Washroom emergency lights are to be installed mid February. New washroom sinks/taps to be installed in the women's washroom and upstairs in the SAR washroom.

Bruce reported that first aid training through St. John Ambulance too costly to proceed at this time. Bruce will look into other training options.

New business:

Wendy Lane provided thermostat instruction labels and applied them to the walls by the thermostats.

Armin to obtain three quotes for a heat pump system to replace the hall baseboard heaters.

Meeting adjourned at 7:37pm.

Respectfully submitted. Armin Sielop

East Sooke Fire Protection and Emergency Response Service Commission

6071 East Sooke Road, East Sooke BC, V9Z1B2

commissioners@eastsookefirecommission.ca

Commissioners Present: Falk Wagenbach (Chair), Al Wickheim (Director), Vicki Graham, Ed Helm, Wendy Herring, Bruce Manning, Mike Yeager, Anita Preto



Absent:

FD Present: Chief Pocock

Public Present: 5

COMMITTEE MEETING April 15, 2024, 1900 hours

1. Public Participation on Agenda Items

none

2. Adoption of Agenda

MOVED: Bruce SECONDED: Wendy CARRIED

3. Adoption of Minutes from March 04, 2024

MOVED: Al SECONDED: Bruce CARRIED

4. Reports

a. Chair's report

As Per Addendum.

Director Wickheim would like to have a review two years post implementation of the change to the Fire Commission role so that any issues that have been identified could be addressed.

MOTION to accept the Chair's report with Director Wickheim's request:

MOVED: Bruce SECONDED: Mike CARRIED

b. Fire Chief's report

As Per Addendum.

Appreciation was expressed to Chief Pocock for providing his own props for the RIT training.

MOVED: Ed SECONDED: Mike CARRIED

c. **Finance report** (Report delayed - waiting for CRD)

d. **Community Hall report**

The CRD has approved a new heat pump system to be paid out of the contingency fund.

MOTION to invest not more than \$18,000 to install a heat pump in the lower level of the Community Hall.

MOVED: Bruce SECONDED: Wendy CARRIED

5. **Public Query**

The President of the East Sooke Fire Brigade enquired how the annual allotment of funds to the Brigade is arrived at. He was advised that the Brigade should submit a request to the Fire Chief during the budget discussions and the Chief would then include that in his budget submission to the Fire Commission. A percentage increase is not a fixed amount.

6. **Old Business**

None

7. **New Business**

Anita Preto provided a report on the numbers of volunteers who have provided their availability on September 28th for the Volunteer Appreciation Dinner.

8. **Move to In Camera**

MOVED: Ed SECONDED: Mike CARRIED

9. **Adjournment of Public Meeting**

MOVED: Bruce SECONDED: Ed CARRIED

Meeting adjourned at 2030 hours.

Next meeting, Monday May 20th, 2024.

Chair's report – 2024 April 15

**Chair's Report
East Sooke Fire Commission
April 15, 2024**

Fire Service Governance Review

The staff report regarding the fire governance implementation plan intended for April 10, 2024 has been deferred to the May 8, 2024 meeting. The final recommendation shows that the role of the commission will most likely shift to advisory and that the fire chief will report directly to the Manager Emergency Services in the future... The budget will be prepared by the Fire Chief together with the CRD Emergency Manager and **reviewed** and submitted by the commission.

Drought risk Wildfire Season 2024

The Island, and BC overall, continues to have major drought risk. The April snowpack report putting BC at just 63% of normal—the lowest since at least 1970. The Island goes even beyond this. At 49% of normal, Vancouver Island is even lower than BC.

Falk Wagenbach,

Chair East Sooke Fire Commission

Chief's report



East Sooke Volunteer Fire Department Fire Chief's Report April 2024

Membership

Roll Call

| | |
|--------------------------|----|
| Interior FFs on pagers: | 11 |
| Exterior FFs on pager: | 2 |
| FR/Support on pagers: | 5 |
| FR/Support not on pager: | 1 |
| Recruits not on pager: | 2 |
| Total = | 21 |

** Currently 3 interior or higher qualified firefighters live outside of district**

Hours

Membership hours for calls from November 1st 2023 till April 14th:

Calls: 291.5 hours = 15.4 hours weekly

Training 2024 from January 1st 2024 till April 14th 2024:

approximately 1,552.5 hours = 110.9 hours weekly

Chief's hours January 1st 2024 till April 14th 2024;

Total: 614 hours = 43.9 hours weekly

Anita's hours January 1st 2024 till April 14th 2024;

Total: 310.50 hours = 22.8 hours weekly

Training

March 16 and 17 saw us host our own Self-Rescue and Rapid Intervention Team (RIT) awareness course. This course is the first half of the required NFPA 1407 training mandated by the Office of the Fire Commission (OFC). The course materials, training props and supplies donated by the East Sooke Chief. This course averages \$550 dollars a student, meaning just in registration fees in this one weekend East Sooke saved \$4,950.00. This does not include the periderms and hotel fees taking this course elsewhere. This course had one outside enrolment student which will see East Sooke actually profit \$400.00 from the weekend.

April 13-14 saw East Sooke Host RIT Technician the second half of the NFPA1407 Mandated course. Course materials, training props and supplies were donated by the Fire Chief. Again,

an average course fee of \$550 a student is seen in registration for such courses East Sooke saw savings of \$6,050.00 from this weekend. This course had one outside enrolment student which will see East Sooke actually profit \$400.00 from the weekend.

For the OFC mandatory requirements for a driver operator (NFPA1002) we see course fees of approximately \$1,200.00 for the Pumping portion of the course and an additional \$600.00 fee for the driving portion. With our own in-house program built by the fire chief we see a savings of \$1,800.00 per firefighter put through this program just in registration fees. We currently have 4 members looking to complete this program shortly showing this program already saved the department approximately \$7,200.00.

That is a total of **\$18,200 saved** in registration fees and **\$800.00 profit**.

- 2 members completed full service since last report.
- 4 members set to finish interior by end of first week of May
- 5 students enrolled in Hazmat Operations in November which should depending on other testing give us 5 more Full-service members.

Hoping to try work on some officer training and certification this year but likely not have the training budget to do much more this year.

Callouts

| Till November 1 st 2023 till April 14 th 2024 | |
|---|-----------|
| Alarm Bells | 8 |
| Duty Calls | 7 |
| Hydro | 4 |
| Medical | 33 |
| MVI | 4 |
| Rescue | 3 |
| Structure Fire | 5 |
| Wildfire | 1 |
| Car/garbage/other fire | 4 |
| Smoke investigation | 0 |
| Total | 68 |

Calls since November 1st 2023 where we have not had the appropriate staffing available for response;

Structure fires: 3

Medical calls: 2

Other: 0

Miscellaneous Items

Annual maintenance and tests:

Maintenance

Routine items currently. Some garage door chords have been fraying and getting torn. Squad 1 door needed maintenance spring issues.

Starting to need to prioritize repairs and maintenance moving into Q2 to see budget make it to Q4

Air compressor for Packs had its annual testing done today April 15th. The cold air intake needs to be moved to take air in from outside the compressor room as this is allowing hot air back into the compressor shortening its life span.

Community Resiliency Plan

Paused

FireSmart

Is back up and running and grant funding has been guaranteed till June 2024. Chipper days are being planned for; April 27 and 29

SPU

Firefighter (FF) Rebelo has inventoried the trailer.

I have this list, pictures and everything else required for the trailer to now be put to BC auction following CRD policies. There is a matter of setting the retainer on the trailer.

We must realize not only is this trailer no longer in compliance but now so is much of the equipment in this trailer. It is highly suggested to look to dispose of this asset as soon as possible.

Retainer does not mean this is what we get and is not made public. It just means if someone bids at least this amount we will sell it, if they bid less then it will not sell.

I would like a motion to allow the sale of the SPU to go ahead with the suggested retainer.

Apparatus:

Squad 1; replacement still on hold.

Tender 1 replacement 2027; Our current Tender 1 cannot be used as a front-line tender after 20 years of service this is in 2027 if we want a new truck by 2027 we will need to start ordering near the end of 2024 start of 2025. Currently the standard single axil tenders with a pump are going for around 750,000. We need to start looking at purchasing this soon.

Looking into E1 muffler diversion to not have the muffler directly exhausting into the pump operator at incidents causing prolonged exposures.

Tender 2 has had the tank tested for cracks and wall thickness April 13th 2024. The contractor said he will take these reading to an engineer and get back.

Records Management

Still working on the equipment management piece with in the program. We continue to see delays from the provider which CRD is working on with the provider.

First Due has given CRD 30% money back due to delays but are still working on the common outstanding bugs in the system the 30% will be held by CRD for future known increased fees.

Mobile Terminals

FF Neilson has come up with a plan that we have adopted, and we are awaiting materials to implement further. First Trial tablets and mounts have been received and we are moving along with this trial.

Projects

Benefits for members:

Status: Paused

This has been discussed with the brigade they are looking into the plans that can be available and to cast a vote to the brigade to accept taking on the benefits. They will have to ask the commission to adjust remaining funds after the on and off duty coverage has come out of this line item over to the brigade so they can look to enroll in a benefits contract.

Hydrants:

Status: In progress

Currently working with CRD water department on discussion the water system replacement and hydrants being installed on a section of East Sooke Rd between Coppermine and Raglan along with Seagirt rd.

We have been put on the list for 3 additional hydrants on existing water mains. Submitted are the following locations;

1. 6550 East Sooke Rd

CRD will proceed with this hydrant installation (available flows = 139 Lps / 2,203 Gpm).

2. 1493 Woodcock Rd

CRD will proceed with this hydrant installation (available flows = 86 Lps / 1363 Gpm).

3. 1363 Copper Mine Rd

CRD will proceed with this hydrant installation (available flows = 120 Lps / 1,902 Gpm).

Meeting April 25th at proposed locations to look over each section with CRD water employee.

SOG Review:

Status: Paused

CRD has hired on a consultant to review and work with CRD fire departments in the creation of a standard set of operating guidelines for the departments no ETA yet on this project.

CDR Emergency Hazmat Team Review:

Status: Paused

Not been able to read the report yet.

Training Building:

Status: Progress continues.

Still looking to install a fire department standpipe on our hose tower to allow us to train on standpipe evaluations both as part our required 1001 (firefighter 1&2) and our required 1002 (driver operator)

Main items to complete the training facility:

#1 Stairs from upper C-can to lower : **Completed**

#2 Wooden frame roof section with attic access provisions : **Started**

#3 Steel partitions layers with wood to simulate walls which can be folded flat against inside walls to change layout of rooms.

#4 Wired with lights inside : **Started**

#5 Finish platform for below level practice.

#6 Setup Wood stove to give practice for chimney fires

#7 Being able to make better smoke using wood stove in facility.

#8 Create a hole with hatch on second floor to allow for through the floor training

CRD Parks response:

- CRD has informed us that their crews for wildfire response will be for mop up only and are to always be supervised. They will not help with any fires until the fire is deemed under control and can not be left alone with a fire or tasks at any stage.
- Been working with CRD on maintaining our limited access points into East Sooke Park.

2024 Wildfire Deployment:

Status: in progress

- The department has been working hard through the last 8 to 9 months to get the proper certification for members to work with BC wildfire.
- We have been building and purchasing the required equipment along with this training for provincial deployment if called upon.
- Tender 2 has been listed as an available type 3 support tender, this would deploy with 2 members meeting the requirements of the Interagency Agreement.
- A type 3 support Tender can be contracted for \$301 per/hour under the Interagency Agreement, Tender 2 being older than 20 years is sent at a reduced rate (75%). So it will get a rate of \$225.75 per/hour.
- The going rate for an entry level firefighter position in the Interagency Agreement is \$49 per/hour this is to come out of the unit cost. Totaling \$98 per/hour leaving \$127.75 per/hour remaining to cover fuel and repairs for the tender.
- Days are typically 12 hour rotations, going off Metchosin's average daily fuel costs for 86 days of deployment last year, we can see an approximate \$225.00 a day fuel cost from the \$1533.00 a day (based on a 12 hour day), leaving a profit of approximately \$1,308.00 per day of deployment.
- If we can hook up the hard suction from T2 tank permanently to the auxiliary pump on the back we can class Tender 2 as a Type 2 tactical tender and receive \$332 per/hour / reduced rate \$249 per/hour.
- It is my intent as Fire Chief to deploy on this tender for deployments this summer which will likely result in less hours billed at the \$40.90 per/hour rate as Fire Chief. This will result in giving additional savings to the department where or if this results in the Chief working under the 26 hours a week maximum in the Fire Chief contract.
- On top of the clear monetary gain this provides, this also creates a very real a great learning opportunity for our members to give them valuable experience to better to be able to handle these types of incidents in our own district.
- These deployments are done by most all departments across BC and provides great networking and resource building for the department and its members to give larger access to knowledge and experiences.
- Allowing our members to deploy is a huge morale boost to many of the members as these are large headline incidents every year that many wish to be involved in and take part in. By allowing them to take part in these large scale events it gives them a thing to hold on to and look forward to each and every year, whilst truly feeling they are making a difference in their work and actions.
- It is important to note that unlike any of our AMA partner we have over 3500 acres of hard to access forested park that is 100% our sole responsibility. This large park sees over 300,000 visitors each year and creates a very complicated response district for us to manage. On top of the other complications unique to us over comparable sized department in our AMA, our help from neighboring departments is an additional 16 minutes away, and we face a large area of our district being one way in and out.
- We also must recognize the isolated and large chunk of Matheson Lake park that still sits in our service area and is a heavily visited park area we are responsible for as well.

- This is all additional reasons it is important with our more complex response district to prepare our members for any incidents in the park and its interface as best we can with deployment experience.
- This has been discussed at CRD level if approved by the commission I will start working with the CRD on the next steps for this in preparation for this now.
- Can I have a motion to allow Tender 2 to be sent on Wildfire deployment with crews and to allow the Fire Chief to go on deployments.

Pre-incident Planning:

Status: Paused

2024 Grant:

Status: approved/in progress

Strategic Planning Committee:

Status: started

Has been formed and had several meetings to date and been working on some documents for presentation. We are in the final refining stages of our document and plan.

Additional meetings:

- Commission expressed a want for more input and updates on fire hall operations. Additional monthly meeting between the chair and the fire chief the second Thursday of each month where scheduling allows, has been arranged. With this it has also been requested and agreed to that the chair will receive the fire chiefs report before the commissioners meetings for review.

Recruitment:

Status: ongoing

- Few enquiries no official applications
- Created a new recruitment poster. Hoping to create a recruitment video to help ramp up recruitment over summer and into the fall for regional recruitment drive.

Juan De Fuca Automatic Mutual Aid (AMA):

Status: in process

- Meetings keeps getting postponed, next hopeful meeting is May 2nd
- All parties continue to request East Sooke to come up to Full Service with rest of AMA and requesting more certified officers from East Sooke for AMA

Fire Under writers:

Status: Complete

- Fire underwriters asked for an update on our numbers, water supply and apparatus situation. This has been submitted through the online portal. Hydrant maps were submitted and the numbers updated. Staffing model switched to composite over Volunteer and membership numbers updated.

Budget:

- FF Petro and Chief will be sitting down go over past years maintenance costs and regular outgoings to help start prioritizing some the regular maintenance and repairs. We unfortunately had bad timing on a January propane fill up and there was a hold over

propane fill up from last year that has been put now on to this year each fill up is approximately \$2,400.00. We may have to look to prioritize and delay some non-mandated maintenance and repairs until 2025 or further budgets permitting.

East Sooke Fire Protection and Emergency Response Service Commission

6071 East Sooke Road, East Sooke BC, V9Z1B2

commissioners@eastsookefirecommission.ca

Commissioners Present: Falk Wagenbach (Chair), Vicki Graham, Ed Helm (Treasurer), Wendy Herring, Bruce Manning, Mike Yeager, Anita Preto

Absent: Chief Nathan Pocock, Director Al Wickheim

FD Present: Captain Phil England

Public Present: 6



COMMITTEE MEETING May 20, 2024, 1900 hours

1. Public Participation on Agenda Items

Members of the public requested a change in the schedule of the Commission meetings so that they are not held on Statutory holidays.

MOTION to schedule the meetings on the fourth Wednesday of each month commencing in June 2024.

MOVED: Falk SECONDED: Bruce CARRIED

2. Adoption of Agenda

MOVED: Bruce SECONDED: Wendy CARRIED

3. Adoption of Minutes from April 2024

MOTION to adopt the Minutes of the April 2024 meeting after the removal of the minimum retainer set for the sale of the SPU trailer (Chiefs report).

MOVED: Falk SECONDED: Vicki CARRIED

4. Reports

a. Chair's report

As Per Addendum.

MOVED: Mike SECONDED: Bruce CARRIED

b. Fire Chief's report

As Per Addendum – presented by Captain England on Chief's behalf.

MOVED: Ed

SECONDED: Bruce

CARRIED

c. **Finance report**

Service fees for Silver Spray coverage was estimated and budgeted as \$69,000 but the actual amount is \$7,800 more due to assessed values and mill rate changes since the budget was prepared.

The propane is over budget and should be budgeted more accurately for next year.

MOVED: Bruce

SECONDED: Mike

CARRIED

d. **Community Hall report**

As per Addendum.

There are no new renters, and just the regular events are booked throughout the summer.

A new contract provides more stability so improvements are being made to the hall.

A heat pump has been installed at a cost of approximately \$8,000.00.

The Hall Group is looking for a new janitor. The new janitor will work under a CRD contract with WCB coverage paid by the Community Hall. The janitor will need to provide own liability insurance. The time commitments are about 2 hours/week.

MOVED: Mike

SECONDED: Vicki

CARRIED

5. Old Business

a. Appreciation Dinner

Anita Preto will update attendance closer to the date. Wendy Herring has confirmed the caterers, flowers, and hall.

b. Update on Governance change

The CRD Board of Directors agreed to the change of the Fire Commission role to one of mainly Advisory. The CRD adopted a new By-Law that reflects the change.

6. New Business

None.

Meeting adjourned at 21:10 hours.

MOVED: Bruce

SECONDED: Mike

CARRIED

Next meeting, Wednesday, June 26th 2024.

Chair's report – 2024 May 20

Chair's Report East Sooke Fire Commission May 20, 2024

New Reporting Structure

Due to the increased complexity associated with managing a paid Fire Chief, the Commission has decided to accept the offer of the CRD Manager Emergency Services (Chris Vrabel) and hand over the operational oversight of our Fire Chief to him. Since April 24, Chris Vrabel acts as operational supervisor and coach to our Fire Chief. Beside operational questions, Nathan will also discuss issues such as strategic planning, budgeting, long-term capital asset planning or employment law and work safe matters with his supervisor and will inform the commission of the results of these discussions.

It is planned to extend this reporting model to all CRD Fire Chiefs.

Deployment for Wildfire

At our April 15 meeting the fire department asked the commission to approve the possible deployment (has to be requested) of Tender 2 + a crew of two for fighting wildfires in other parts of British Columbia. The main argument for East Sooke Fire to send resources out of the district during the peak of the wildfire season was the opportunity for our firefighters to get "real life" training and experience.

The commission followed the argumentation of its Fire Chief and carried the following motion:

Moved to approve the deployment of Tender 2 for BC Wildfire, with the expectation that no more than two volunteers at a time will be deployed, and that the Fire Chief deploys for a maximum of one term (14 days).

In addition to the approval of the commission, our fire department also requires the approval of the CRD administration, represented by the Manager Emergency Services Chris Vrabel. Chris informed me a few days ago that he has given approval for one term (14 days) and, if another term was requested, will discuss additional deployment directly with the Fire Chief based on an existing contingency plan.

Falk Wagenbach,

Chair East Sooke Fire Commission

Chief's report – 2024 May 20

East Sooke Volunteer Fire Department Fire Chief's Report May 2024



Membership

Roll Call

| | |
|--------------------------|----|
| Interior FFs on pagers: | 13 |
| Exterior FFs on pager: | 0 |
| FR/Support on pagers: | 5 |
| FR/Support not on pager: | 1 |
| Recruits not on pager: | 2 |
| Total = | 21 |

** Currently 3 interior or higher qualified firefighters live outside of district**

Hours

Membership hours for calls from November 1st 2023 till May 16th 2024:

Calls: 338 hours = 12.1 hours weekly

Training 2024 from January 1st 2024 till May 16th 2024:

approximately 1,877.5 hours = 93.9 hours weekly

Chief's hours January 1st 2024 till May 17th 2024;

Total: 758.5 hours = 55.2% of the 1375 maximum yearly contracted hours. Approximately 38 hours weekly

Anita's hours January 1st 2024 till May 15th 2024;

Total: 407 hours = 203.5% of the 200 annual hours required for the Volunteer tax credit

These hours continue to show two full time hour positions being occupied by two volunteers with only on quarter being compensated.

Training

- 4 members achieved interior level
- 5 students enrolled in Hazmat Operations in November which should depending on other testing give us 5 more Full-service members.
- 1 Member completed Evo Training for all apparatus.
- First responder scope upgrades are underway for all department members
- BC Training officers conference took place May 11-16 unfortunately East Sooke could not send a representative.
- BC Fire Chiefs Conference June 2-6 so far no one is able to attend.

Hoping to try work on some officer training this year but we will have no funding for 2024 to put towards officer certification.

Callouts

| Till November 1 st 2023 till May 16 th 2024 | |
|---|-----------|
| Alarm Bells | 8 |
| Duty Calls | 8 |
| Hydro | 4 |
| Medical | 38 |
| MVI | 4 |
| Rescue | 4 |
| Structure Fire | 9 |
| Wildfire | 2 |
| Car/garbage/other fire | 4 |
| Smoke investigation | 2 |
| Total | 80 |

Calls since November 1st, 2023, where we have did not have at least a minimum 4 interior qualified firefighters for structure fires, or a minimum 2 members for medical calls;

Structure fires: 4

Medical calls: 2

Other: 0

Miscellaneous Items

Annual maintenance and tests:

Maintenance

Routine items currently. Some garage door chords have been fraying and getting torn.

Squad 1 door needed maintenance for spring issues.

Annual testing of the SCBA air compressor completed on April 15th. It is recommended that the cold air intake be moved to take air from outside of the compressor room as this is allowing hot air back into the compressor thus shortening its life span.

Community Resiliency Plan

Paused

FireSmart

Chipper days;

SPU

Has been picked up by CRD and will be getting put on auction.

Apparatus:

Squad 1; replacement still on hold. As forestry season comes the greater need for a proper wildland vehicle to cover the over 3500 acres of park and surrounding area continues to grow. Crews are trying to get creative with ratchet straps and some home made brackets to make the best of what they can.

Tender 1 replacement 2027;

Looking into E1 muffler diversion; waiting to hear back

Tender 2 ;

- Zone 1 chiefs meeting update from apparatus industry. The sooner we commit to a truck the better essentially. Costs still rising no forecasted timeline where this will stop, though it is noted the cost increases have slowed in how quickly the inflation is happening.
- New emissions in 2027 that will cause large increase in prices as the new engines come in estimated \$100,000 increase. This is predicted to create a chassis shortage in 2025 and 2026.
- Manufacturers are adding in clauses now that they will be able to charge what the truck costs on date of delivery not on date of order due to the large inflations we are seeing.

Fire Chief will start to look at the 2025 RFP budgeting for possibilities to make proposals on Squad 1 and Tender 1 replacements to be able to try and get in before this emission rules kick in.

Records Management

Paused

Mobile Terminals

Paused

Projects

Benefits for members:

Status: Paused

Brigade has met and voted on taking on and moving forward with getting and providing benefits to the members under the attendance policy created previously. The Brigade is working to create a budget proposal and request. Once this request is finished I will bring it forward to present to the commission to allow for an amendment to the budget as/or if needed to put these allocated funds over to the brigade.

Hydrants:

Status: In progress

Meeting went well with CRD and 3 new hydrants were approved; 21 new hydrants to be installed over the next 7 years on existing water main systems.

SOG Review:

Status: Paused

CRD has hired on a consultant to review and work with CRD fire departments in the creation of Joint Occupational Health and Safety programming, as well as, a standard set of operating guidelines for the departments. I met with the consultant May 16th and feel positive on what will come from this project.

Currently these SOGs are OH&S related and will mean some changes and implementations to be done to stay in compliance with WCB regulations. First will be to look at the formation of a regional OH&S Committee.

CDR Emergency Hazmat Team Review:

Status: Paused

Not been able to read the report that was conducted and issued from the third party company hired to assess the current CRD Hazmat team.

Training Building:

Status: Progress continues.

Still looking to install a fire department standpipe on our hose tower to allow us to train on standpipe evaluations both as part our required 1001(firefighter 1&2) and our required 1002 (driver operator)

Main items to complete the training facility:

- #1 Stairs from upper Sea-can to lower: **Completed**
- #2 Wooden frame roof section with attic access provisions: **Started**
- #3 Steel partitions layers with wood to simulate walls which can be folded flat against inside walls to change layout of rooms.
- #4 Wired with lights inside: **Started**
- #5 Finish platform for below level practice.
- #6 Setup Wood stove to give practice for chimney fires
- #7 Being able to make better smoke using wood stove in facility.
- #8 Create a hole with hatch on second floor to allow for through the floor training

Pre-incident Planning:

Status: Paused

2024 Grant:

Status: approved/in progress

Strategic Planning Committee:

Status: started

Draft plan has been created and is currently in review for feedback with some stakeholders before presentation to the commission.

Recruitment:

Status: ongoing

- Few enquiries no official applications
- Created a new recruitment poster. Hoping to create a recruitment video to help ramp up recruitment over summer and into the fall for regional recruitment drive.

Juan De Fuca Automatic Mutual Aid (AMA):

Status: in process

- Had a meeting May 2nd, Meeting went well. Area Chiefs again reiterated the worries and needs for East Sooke Fire specifically to work on getting more firefighters trained to NFPA 1001 and the large need also for more Trained Officers. All three area departments expressed they are worried to have their members work in our area without East Sooke's fire chief in command of the incident.
- This continues to show the large need for properly trained and available staff in East Sooke as to not hinder our automatic mutual aid agreements and our own response to incidents.
- Juan De Fuca Chiefs agreed on a uniform accountability system throughout the JDF area, currently all four departments are using a different system. We will start to initiate this new accountability system immediately.

East Sooke Hall Group Minutes April 24 2024

Present; Bruce, Wendy Herring, Leslie Leus, Armin Sielopp. Regrets Wendy Lane.

Meeting called to order at 7.pm.

Minutes of March 27 2024. Moved by Bruce to adopt. Seconded by WendyH. Carried.

Treasurers report. Leslie gave the report which indicated that the contingency amount was not shown on the CRD monthly statement. Leslie to follow up. Moved by Armin to adopt the report as presented. Seconded by Bruce. Carried.

Hall rentals. WendyH reported that the acupuncture inquiry has chosen not use the hall. A possible wedding for 2025. Regular hall users continuing.

Old business

Bruce has the AED with the new battery ready to install. The heat pump is scheduled to be installed on May 3rd. The contactor Dupuis Energy will make a \$ 500.00 donation to a carbon reducing program or a local first nation band. We will see if the East Sooke Community Garden will qualify for this.

New business

Bruce informed the group that we will be able to have a no cost energy assessment for the hall from the CRD.

Meeting adjourned at 7.50.pm.

Respectfully submitted. Armin Sielopp

East Sooke Fire Protection and Emergency Response Service Commission

6071 East Sooke Road, East Sooke BC, V9Z 0Z8

commissioners@eastsookefirecommission.ca

Commissioners Present: Falk Wagenbach (Chair), Vicki Graham, Ed Helm (Treasurer), Wendy Herring, Bruce Manning, Mike Yeager, Al Wickheim (Director), Anita Preto



Absent:

FD Present: Chief Nathan Pocock

Public Present: 9

COMMITTEE MEETING June 26th, 2024, 1900 hours

1. Public Participation on Agenda Items

No participation was requested.

2. Adoption of Agenda

MOTION to adopt the Agenda as presented.

MOVED: Ed

SECONDED: Mike

CARRIED

3. Adoption of Minutes from May 2024

MOTION to adopt the Minutes of the May 2024 meeting as prepared.

MOVED: Mike

SECONDED: Wendy

CARRIED

4. Reports

a. Chair's report

As Per Addendum.

Chair Wagenbach expressed thanks and appreciation to FF Rick Moffet and Captain Phil England for all their work on the training centre.

MOTION to adopt the Chair's report as presented.

MOVED: Anita

SECONDED: Bruce

CARRIED

b. Fire Chief's report

As Per Addendum

MOTION to adopt the Chief's report as presented.

MOVED: Mike SECONDED: Al CARRIED

c. Finance report

Ed Helm reviewed the finances of the Fire Department and reports that they are in good shape.

MOTION to adopt the Treasurer's report as presented.

MOVED: Mike SECONDED: Vicki CARRIED

d. Community Hall report

As per Addendum.

Quotes are being obtained to replace the outside doors.

MOTION to adopt the Community Hall report as presented.

MOVED: Vicki SECONDED: Al CARRIED

5. Old Business

None.

6. New Business

a. Operating Guidelines

Chief Pocock presented a new Operating Guideline - #1.03.04 Reimbursement and Purchasing of Prescriptive Items; and two revised Operating Guidelines - #5.01.03 Conduct of Members, and #5.01.04 Attendance Requirements.

MOTION to approve the Operating Guidelines - #1.03.04, #5.01.03, and #5.01.04.

MOVED: Mike SECONDED: Vicki CARRIED

b. Fire Protection Plan including Service Levels for East Sooke Regional Park

Ed Helm addressed the need for a Fire Protection Plan in view of the decreased scope of service of CRD Parks and BC Wildfire.

MOTION to request that CRD Staff, together with the Fire Chief and the Manager, CRD Fire Services, prepare a Fire Protection Plan including Service Levels for the East Sooke Regional Park.

MOVED: Ed SECONDED: Mike CARRIED

c. Vehicle Replacement Plan

Ed Helm addressed the need for a Vehicle Replacement Plan (Business Plan) in view of the quickly escalating costs of replacement.

MOTION to request that CRD Staff, together with the Fire Chief and the Manager, CRD Fire Services, prepare an asset replacement plan for East Sooke Fire Service.

MOVED: Ed SECONDED: Bruce CARRIED

7. Request for an in camera meeting

MOTION to hold an in camera meeting to discuss labour relations in accordance with Section (90)(1)(c) of the *Community Charter*.

MOVED: Mike SECONDED: Ed CARRIED

8. Adjournment of public meeting

Meeting adjourned at 20:05 hours.

MOVED: Bruce SECONDED: Mike CARRIED

Next meeting: Wednesday, July 24th, 2024.

Chair's report – 2024 June 26

Chair's Report East Sooke Fire Commission June 26, 2024

SPU (Structure Protection Unit)

Background:

ESVFD spent \$122,000 to build their own SPU. Chief Neilson convinced the commission that an SPU was not needed for East Sooke. The commission decided in Summer 2023 (during budget meeting) to sell the trailer. Chief Pocock reported in April 2024 that the trailer was inventoried and ready to be auctioned off. The commission decided to go ahead and fixed a retainer for the auction. In May 2024 the SPU was picked up by CRD Fleet to put to BC Auction. May 14 the trailer arrived at the auction house.

Status: Last week (June 19) I asked Eric Lavigueur, Fleet Services about the status of our trailer. His reply: *"Its still not posted. I've being trying to get a hold of the auction house manager last week, unfortunately no luck... I will try again this week and get back to you as soon as we get an answer."*

When I have more information about why the trailer is still not posted, I'll let you know.

Budget 2025

We now have all the information necessary to work on the budget proposal 2025. This year the Fire Chief in cooperation with the manager protective service will come up with a proposal that will for further discussion and preliminary approval presented to the commission (Final approval by CRD Finance and the board of directors).

Falk Wagenbach,
Chair East Sooke Fire Commission

Chief's report – 2024 June 26

**East Sooke Volunteer Fire Department
Fire Chief's Report
June 2024**



Membership Status – 21 total

- Interior FFs on pagers: 14
- Exterior FFs on pagers: 0
- FR/Support on pagers: 5
- FR/Support not on pagers: 1
- Recruit(s) not on pagers: 1

Note: 3 interior or higher qualified firefighters live outside of the district

Hours of members

| <i>Category</i> | Period starting | Cumulative Hours | Weekly Average |
|-----------------|-------------------------|-------------------------|----------------|
| <i>Calls</i> | Nov 1 st '23 | 423 | (calculated) |
| <i>Training</i> | Jan 1 st '24 | 2,263.5 | (calculated) |
| <i>Chief*</i> | Jan 1 st '24 | 758.5 | (calculated) |
| <i>Admin*</i> | Jan 1 st '24 | 407 | (calculated) |

Note: Chief % of yearly contracted hours

Callouts

| Type of Call | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Total |
|-------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| Alarm Bells | | | | | | | | | | | | | 10 |
| Duty Calls | | | | | | | | 1 | | | | | 9 |
| Hydro | | | | | | | | | | | | | 4 |
| Medical | | | | | | | | 4 | | | | | 44 |
| MVI | | | | | | | | | | | | | 6 |
| Rescue | | | | | | | | 2 | | | | | 7 |
| Structure Fire | | | | | | | | 1 | | | | | 11* |
| Wildfire | | | | | | | | | | | | | 3 |
| Car/garbage/other fire | | | | | | | | 1 | | | | | 5 |
| Smoke investigation | | | | | | | | | | | | | 2 |
| Overall Total | | | | | | | | | | | | | 98 |

Notes:

- *9 Automatic mutual aid calls
- Calls without minimums since Nov'23
 - Structure fires: 5; Medical calls: 2; Other: 0

Training

Highlights

- 6 members traffic control certified
- 1 more member on pager
- 2 members completed their NFPA 1001 firefighter 1 &2 training.
- 2 more members completed internal NFPA 1002 Driver operator training.
- 1 new member on pager
- 5 students enrolled in Hazmat Operations (expected to be full-service members post-training)
- First responder scope upgrades underway for all members
- BC Fire Chiefs Conference (June 2-6): No representative from East Sooke

Training Plan

| ESFR Training Plan | | | |
|-------------------------------|---------------|----------------------|--|
| Training Level Completed | | | |
| Service Level | Target | Total Trained | Training Status |
| Recruits | 3 | | Always Recruiting, but recruitment drive will start in summer |
| Full Service | 15 | 6 | |
| Interior | 10 | 9 | |
| Exterior | 0 | 4 | |
| Support | 0 | 2 | |
| Qualification training | | | |
| NFPA 1407 members | 15 | 11 | Hope to host another 2 weekends in 2025 for members to refresh and others to be certified. |
| NFPA 1002 Drivers | 12 | 5 | We have 2 members currently finishing the program and are looking to start another 1002 class in the fall 2024 |
| Roper Rescue | 12 | 7 | None in progress |
| FR license | 25 | 15 | 1 in progress to get a new license |
| Leadership Training | | | |
| Officer Mentorship program | 4 | 0 | 4 Members currently starting this process |
| Fire Officer 1 Qualification | 2 | 1 | 2 members in mentorship program have enrolled in Fire Officer 1 training. |
| Fire Officer 2 Qualification | 2 | 1 | |
| Fire Officer 3 Qualification | 1 | 0 | |
| Fire Officer 4 Qualification | 1 | 1 | |

Projects/Initiatives

Administration & Planning

2024 Grant

Status: *In Progress*

Progress: Grant application approved.

Next Steps:

- Waiting for ordered equipment to put into service which has an estimated end of August delivery.

Records Management

Status: In progress

Progress: Firefighter Neilson is still working with operations members on creating an equipment check list for weekly checks with members.

Next Steps:

- First Due is working on the software still to fully bring the system across.
- Much work needs to be put into building up the system for training and incident record keeping.

Training and Development

Training Building

Status: *In progress*

Progress: Ongoing development of the training facility. Planning installation of a fire department standpipe on the hose tower.

Next Steps: Complete the installation to facilitate training for NFPA 1001 and 1002 certifications.

Recruitment and Retention

Benefits for Members

Status: *In progress*

Progress: Brigade has chosen several policies they like and have received quotes for them.

Next Steps: Brigade will finalize a budget proposal then present it to the Fire Chief

Recruitment

Status: *Ongoing*

Progress: New recruitment poster created. Planning a recruitment video.

Next Steps: Launch the recruitment video and ramp up efforts over the summer and into the fall for the regional recruitment drive.

Community Engagement

FireSmart: Chipper days completed

- Chipper days continue to be an extremely successful event in East Sooke with overwhelming community engagement.

Community Resiliency Plan:

Status: On hold

Progress: Fire Chief has not yet had the time for review of the document.

Juan De Fuca Automatic Mutual Aid (AMA)

Status: In progress

Progress: Meeting held on May 2nd. Agreed on the need for more trained firefighters and officers. Plan to initiate a uniform accountability system.

Next Steps:

- Implement the new accountability system across the JDF area immediately.

Equipment and Maintenance

Annual Maintenance and Tests: Cold air intake for Compressor

Status: On Hold

Progress: Operations team has it on their list of repairs and maintenance to be done but are currently working on other items.

Annual Maintenance and Tests: Fit testing

Status: In progress

Progress: Looking into options for annual fit testing for all members for medical masks and self contained breathing apparatus masks

SPU

Status: *In progress*

Progress: Currently with CRD at their other facility

Next steps: To be auctioned by CRD

Mobile Terminals

Status: In progress

Progress: Two trial terminals have been purchased and initially set up by firefighter Neilson.

Next steps:

- Mounting brackets have been purchased to be installed on each apparatus.
- Required software needs to be downloaded onto the mobile terminals.
- Training and procedure around use of the terminals needs to be delivered.

Emergency Response Protocols

SOG Review

Status: *In progress*

Progress: Ongoing discussions and document exchanges with the CRD Consultant. The initial review has revealed that substantial work is necessary.

Next Steps:

- Develop a plan with the Officer group and CRD to integrate CRD OH&S policies into the East Sooke Fire Department operations.
- Review, draft and update current standing operational policies within the department.

CDR Emergency Hazmat Team Review

Status: In progress

Progress: Awaiting the report from the third-party assessment.

Next Steps: Review the report once received and determine necessary actions.

Community Hall report – 2024 June 26

East Sooke Hall Group Minutes May 10 2024

Present: Bruce Manning, Wendy Lane, Wendy Herring, Leslie Leus, Armin Sielopp

Call to order at 7.pm.

Minutes of April 24, 2024. Moved by Wendy L. to adopt, seconded by Bruce, Carried.

Treasurers report: Leslie presented the monthly financial statement. Further review of the surplus amount to be confirmed by CRD finance.

Moved by Bruce, seconded by Wendy H. to adopt the report as presented. Carried.

Hall Bookings. Wendy H. reported no new bookings. Hall booked for the October Provincial election. Regular users ongoing.

Old business.

1. The heat pump has been installed. An enclosure for " protection " of the unit was also provided for an additional cost of \$ 760.00.
2. The dishwasher was inspected to ensure that the unit is functioning properly. This was done by Colins plumber for no charge. A thank you to Colins Plumbing.
3. We are looking to fill the weekly cleaners position. A big thank you to Dawn Solski for her work.

New Business. A new flag has been installed on the building. Connie Rose will be asked for input on what plants to use to replace the dead lavender by the hall entrance.

Meeting adjourned at 7.44pm.

Respectfully submitted. Armin Sielopp

East Sooke Fire Protection and Emergency Response Service Commission

6071 East Sooke Road, East Sooke BC, V9Z 0Z8

commissioners@eastsookefirecommission.ca



Commissioners Present: Falk Wagenbach (Chair),
Ed Helm (Treasurer), Wendy Herring,
Mike Yeager, Al Wickheim (Director), Anita Preto

Absent: Vicki Graham, Bruce Manning

FD Present: Chief Nathan Pocock

Public Present: 2

COMMITTEE MEETING: July 24th, 2024, 1900 hours

1. Adoption of Agenda

MOTION: To adopt the Agenda as presented.

MOVED: Wendy SECONDED: Ed CARRIED

2. Public Request to Speak to an Agenda Item

No participation was requested.

3. Adoption of Minutes from June 2024

MOTION: To adopt the Minutes of the June 2024 meeting as prepared.

MOVED: Mike SECONDED: Ed CARRIED

4. Reports

a. Chair's report

As Per Addendum.

MOTION: To adopt the Chair's report as presented.

MOVED: Anita SECONDED: Al CARRIED

b. Fire Chief's report

As Per Addendum

MOTION: To adopt the Chief's report as presented.

MOVED: Al SECONDED: Mike CARRIED

c. **Finance report**

As per Addendum.

Ed Helm reviewed the finances of the Fire Department. We are half-way through the fiscal year and in good shape. The Fire Department is running below the half-year expected expenses.

MOTION: To adopt the Treasurer's report as presented.

MOVED: Wendy SECONDED: Mike CARRIED

d. **Community Hall report**

As per Addendum.

The Community Hall Group is still searching for a hall janitor.

The Hall Group has received quotes to replace the two sets of exit doors. The old doors no longer meet security and safety standards.

MOTION: To authorize the East Sooke Community Hall group to spend not more than \$10,000 to purchase and install two sets of new double exterior doors at the Community Hall.

MOVED: Wendy SECONDED: Al CARRIED

MOTION: To adopt the Community Hall report as presented.

MOVED: Mike SECONDED: Ed CARRIED

5. Old Business

None.

6. New Business

- a. New Governance Model and By-Law 3654 (Ed Helm)

The new By-Law 3654 has now been enacted. It is a nice hybrid model.

Al Wickheim said all the Electoral Area Fire Department Chiefs are overburdened with forms and schedules. They would like clarification of the administration support role and level.

Ed Helm advised that CRD staff will be providing administrative support and also would be accountable in the future. The CRD Board and Management understand liabilities and risks.

Mike Yeager will ensure the Commission website reflects the new By-Law.

b. East Sooke Community Fire Service Survey (Falk Wagenbach)

A proposal was presented for a Community Fire Service survey of the East Sooke Community:

Administrative, organizational, training and equipment requirements for Fire Departments are increasing every year. Volunteers have limited time and we need their time to get properly trained and we need them for our call outs. In the past, volunteers did station work, maintenance of equipment, necessary administration and leadership duties (officers) beside their core duties. That concept doesn't work anymore. At least not to the extent that we have seen in the past.

This situation means that our budget will have to increase significantly and the proposed budget for 2025 reflects this increase. Additional costs must be funded by our community and feedback/input by our community should be considered prior to final adoption this fall.

Chris Vrable has obtained approval from CRD Communications to use staff resources to run a survey of residents of East Sooke regarding fire services. The survey would be open Sept 1 to Sept 30 and the results could inform the final 2025 and future year budgets. The survey results should indicate what service levels are desired by the Community. The survey will assist in determining the resources needed to maintain the desired service levels. For example, does the service area need a part time or full time chief, Full or interior level, Rope Rescue etc.?

The residents would be notified via Canada Post and then directed to a CRD webpage, or other resource, to complete the survey. No questions have been

developed yet, and the next step is to have the Commission resolve to request staff to run the survey and report back with the results.

MOTION: That CRD staff conduct a survey of East Sooke residents regarding Fire Services and report back to the Commission with the results prior to the 2024 Final Budget deadline.

MOVED: Falk SECONDED: Mike CARRIED

Mike Yeager and Wendy Herring will work with Chris Vrael to develop the survey questions. Chief Nathan Pocock will be able to provide information as required.

c. Proposed Provisional Budget 2025 (Presentation/Q&A Chief N. Pocock)

There was a review and discussion of the proposed provisional Operating budget for 2025.

MOTION: To endorse the 2025 **Provisional** Operating budget to include \$104,796 in new ongoing operating funds.

MOVED: Ed SECONDED: Mike CARRIED

There was a review and discussion of the proposed provisional Capital budget for 2025.

MOTION: To endorse the 2025 **Provisional** Capital expenditure plan in the amount of \$202,500.

MOVED: Ed SECONDED: Mike CARRIED

7. Adjournment of public meeting

Meeting adjourned at 21:40 hours.

MOVED: Mike SECONDED: Anita CARRIED

Next meeting: Wednesday, August 28th, 2024.

Chair's report – 2024 July 24

Chair's Report East Sooke Fire Commission July 24, 2024

SPU (Structure Protection Unit)

Background:

ESVFD spent \$122,000 to build their own SPU. Chief Neilson convinced the commission that an SPU was not needed for East Sooke. The commission decided in Summer 2023 (during budget meeting) to sell the trailer. Chief Pocock reported in April 2024 that the trailer was inventoried and ready to be auctioned off. The commission decided to go ahead and fixed a retainer for the auction. In May 2024 the SPU was picked up by CRD Fleet to put to BC Auction. May 14 the trailer arrived at the auction house.

Status: Last week (June 19) I asked Eric Lavigueur, Fleet Services about the status of our trailer. His reply: *"Its still not posted. I've being trying to get a hold of the auction house manager last week, unfortunately no luck..."*

Update: I was unable to get an answer from Fleet and therefore asked Chris to take care of the matter. Chris was told that the manager fleet services (Eric) was on vacation until July 15. He has been back for a week now and still no answer from him... Chris has promised me to stay on the ball...

Budget 2025

Chris, Nathan and Ed had been working on a preliminary proposal for our next year's budget. Our Chief will present their proposal later this evening.

Extended Health and dental care for Volunteer FF

(from June staff report)

Extended Health and Dental Plans for Volunteer Firefighters

Providing extended health (accident and sickness) and dental benefits to volunteer firefighters are recognized as a positive contributor to the retention of volunteers.

Staff are currently discussing this opportunity internally and the objective is to obtain quotes for a single provider to the CRD for the establishment of a CRD EA Fire Services Benefits plan for all CRD volunteer firefighters. Staff intend to engage the commissions and provide costing information by this Fall toward identifying which service areas wish to opt-in and offer benefits to their volunteer firefighters.

Falk Wagenbach,

Chair East Sooke Fire Commission



East Sooke Volunteer Fire Department

Fire Chief's Report – July 2024

Membership Status – 21 total

- Interior FFs on pagers: 13
- Exterior FFs on pagers: 0
- FR/Support on pagers: 5
- FR/Support not on pagers: 1
- Interior FFs on leave from department: 1
- Recruit(s) not on pagers: 1

Note: 2 interior or higher qualified firefighters live outside of the district

Hours of members *Hours are based on starting period until July 18th 2024*

| <i>Category</i> | <i>Period starting</i> | <i>Cumulative Hours</i> | <i>Weekly Average (Hrs)</i> |
|-----------------|-------------------------|-------------------------|-----------------------------|
| <i>Calls</i> | Nov 1 st '23 | 481.5 | 16.6 |
| <i>Training</i> | Jan 1 st '24 | 2,583 | 89.1 |
| <i>Chief*</i> | Jan 1 st '24 | 1035 | 35.7 |
| <i>Admin*</i> | Jan 1 st '24 | 586 | 20.2 |

- Note:** Chief completed 67.2 % of yearly contracted hours
- Currently two additional firefighters to those listed above are over 16 hrs/week

Callouts *November 1st 2023 – July 18th 2024*

| Type of Call | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Total |
|--------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| Alarm Bells | | | | | | | | | | | | | 10 |
| Duty Calls | | | | | | | | 2 | | | | | 10 |
| Hydro | | | | | | | | | 1 | | | | 5 |
| Medical | | | | | | | | 8 | 2 | | | | 50 |
| MVI | | | | | | | | | | | | | 6 |
| Rescue | | | | | | | | 2 | 2 | | | | 9 |

| | | | | | | | | | | | | | |
|------------------------|--|--|--|--|--|--|--|----|---|--|--|--|-----|
| Structure Fire | | | | | | | | 1 | | | | | 11* |
| Wildfire | | | | | | | | | 1 | | | | 4 |
| Car/garbage/other fire | | | | | | | | 1 | | | | | 5 |
| Smoke investigation | | | | | | | | | 1 | | | | 3 |
| Overall Total | | | | | | | | 14 | 7 | | | | 110 |

Notes:

- *9 Automatic mutual aid calls
- Calls without minimums since Nov'23
 - Structure fires: 5; Medical calls: 3; Other: 0

Training

Highlights

- 5 students enrolled in Hazmat Operations (expected to be full-service members post-training)
- First responder scope upgrades underway for all members
- 2 more members completed air brakes training

Training Plan

| ESFR Training Plan | | | |
|------------------------------|--------|---------------|--|
| Training Level Completed | Target | Total Trained | Training Status |
| Recruits | 3 | | Always Recruiting, but recruitment drive will start in summer |
| Full Service | 15 | 6 | |
| Interior | 10 | 8 | A 9 th member on leave of absence |
| Exterior | 0 | 4 | |
| Support | 0 | 2 | |
| Qualification training | | | |
| NFPA 1407 members | 15 | 11 | Hope to host another 2 weekends in 2025 for members to refresh and others to be certified. |
| NFPA 1002 Drivers | 12 | 5 | We are looking to start another 1002 class in the fall 2024 |
| Roper Rescue | 12 | 7 | None in progress |
| FR license | 25 | 15 | 1 in progress to get a new license |
| Leadership Training | | | |
| Officer Mentorship program | 4 | 0 | 4 Members currently starting this process |
| Fire Officer 1 Qualification | 2 | 1 | 2 members in mentorship program have enrolled in Fire Officer 1 training. |
| Fire Officer 2 Qualification | 2 | 1 | |
| Fire Officer 3 Qualification | 1 | 0 | |
| Fire Officer 4 Qualification | 1 | 1 | |

Projects/Initiatives

Administration & Planning

2024 Grant/ 2025 Grant

Status: *In Progress*

Progress: 2024 Grant application approved. 2025 Grant has been opened with submission required by September 2024.

Next Steps:

- 2024 Grant we are waiting for ordered equipment to put into service which has an estimated end of August delivery.
- 2025 Grant Chief will work with officers on assessing highest needs for grant funding to create a proposal

Records Management

Status: In progress

Progress: Firefighter Neilson is still working with operations members on creating an equipment check list for weekly checks with members.

Next Steps:

- There is new training on the First Due system being offered to users and East Sooke will look to have members in attendance where possible to learn the recent changes and upgrades.
- Mobiles have started being used for weekly truck checks.

Training and Development

Training Building

Status: *In progress*

Progress: Ongoing development of the training facility. Planning installation of a fire department standpipe on the hose tower.

Next Steps: Complete the installation to facilitate training for NFPA 1001 and 1002 certifications.

Recruitment and Retention

Benefits for Members

Status: *In progress*

Progress: Brigade has chosen several policies they like and have received quotes for them.

Next Steps: Brigade will finalize a list of candidates using the attendance policy to be able to take forward to a vendor

Recruitment

Status: *Ongoing*

Progress: New recruitment poster created. Recruitment Video created

Next Steps: Started a recruitment push with the open house, to date have had 3 enquiries.

Community Engagement

FireSmart:

- Continues to be a steady stream of assessments being done with 11 additional assessments signed up for at the open house.

Community Resiliency Plan:

Status: On hold

Progress: Fire Chief has not yet had the time for review of the document.

Juan De Fuca Automatic Mutual Aid (AMA)

Status: In progress

Progress: Meeting held on May 2nd. Agreed on the need for more trained firefighters and officers. Plan to initiate a uniform accountability system.

Next Steps:

- Implement the new accountability system across the JDF area immediately, East Sooke Completed this July 18th 2024

Equipment and Maintenance

Annual Maintenance and Tests: Cold air intake for Compressor

Status: On Hold

Progress: Operations team has it on their list of repairs and maintenance to be done but are currently working on other items.

Annual Maintenance and Tests: Fit testing

Status: In progress

Progress: Looking into options for annual fit testing for all members for medical masks and self-contained breathing apparatus masks

SPU

Status: *In progress*

Progress: Currently with CRD at their other facility

Next steps: To be auctioned by CRD

Mobile Terminals

Status: In progress

Progress: Two trial terminals have been purchased and initially set up by firefighter Neilson.

Next steps:

- Mounting brackets have been purchased to be installed on each apparatus.
- Required software needs to be downloaded onto the mobile terminals.
- Training and procedure around use of the terminals needs to be delivered.

Emergency Response Protocols

SOG Review

Status: *In progress*

Progress: CRD has shared a draft OG manual for review.

Next Steps:

- Develop a plan with the Officer group and CRD to integrate CRD OH&S policies into the East Sooke Fire Department operations.
- Joint CRD fire service OH&S committees first meeting to be September 5th
- Review, draft and update current standing operational policies within the department.

CDR Emergency Hazmat Team Review

Status: In progress

Progress: CRD Hazmat Review has been completed

Next Steps: RFP process is finished with District of Saanich being Sole responder. CRD intends to engage the District of Saanich to explore both short- and long-term service delivery options for regional emergency hazmat services

Treasurer's report – 2024 July 24

East Sooke Fire Commission
Ed Helm, Treasurer

Monthly Report
June 2024

| REVENUES | Budget - Annual | | | Year-to-date | | |
|------------------------------|------------------|------------------|--------------|------------------|------------------|---------------|
| | 2023 | 2024 | %change | Budget | Actual | %diff. |
| Fees - Service | \$56,350 | \$69,350 | 23.07% | \$69,350 | \$77,166 | 11.3% |
| Interest Income | \$1,060 | \$1,060 | 0.00% | \$530 | \$0 | -100.0% |
| MFA Debt Reserve Fund | \$380 | \$380 | 0.00% | \$190 | \$0 | -100.0% |
| Requisition - Electoral Area | \$468,579 | \$477,950 | 2.00% | \$238,975 | \$0 | -100.0% |
| Total Revenues | \$526,369 | \$548,740 | 4.25% | \$309,045 | \$77,166 | -75.0% |
| EXPENSES | | | | | | |
| Principal for loan | \$97,959 | \$97,959 | 0.0% | \$0 | \$0 | |
| Interest on loan | \$57,150 | \$57,150 | 0.0% | \$28,575 | \$28,575 | 0.0% |
| Transfer to Reserve - CRF | \$103,362 | \$100,000 | -3.3% | \$50,000 | \$48,060 | -3.9% |
| Operations | \$267,518 | \$292,130 | 9.2% | \$146,065 | \$135,515 | -7.2% |
| Total Expenses | \$525,989 | \$547,239 | 4.0% | \$224,640 | \$212,150 | -5.6% |

Selection of significant OPERATIONS cost centers

| | Budget - Annual | | | Year-to-date | | |
|------------------------------------|------------------|------------------|-------------|------------------|------------------|--------------|
| | 2023 | 2024 | %change | Budget | Actual | %diff. |
| Wages and Stipends | \$74,930 | \$80,175 | 7.0% | \$40,088 | \$32,651 | -18.5% |
| Vehicles | \$35,150 | \$37,611 | 7.0% | \$18,806 | \$15,948 | -15.2% |
| Contract for Services | \$9,550 | \$11,019 | 15.4% | \$5,510 | \$1,809 | -67.2% |
| Purchase Maint. Buildings | \$7,200 | \$7,704 | 7.0% | \$3,852 | \$3,792 | -1.6% |
| Training | \$25,000 | \$26,750 | 7.0% | \$13,375 | \$12,573 | -6.0% |
| Electricity | \$9,600 | \$10,272 | 7.0% | \$5,136 | \$5,601 | 9.1% |
| Med. Supplies | \$5,630 | \$6,024 | 7.0% | \$3,012 | \$1,160 | -61.5% |
| Supplies Operating | \$14,719 | \$13,030 | -11.5% | \$6,515 | \$6,854 | 5.2% |
| Protective Clothing | \$6,763 | \$8,236 | 21.8% | \$4,118 | \$3,781 | -8.2% |
| Contingency Fund | \$15,000 | \$15,000 | 0.0% | \$7,500 | \$0 | -100.0% |
| All other expenses | \$63,976 | \$76,309 | 19.3% | \$38,155 | \$51,345 | 34.6% |
| Total Expenses - Operations | \$267,518 | \$292,130 | 9.2% | \$146,065 | \$135,515 | -7.2% |

Comments:

- (1) Fees - Service budget of \$69,350 estimated with actual agreement generating fees of \$77,166. Consequently we will have an additional \$7,816 of available funding within this year's budget
- (2) Interest on loan of \$28,575 represent 6 months.
- (3) Total expenses 7.1% under budget. However the Y-T-D budget is a simple 5/12ths of annual and expense management requires the Fire Chief to continue monitoring costs.
- (4) Propane expense YTD of \$6,702 (annual budget of \$2,675). Due to: (i) carry over of expense from late 2023; (ii) additional annual budget required.

Community Hall report – 2024 July 24

East Sooke Community Hall Report
24 July 2024

As is usual this time of year, activity is slow at the Hall. Summers renters have been two yoga classes and the Karate dojo.

No new users have been booked in the past month. Some regular users are starting to book for Fall/Winter 2024 sessions.

The Hall group presented a motion for approval for next double exterior doors for the Hall, subsequent to seeking and evaluating three quotes.

The Hall continues to look for a contracted cleaner for the Hall. The workload is about 2-3 hours per week.

Minutes of the July meeting of the ESCH group will be submitted when received and approved.
Respectfully submitted,

Wendy Herring

East Sooke Fire Protection and Emergency Response Service Commission

6071 East Sooke Road, East Sooke BC, V9Z 0Z8

commissioners@eastsookefirecommission.ca



Commissioners Present: Falk Wagenbach (Chair),
Ed Helm (Treasurer), Wendy Herring,
Mike Yeager, Al Wickheim (Director), Bruce Manning,
Anita Preto

Absent: Vicki Graham
FD Present: Chief Nathan Pocock
Public Present: 2

COMMITTEE MEETING: August 28th, 2024, 1900 hours

1. Adoption of Agenda

MOTION: To adopt the Agenda as presented.

MOVED: Ed SECONDED: Wendy CARRIED

2. Public Request to Speak to an Agenda Item

No participation was requested.

3. Adoption of Minutes from July 2024

MOTION: To adopt the Minutes of the July 2024 meeting as prepared.

MOVED: Mike SECONDED: Bruce CARRIED

4. Reports

a. Chair's report

As Per Addendum.

MOTION: To adopt the Chair's report as presented.

MOVED: Bruce SECONDED: Mike CARRIED

Director Wickheim advised that he received an update on the status of the sale. There are about ten parties interested in the trailer. A silent auction is open for bids for two months. It is expected that the trailer will sell for over the reserve bid and will finalize in October.

BC Auction had been concerned about the optics of selling during fire season, and the size of the trailer (16 ft vs. 20 ft), but some Municipalities and Fire Departments might be interested even if the trailer is not acceptable for BC Wildfire deployment.

b. Fire Chief's report

As Per Addendum.

In addition:

Chief Pocock advised that the Fire Department is still trying to obtain a signed Agreement with Red Cross to enable training to the upgraded Scope of Practice for First Responders.

The Brigade Executive have some quotes for Extended health benefits for the members to assist with recruitment and retention, but this is now on hold.

One recruit applicant is being interviewed in September.

A FireSmart Chipper Day will be held in the spring of 2025.

ESVFD currently has two Wildfire Mitigation Specialists, which designation is recognized by Insurance Companies. One of the Local FireSmart Representatives will be attending training next month, which will bring the number of WMS's to three.

Fit testing is scheduled for October 3rd.

For the First Due Records Management system, the tablet mounts still need to be installed in the trucks.

For the Squad 1 replacement, CRD has gone back to the Vendors.

There were no requests by BC Wildfire for deployment of Tender 2 or East Sooke firefighters.

MOTION: To adopt the Chief's report as presented.

MOVED: AI

SECONDED: Ed

CARRIED

c. **Finance report**

As per Addendum.

Ed Helm reviewed the finances of the Fire Department.

The Fire Department continues to run below the half-year budget level. Propane is way over budget and is running ahead of past normal propane consumption.

MOTION: To adopt the Treasurer's report as presented.

MOVED: Mike SECONDED: Al CARRIED

d. **Community Hall report**

As per Addendum.

In addition:

The hall is self funded and the finances are under control.

Armin Sielopp will take on the work of painting the baseboards as no interest from outside painters could be found.

A cleaner has not been found so a commercial cleaning business is being considered.

The hall rental fee is \$10 for four hours for East Sooke residents for events that benefit the public.

There is a problem with the new CRD Insurance model. Some renters are objecting to paying for the insurance with a \$1,500 deductible. Director Wickheim suggested consideration should be given to setting aside \$1,500 in a fund to pay the deductible in the event of a problem.

ACTION: Wendy Herring will put together a proposal for consideration at the next Commission meeting to put aside some money towards payment of deductibles.

MOTION: To adopt the Community Hall report as presented.

MOVED: Bruce SECONDED: Ed CARRIED

5. Old Business

a. East Sooke Community Fire Service Survey

Wendy Herring and Mike Yeager worked with CRD staff for potential survey questions. Some staff at CRD on leave at the time the survey was being developed. Wendy and Mike have had difficulty obtaining accurate numbers for the impact on taxes. It is important to concentrate on the required service level.

Wendy and Mike were requested to put the survey on hold while waiting to add some financial figures. They will continue to work with CRD staff to try to get the survey prepared as soon as possible.

ACTION: Wendy and Mike will prepare an Information Sheet (FAQ) to be available to the public at the AGM.

b. Staffing Plan to accomplish/maintain Interior Service level

Today, the ESVFD service level is “Interior” but with the new “Structure Firefighter training standards”, that replaced the playbook, we are not in compliance for this level.

Changing the ESVFD service level?

To **reduce** East Sooke to “Exterior level” is in my view not suitable because interior level is required for our Service contract for Silverspray (as a major source of revenue for ESVFD).

The next service-level **above** “interior” would be “Full Service”. Full service is not a requirement for our mutual aid agreement (e.g. Shirley is exterior only) and would require even more resources than “Interior”.

Is non-compliance with the training standards for interior service level a problem?

Yes, it is!

Our non-compliance is causing concern among our mutual aid partners (at least for the automatic mutual aid portion of our contract):

- Unsafe driving practices while responding into neighboring jurisdictions

- Incomplete or unqualified crews arriving at incidents
- Unqualified Incident Commanders operating at incidents in East Sooke

This situation, if not addressed in an acceptable timeframe, can lead to liability issues and, even worse, can lead to an increased operational risk for our fire fighters.

Priorities:

In my mind, and Chris Vrabel agrees, our focus should be on establishing a sustainable qualified fire force (firefighters, drivers and officers) **to the Interior Level**. Nathan is already working on this (driver training, officer training etc.) but it will take time and probably more funding to accomplish this goal.

Suggestion:

Since the commission does not have the expertise to develop a long-term plan to achieve this goal, I propose that our Fire Chief work with CRD staff to develop a staffing plan (including funding requests for 2025 and beyond) by September 25 that ensures East Sooke Fire can achieve and maintain interior service level standards in a reasonable amount of time.

August 2024

Falk Wagenbach

Chair East Sooke Fire Commission

MOTION: That the Fire Chief together with the CRD staff develop a staffing plan, including funding request for 2025 and beyond, by September 26th, so that East Sooke Fire can achieve and maintain Interior Service Level standards within a reasonable amount of time.

MOVED: Falk SECONDED: Ed CARRIED

6. New Business

a. Bay Heaters

One contributor to the high cost of propane consumption is having the bay doors left open during a callout. This could be mitigated by linking the bay doors to the propane heaters such that the heaters shut down automatically if a bay door is opened. One estimate of the cost is \$5,103.00.

ACTION: Chief Pocock will seek a second quote.

ACTION: Director Wickheim will enquire with staff at SeaPark Recreation centre to see if there are any other actions that can be taken to help with heat retention.

ACTION: After review of any additional quote/estimate, and the findings from SeaPark Recreation, Chief Pocock will proceed to have the bay doors linked to the propane heaters.

7. Adjournment of public meeting

Meeting adjourned at 21:20 hours.

MOVED: Bruce

SECONDED: Mike

CARRIED

Next meeting: Wednesday, September 25th, 2024.

Chair's report – 2024 August 28

Chair's Report East Sooke Fire Commission August 28, 2024

SPU (Structure Protection Unit). -update-

Background:

ESVFD spent \$122,000 to build their own SPU. Chief Neilson convinced the commission that an SPU was not needed for East Sooke. The commission decided in Summer 2023 (during budget meeting) to sell the trailer. Chief Pocock reported in April 2024 that the trailer was inventoried and ready to be auctioned off. The commission decided to go ahead and fixed a retainer for the auction. In May 2024 the SPU was picked up by CRD Fleet to put to BC Auction. May 14 the trailer arrived at the auction house.

Update 2: CRD Fleet were reluctant to put our trailer on BCBid due to the optics and PR issues with disposing of Firefighting Equipment during Fire Season. Because of the trailer length (16' vs 20' trailer), WFBC and larger departments are not interested. Furthermore, Guardian brand hose is apparently no longer acceptable for WF firefighting.

- So far, about 10 smaller municipalities as well as Provincial First Nations FF groups had shown interest on our trailer. CRD Fleet are collecting bids in a '60-day silent auction' process and expect to sell the trailer by the end of October above retainer.

Community survey

Wendy, Mike and Chris worked on questions to survey our residents for feedback on service levels and associated costs. The project seems to be more complex than we thought. We will get an update on the status under "Old Business"

Budget 2025

A preliminary budget for 2025 was agreed on last month. The final budget proposal has to be adopted October 23. For this, the commission needs more information. We will address this request under "Old Business"

Mutual aid agreement with Metchosin, Sooke, Otter Point, Shirley

Our current agreement ran out at the end of last year but will continue to be honored until a new agreement is signed. Right now, Chris Vrabell is working with the involved Fire Chiefs on a new contract.

Falk Wagenbach,

Chair East Sooke Fire Commission

Chief's report – 2024 August 28



East Sooke Volunteer Fire Department
 Fire Chief's Report – August 2024

Membership Status – 21 total

- Interior FFs on pagers: 13
- Exterior FFs on pagers: 0
- FR/Support on pagers: 5
- FR/Support not on pagers: 1
- Interior FFs on leave from department: 1
- Recruit(s) not on pagers: 1

Note: 2 fire officer level 2 or higher qualified firefighters live outside of the district

Hours of members *Hours are based on starting period until august 27th 2024*

| Category | Period starting | Cumulative Hours | Weekly Average (Hrs) |
|----------|-------------------------|------------------|----------------------|
| Calls | Nov 1 st '23 | 598.5 | 17.1 |
| Training | Jan 1 st '24 | 2,828.5 | 80.8 |
| Chief* | Jan 1 st '24 | 1165.5 | 33.3 |
| Admin* | Jan 1 st '24 | 707.5 | 20.2 |

Note: Chief completed 88.3% of yearly contracted hours
 • Currently two additional firefighters to those listed above are over 16 hrs/week

Callouts *November 1st 2023 – August 27th 2024*

| Type of Call | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Total |
|------------------------|-----|-----|-----|-----|-----|-----|-----|-----------|-----------|-----------|-----|-----|------------|
| Alarm Bells | | | | | | | | | | | | | 10 |
| Duty Calls | | | | | | | | 2 | 2 | 2 | | | 14 |
| Hydro | | | | | | | | | 1 | | | | 5 |
| Medical | | | | | | | | 8 | 5 | 8 | | | 61 |
| MVI | | | | | | | | | | | | | 6 |
| Rescue | | | | | | | | 2 | 3 | 1 | | | 12 |
| Structure Fire | | | | | | | | 1 | | | | | 11* |
| Wildfire | | | | | | | | | 3 | | | | 6 |
| Car/garbage/other fire | | | | | | | | 1 | | 1 | | | 6 |
| Smoke investigation | | | | | | | | | 2 | 4 | | | 8 |
| Overall Total | | | | | | | | 14 | 10 | 16 | | | 135 |

Notes:
 • *9 Automatic mutual aid calls
 • Calls without minimums since Nov'23

- Structure fires: 5; Medical calls: 3; Other: 0

Training

Highlights

- 5 students enrolled in Hazmat Operations (expected to be full-service members post-training)
- 1 more member completed and received FR license
- First responder scope upgrades underway for all members

Training Plan

| ESFR Training Plan | | | |
|-------------------------------|---------------|----------------------|--|
| Training Level Completed | Target | Total Trained | Training Status |
| Service Level | Target | Total Trained | Training Status |
| Recruits | 3 | | |
| Full Service | 15 | 6 | |
| Interior | 10 | 8 | A 9 th member on leave of absence |
| Exterior | 0 | 4 | |
| Support | 0 | 2 | |
| Qualification training | | | |
| NFPA 1407 members | 15 | 11 | Hope to host another 2 weekends in 2025 for members to refresh and others to be certified. |
| NFPA 1002 Drivers | 12 | 5 | We have planned dates for a class in Fall 2024 |
| Roper Rescue | 12 | 7 | None in progress |
| FR license | 25 | 16 | |
| Leadership Training | | | |
| Officer Mentorship program | 4 | 0 | 4 Members currently starting this process |
| Fire Officer 1 Qualification | 2 | 1 | 2 members in mentorship program have enrolled in Fire Officer 1 training. |
| Fire Officer 2 Qualification | 2 | 1 | |
| Fire Officer 3 Qualification | 1 | 0 | |
| Fire Officer 4 Qualification | 1 | 1 | |

Projects/Initiatives

Administration & Planning

2024 Grant/ 2025 Grant

Status: In Progress

Progress: 2024 Grant application approved. 2025 Grant has been opened with submission required by September 2024.

Next Steps:

- 2024 Grant we are waiting for ordered equipment to put into service which has an estimated end of August delivery.

- 2025 Grant Chief will work with officers on assessing highest needs for grant funding to create a proposal

Records Management

Status: In progress

Progress: First due is in operations in a trial and familiarization stage for truck checks, incident reports and training reports.

Next Steps:

- Continue to familiarize crews on the new forms and format.
- Continue to work with East Sooke members, IT support and CRD to work out bugs in the system.

Training and Development

Training Building

Status: In progress

Progress: Ongoing development of the training facility. Planning installation of a fire department standpipe on the hose tower.

Next Steps: Complete the installation to facilitate training for NFPA 1001 and 1002 certifications.

Recruitment and Retention

Benefits for Members

Status: In progress

Progress: Brigade has chosen several policies they like and have received quotes for them. Next Steps: Brigade will finalize a list of candidates using the attendance policy to be able to take forward to a vendor for hopeful January 2025 start.

Recruitment

Status: Ongoing

Progress: New recruitment poster created. Recruitment Video created

Next Steps: Started a recruitment

- Handed out 6 application packages to date and received one completed and handed back in
- Interview stage planned for completed application packages and if successful enrollment in regional training program

Community Engagement

FireSmart:

- Continues to be a steady stream of assessments being done
- Another chipper day is being planned at this time for spring

- Sending another member to receive their wild fire mitigation specialist training

Community Resiliency Plan:

Status: On hold

Progress: Fire Chief has not yet had the time for review of the document.

Juan De Fuca Automatic Mutual Aid (AMA)

Status: In progress

Progress: Meeting held on May 2nd. Agreed on the need for more trained firefighters and officers. Plan to initiate a uniform accountability system.

Next Steps:

- Implement the new accountability system across the JDF area immediately, East Sooke Completed this July 18th 2024
- Another regional JDF chiefs meeting is being held September 5th and this will be discussed further

Equipment and Maintenance

Annual Maintenance and Tests: Cold air intake for Compressor

Status: On Hold

Progress: Operations team has it on their list of repairs and maintenance to be done but are currently working on other items.

Annual Maintenance and Tests: Fit testing

Status: In progress

Progress: date has been booked for October 3rd fit testing for all members.

SPU

Status: In progress

Progress: Currently with CRD at their other facility

Next steps: To collect bids from interested parties.

Mobile Terminals

Status: In progress

Progress: Two trial terminals have been purchased and initially set up by firefighter Neilson. Next steps:

- Mounting brackets have been purchased to be installed on each apparatus.
- Working to implement use into the firefighters daily checks.

- Fire chief nor operations has had time to install the mounting brackets yet to allow in truck use.

Squad replacement

Status: In progress

Progress: Has gone back to vendors to look for an option within the approved budget

Next Steps:

- Waiting to hear back from vendors on options before being able to move forward
- Have acquired a wildland skid unit free from CRD to help lower costs of new squad while increasing its capacity to service the community

Emergency Response Protocols

SOG Review

Status: In progress

Progress: CRD has shared a draft OG manual for review.

Next Steps:

- Develop a plan with the Officer group and CRD to integrate CRD OH&S policies into the East Sooke Fire Department operations.
 - Joint CRD fire service OH&S committees first meeting to be September 5th
 - Review, draft and update current standing operational policies within the department.

Treasurer's report – 2024 July 24

| East Sooke Fire Commission | | | Monthly Report | | | |
|---|------------------------|------------------|----------------|---------------------|------------------|---------------|
| Ed Helm, Treasurer | | | July 2024 | | | |
| | Budget - Annual | | | Year-to-date | | |
| REVENUES | 2023 | 2024 | %change | Budget | Actual | %diff. |
| Fees - Service | \$56,350 | \$69,350 | 23.07% | \$69,350 | \$77,166 | 11.3% |
| Interest Income | \$1,060 | \$1,060 | 0.00% | \$618 | \$0 | -100.0% |
| MFA Debt Reserve Fund | \$380 | \$380 | 0.00% | \$222 | \$0 | -100.0% |
| Requisition - Electoral Area | \$468,579 | \$477,950 | 2.00% | \$278,804 | \$0 | -100.0% |
| Total Revenues | \$526,369 | \$548,740 | 4.25% | \$348,994 | \$77,166 | -77.9% |
| | | | | | | |
| EXPENSES | | | | | | |
| Principal for loan | \$97,959 | \$97,959 | 0.0% | \$0 | \$0 | |
| Interest on loan | \$57,150 | \$57,150 | 0.0% | \$28,575 | \$28,575 | 0.0% |
| Transfer to Reserve - CRF | \$103,362 | \$100,000 | -3.3% | \$58,333 | \$56,071 | -3.9% |
| Operations | \$267,518 | \$292,130 | 9.2% | \$170,409 | \$147,752 | -13.3% |
| Total Expenses | \$525,989 | \$547,239 | 4.0% | \$257,318 | \$232,397 | -9.7% |
| | | | | | | |
| Selection of significant OPERATIONS cost centers | | | | | | |
| | Budget - Annual | | | Year-to-date | | |
| | 2023 | 2024 | %change | Budget | Actual | %diff. |
| Wages and Stipends | \$74,930 | \$80,175 | 7.0% | \$46,769 | \$35,214 | -24.7% |
| Vehicles | \$35,150 | \$37,611 | 7.0% | \$21,940 | \$16,649 | -24.1% |
| Contract for Services | \$9,550 | \$11,019 | 15.4% | \$6,428 | \$1,838 | -71.4% |
| Purchase Maint. Buildings | \$7,200 | \$7,704 | 7.0% | \$4,494 | \$3,792 | -15.6% |
| Training | \$25,000 | \$26,750 | 7.0% | \$15,604 | \$16,684 | 6.9% |
| Propane | \$2,500 | \$2,675 | 7.0% | \$1,560 | \$6,702 | 329.5% |
| Electricity | \$9,600 | \$10,272 | 7.0% | \$5,992 | \$5,601 | -6.5% |
| Med. Supplies | \$5,630 | \$6,024 | 7.0% | \$3,514 | \$1,205 | -65.7% |
| Supplies Operating | \$14,719 | \$13,030 | -11.5% | \$7,601 | \$8,472 | 11.5% |
| Protective Clothing | \$6,763 | \$8,236 | 21.8% | \$4,804 | \$3,949 | -17.8% |
| Contingency Fund | \$15,000 | \$15,000 | 0.0% | \$8,750 | \$0 | -100.0% |
| All other expenses | \$61,476 | \$73,634 | 19.8% | \$42,953 | \$47,647 | 10.9% |
| Total Expenses - Operations | \$267,518 | \$292,130 | 9.2% | \$170,409 | \$147,752 | -13.3% |
| | | | | | | |
| Comments: | | | | | | |
| (1) Fees - Service budget of \$69,350 estimated with actual agreement generating fees of \$77,166. Consequently we will have an additional \$7,816 of available funding within this year's budget | | | | | | |
| (2) Interest on loan of \$28,575 represent 6 months. Budget also reflects 6 months not 7 months (end of July) | | | | | | |
| (3) Total expenses 13.3% under budget. However the Y-T-D budget is a simple 7/12ths of annual and expense management requires the Fire Chief to continue monitoring costs. | | | | | | |
| (4) Propane expense YTD of \$6,702 (annual budget of \$2,675). Due to carry over of expense from late 2023. The 2025 budget will need to reflect correct annual costs. Conversion from electrical to propane occurred in late 2021. Electrical savings annually since 2022 equal to increased annual propane costs. | | | | | | |

East Sooke Community Hall Report to ESVFD Commissioner Meeting, August 2024

East Sooke Community Hall Group Minutes - July 15 2024

Call to order at 7.03pm.

Present: Bruce Manning, Leslie Leus, Armin Sielopp. Regrets: Wendy Lane, Wendy Herring.

Minutes of May 10 2024. Moved by Bruce to adopt. Seconded by Leslie. Carried.

Treasurer's Report. Leslie reported that the CRD financial statement was not current and therefore did not show which account Dupuis Energy was paid from for the installation of the heat pump. Moved by Bruce, seconded by Armin to adopt the treasurer's report as presented. Carried.

Hall rentals. Update at next meeting.

Old business.

1. Painter/baseboard installer has failed to complete the work. Armin to seek completion.
2. Double door project. Two written quotes presented along with verbal expressions of no interest. Motion by Bruce to offer the work to Orca Doors, subject to Fire Commission approval. Seconded by Leslie. Quotes attached.
3. Hall cleaner. We are still searching for a cleaner.

New business

July 31 is the day scheduled for the annual fire protection system inspection. (Ed: Armin to attend.)

Meeting adjourned at 7.45pm.

Respectfully submitted. Armin Sielopp

GALIANO ISLAND PARKS AND RECREATION COMMISSION Meeting Minutes

01 Aug 2024 at 9:00 a.m.
1290 Sturdies Bay Road/Zoom

Present: Commissioners Charlene Dishaw (Chair), Murray Scadeng, Barry New, Keith Erickson(EP), Cathy Clinton, Paul Brent (EP) Gerald Longson, Jim Henshall, Andrew Simon(EP).

Staff: Lori Seay (Recording)

EP=Electronic Participation

1. **CALL TO ORDER & LAND ACKNOWLEDGEMENT**

Call to order at 9:00 a.m. Commission Chair Dishaw provided a territorial acknowledgement.

2. **APPROVAL OF AGENDA**

MOVED by Commissioner Clinton, Seconded by Commissioner Longson that the 01 Aug 2024 agenda be approved. **CARRIED.**

3. **ADOPTION OF MINUTES**

MOVED by Commissioner Clinton, Seconded by Commissioner Longson that the 01 Aug 2024 minutes be approved as amended. **CARRIED.**

4. **DELEGATIONS:**

5. **CHAIR'S REPORT**

Chair noted that Commission terms are expiring for three members. A recruitment ad will be placed in the Active Page in September and October with an October 15 deadline for applicants. Coffee with Commissioners was held in July. A new banner has been secured for the upcoming Fiesta booth. .

6. **READY SET ROLL project**

Emma noted that the Galiano Community School has been approved for a Ready Set Roll project focused on active transportation to school. A walkabout meeting to discuss will be held on October 18 with GIPRC, school, MOTI and other stakeholder representation. Murchison Creek continues to be a safety concern for walkers. CRD is following up with MOTI and will update in September.

GALIANO ISLAND PARKS AND RECREATION COMMISSION Meeting Minutes

01 Aug 2024 at 9:00 a.m.

1290 Sturdies Bay Road/Zoom

7. ADMINISTRATION REPORTS

7.1 Maintenance Contractor's Report: No report received. Commissioner Henshal reported that a Sticks Park danger tree has been removed. Montague toilet issues were addressed. Doty memorial bench will be installed at Linklater soon. Installation of Silu signage will be handled as a separate contract with Kristian. Toilet pump out is scheduled for August 22/2024.

7.2 Parks, Trails and Shore Access Report: Commission discussed erosion at Morning Beach. Geotech and archeological assessment will be included in 2025 Capital planning.

ACTION: Emma will talk to Justine regarding pre-development work for Morning Beach.

7.3 Recreation Report: Grant forms will be amended to include confirmation of receipt of funds and increased emphasis on numbers of users served. Commissioner Erickson asked that the Commission review and refine selection criteria in advance of the 2025 Rec Grants cycle.

ACTION: Lori will update the recreation form regarding confirmation of receipt of funds and data collection.

7.4 Volunteer Report: Stewards are encouraged to provide feedback to the Volunteer Coordinator following site visits.

ACTION: Commissioner Clinton will write an August message to stewards and forward to Lori for circulation with the July maintenance report.

7.5 Betty's Place Operations Subcommittee Report: Storage pool is emptied and may be retrofitted for rain collection. Water pump has performance issues and will be assessed by Red Williams in August. CRD will be apprised of water issues and the Commission agreed to proceed with investigation as indicated by the contractor, short of drilling a new well. Treasurer Scadeng noted that capital funds are limited and a french drain is already scheduled for the site with Galiano Excavating. There is interest in a shop rental.

MOVED by Commissioner Henshall, Seconded by Commissioner Erickson that GIPRC consult with CRD Real Estate to confirm that funds from the Kennedy endowment can be accessed to address well issues at Kennedy property; AND that a well investigation will be conducted by Red Williams summer 2024.
CARRIED.

GALIANO ISLAND PARKS AND RECREATION COMMISSION Meeting Minutes

01 Aug 2024 at 9:00 a.m.

1290 Sturdies Bay Road/Zoom

ACTION: Commissioner Dishaw will follow up CRD Real Estate regarding Kennedy well and shop rental options.

7.6 Betty's Place Master Planning Subcommittee: Master Planning committee met in July and is developing a consultation process for the site. Master Plan will be submitted to the Commission for review in Fall 2024, including an RFP for full building assessments. GIPRC table at Fiesta is a good outreach opportunity and will include books for sale from Betty's collection.

ACTION: Lori will update the Facebook page to encourage people to visit GIPRC Booth at Fiesta.

7.7 Treasurer's Report: 2025 Budget Process will be the focus of the September meeting. CRD is expecting a draft in October 2024. A full financial report will be provided at the September 2024 meeting.

7.8 GIPRC Master Planning 2025-2030: A shared drive has been created to support sharing of specific ideas for inclusion. Invasives management and Morning Beach stairs work will be included. Chair and Commissioner New will organize invasive removal work bees with volunteers. Commissioner Erickson will advise on green waste management.

ACTION: Chair Dishaw will convene another GIPRC Master Planning Committee meeting to discuss next steps and will circulate the shared planning document.

8. UPDATE STATUS OF CAPITAL PROJECTS

8.1 Silú Park Completion: Signage is complete. Commission offered thanks to Stuart Mitchell for donating his time to design and produce signage. Installation is paused until archeological concerns have been cleared. Commissioner Longson will visit the site with CRD Archeology in August 2024. CRD has follow up questions regarding signage.

ACTION: Chair Dishaw will follow up with Justine Starke regarding signage.

8.2 Zuker Georgeson Bay Access Restoration: Commissioners Erickson and Simon will meet to develop a 2025 Budget for continued work at the site. Commissioner Brent encouraged continued work on asset management and invasives management.

ACTION: Chair will send a thank you to Zuker key volunteer(s).

9. New Business

9.1 Lion's Fiesta: Booth will be shared with Trails Society.

GALIANO ISLAND PARKS AND RECREATION COMMISSION Meeting Minutes

01 Aug 2024 at 9:00 a.m.
1290 Sturdies Bay Road/Zoom

9.2 Beach Clean Up: Commission will support marine debris collection bags at Morning and Pebble Beaches in partnership with GIRR and Galiano Conservancy. Marine plastics will be diverted to a recycling center on Vancouver Island. Collection costs will be covered by GIPRC on a pilot basis.

9.3 Sign installation: Commission discussed historical installation of signage using nails on live trees and agreed that future signage will be attached without nails.

9.4 Talking Tree Property: The Galiano Conservancy has acquired a 100+ acre property mid island and is interested in trail networking.

10. **Next Meeting:**

9:00 A.M.- 12:00 P.M. Thursday September 05 2024. Please note extra time for budget development.

10. **Unaddressed Thoughts and Concerns:** None

11. **Adjournment at 11:10 a.m.**

Approved at the 05 Sept 2024 GIPRC meeting:



CHAIR

(signature block)

COMMITTEE CLERK

GALIANO ISLAND PARKS AND RECREATION COMMISSION Meeting Minutes

05 Sept 2024 at 9:00 a.m.
1290 Sturdies Bay Road/Zoom

Present: Commissioners Charlene Dishaw (EP), Murray Scadeng, Barry New, Keith Erickson(EP), Cathy Clinton, Gerald Longson, Jim Henshall(Chair), Andrew Simon(10:00 departure). **Regrets:** Director Paul Brent.

Staff: Lori Seay (Recording) Justine Starker(CRD) Emma Davis(CRD)

EP=Electronic Participation

1. **CALL TO ORDER & LAND ACKNOWLEDGEMENT**

Call to order at 9:00 a.m. Commission Vice Chair Henshall provided a territorial acknowledgement.

2. **APPROVAL OF AGENDA**

MOVED by Commissioner Longson, Seconded by Commissioner Henshall that the 05 Sept. 2024 agenda be approved. **CARRIED.**

3. **ADOPTION OF MINUTES**

MOVED by Commissioner Clinton, Seconded by Commissioner that the 01 Aug 2024 minutes be approved as corrected. **CARRIED.**

4. **DELEGATIONS:**

CRD Regional Parks: Justine Starke from CRD reported on behalf of Regional Parks. Three parking spots are slated for Fall 2024. Feedback can be directed to Stuart Walsh at CRD Regional Parks at sgwalsh@crd.bc.ca.

5. **ADMINISTRATION REPORTS**

5.1 Maintenance Contractor's Report: Report was circulated prior to the meeting. August issues included bags of garbage and construction debris at Retreat and Montague toilets and graffiti at Silu. Replacement stickers for access signs have been ordered. Pilot installation of marine debris collection at Pebble and Morning will be reviewed with project partners in October. The Commission thanked Kristian for his additional efforts in maintenance of public toilets during the busy season.

ACTION: Jim will reach out to Michael to arrange toilet coverage for Kristian's holiday.

5.2 Parks, Trails and Shore Access Report: Morning Beach and Serenity are scheduled for trail work this fall. Parking signage is being installed at Linklater.

GALIANO ISLAND PARKS AND RECREATION COMMISSION Meeting Minutes

05 Sept 2024 at 9:00 a.m.
1290 Sturdies Bay Road/Zoom

5.3 Recreation Report: Commissioners New and Erickson will meet to discuss decision-making framework for 2025 granting.

5.4 Volunteer Report: August report was circulated to stewards.

5.5 Betty's Place Operations Subcommittee Report: Water contractor well work is scheduled for Fall 2024. GHCS has asked to retain the rental until April 2025. Current lease expires October 31, 2024.

MOVED by Commissioner Henshall, Seconded by Commissioner Clinton that GIPRC extend the Kennedy house lease until April 30, 2025. **CARRIED.**

5.6 Betty's Place Master Planning Subcommittee: An RFP for Building Structural Assessment has been reviewed and is being circulated with support from CRD. A community consultation event is being organized for 2025.

ACTION: Betty Kennedy Master Planning committee to provide Murray with a more detailed budget for improvements in 2025 as well as a budget cost and timeline for an inspection / survey of building and property assets.

5.7 Treasurer's Report: July and August financial reports were circulated prior to the meeting. Remaining funds for capital projects were reviewed.

MOVED by Commissioner Scadeng, Seconded by Commissioner Clinton to approve the July and August 2024 financial report as circulated. **CARRIED.**

5.8 GIPRC Master Planning 2025-2030: A community invitation for suggestions has been published in the Active Page.

6. UPDATE STATUS OF CAPITAL PROJECTS

6.1 Silú Park Completion: Trail signs were installed after review with CRD Archeology. An opening event is scheduled for Fall 2024. CRD branding materials were reviewed.

ACTION: Lori will contact Director Brent regarding the date for Silu and follow up with CRD regarding signage. Commissioner Longson will send Silú teaser for Facebook.

6.2 Zuker Georgeson Bay Access Restoration: \$15,000 for cultural work and assets will be carried into 2025. Possible partnership with GCA is being explored for invasives management and restoration work. GCA could also facilitate the connection with Restoration students. Commissioner New offered to support volunteer participation.

GALIANO ISLAND PARKS AND RECREATION COMMISSION Meeting Minutes

05 Sept 2024 at 9:00 a.m.
1290 Sturdies Bay Road/Zoom

7. **New Business**

7.1 **Ready Set Roll:** Commissioner Henshall agreed to attend the project walkabout on September 18.

7.2 **Trails Collaboration:** Commissioner Scadeng reported on the recent meeting between trail building groups on Galiano. A shared collaborative map was discussed and mapping activities planned. Commissioner Erickson noted the 2018 trail mapping data as a resource.

7.3 **Website:** Commissioners agreed to review the GIPRC website and send feedback to Lori

7.4 **2025 Budget Development:** Budget scenarios were circulated prior to the meeting. Treasurer reviewed the collaborative budget process with CRD. Historically, it reflects a 3% increase over prior year.

Operations: Commission reviewed and adjusted operations budget, including the addition of an invasives management budget line. Commissioner Erickson agreed to assess sites for and recommend a blended paid and volunteer management strategy.

Recreation: Justine Starke reviewed for budget requests beyond inflationary increases. The Commission agreed by general consent to ask Paul Brent to support an increase to recreation funds who can then support the request.

ACTION: Treasurer will contact Director Brent regarding a Recreation Grant increase.

Capital: 2025 will focus on Morning Beach work and Kennedy. Costing and project priorities will be developed. Betty's Place Master Planning Committee will meet and send capital budget requests to the Treasurer

ACTION: Treasurer will circulate an updated draft budget for review and revision prior to the October meeting.

8. **Unaddressed Thoughts and Concerns:** None

9. **Next Meeting:**

9:00 a.m. Thursday October 3 2024.

10. **Adjournment at 11:45 a.m.**

GALIANO ISLAND PARKS AND RECREATION COMMISSION Meeting Minutes

05 Sept 2024 at 9:00 a.m.
1290 Sturdies Bay Road/Zoom

Approved at the 03 October 2024 GIPRC meeting:

Charlene Dishaw

Charlene Dishaw-Chair



Minutes for a meeting of the Mayne Island Parks and Recreation Commission

Location: Mayne Island Library, 411 Naylor Road, Mayne Island, BC

Date/Time: August 8, 2024

Present: Debra Bell, (Chair) Michael Kilpatrick, (Vice-Chair)
Jacquie Burrows, Treasurer Veronica Euper
Kestutis Banelis Adrian Wright
Lauren Edwards (Recorder)

Absent: Paul Brent, Director, CRD, Southern Gulf Islands

Guests: Lee-Ann McKintuck and Jody Drope Re: Off leash dog park on 3rd party property

The meeting was called to order at 3:02 pm

1. Territorial Acknowledgement

We are honoured to be meeting on the traditional lands of the Coast Salish First Nations. We respect and value the longstanding relationship they have with the land and seawaters that continues to this day.

2. Approval of Agenda

MOVED by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick, that the agenda be approved as presented.

CARRIED

3. Adoption of Minutes of July 11, 2024

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper, that the minutes of July 11, 2024 be approved as presented.

CARRIED

4. Chair's Remarks

Chair Bell thanked the commissioners for their efforts with the volunteer dinner.

5. Presentations

5.1. Lee-Ann McKintuck and Jody Drope Re: Off leash dog park on 3rd party property

Presenters provided the following information:

- A submission on this issue was received in advance.

ADOPTED

Mayne Island Parks and Recreation Commission

Minutes for: August 8, 2024

- Permission was sought from BC Ferries to use their empty two acre lot beside the Village Bay terminal for an off leash dog park until such time as BC Ferries develops it.
- Responses on Mayne Island Facebook pages were positive to this project.
- Information was provided and discussed with Brian Anderson, BC Ferries.
- Preliminary discussions with Islands Trust were positive.

Discussion with MIPRC included that:

- MIPRC manages community parks. As this is a third party property consideration be given to another body such as an off-leash dog society to manage the property.
- Considerations include dog waste collection, garbage disposal, management, liability insurance, consultation with neighbours and the number of licensed dogs.
- Presenters were asked to write MIPRC regarding any further specific questions.

6. Reports

6.1. Treasurer's Reports

6.1.1. Treasurer's Report for the period July 1 - 31, 2024 (report attached)

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Banelis, that the Treasurer's report for the period July 1 – 31, 2024 be approved as presented.
CARRIED

6.1.2. Capital Budget 2025 – 2029 process

- It was requested that recommendations for new capital projects be submitted to Commissioner Burrows before the next meeting.
- A draft for capital projects will be presented at that time with the deadline for a final budget October 29th.

6.2. Administration

6.2.1. Follow up Action Report (not covered elsewhere)

The following were reported as ongoing:

- Fallow Deer Committee: The Committee continues their efforts to eradicate this invasive species.
- Terry Fox Run: No requests have been received for MIPRC ice-cream donation.
- Volunteer T shirts: Details of the order are in progress.
- Charter Road: An assessment by Rob Underhill, MI Conservancy, is pending
- Flag pole policies: Communication with CRD is underway.
- Putting green improvement: The grant application process continues.
- Fitness Classes at Dinner Bay: A meeting is scheduled with Tim Begley.
- Additional fitness track material: This will be discussed with Matt Taylor.
- Power outage notifications: MIPRC email will be added to the BC Hydro account.
- Bathroom lighting: Available lighting hardware to be installed at Dinner Bay.
- Japanese Garden pond pump replacement: Insurance information will be investigated.

Mayne Island Parks and Recreation Commission

Minutes for: August 8, 2024

- MI Collective request for mobility access at Felix Jack Park: Communication with the Collective will be circulated.
- Henderson Park Information Kiosk: Researched information is being summarized.
- Wasp nests at Dinner Bay: The concerns were addressed.
- Kippen Road Staircase: Aluminum staircase pricing will be investigated.

6.2.2. Health and Safety Concerns
There were no concerns identified.

6.2.3. Events
A report was received with the agenda.
The Volunteer Appreciation Dinner held on August 7, 2024 was discussed as an overall success.

6.2.4. Monitoring local information affecting MIPRC
There were no concerns identified.

6.3. Committees

6.3.1. Fitness Track
A report was received with the agenda.
Water run off management strategies were discussed and it was agreed that installing a catch basin will be put on hold to assess changes in the coming season.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick, that Mayne Island Parks and Recreation Commission approve an expenditure of up to \$4,000 to add additional track material where needed and to repair certain sections of the fitness track to minimize future costs of maintenance, with such costs to be covered by the recreation account.

CARRIED

This work will be started in September.

6.3.2. Technology
A report was received with the agenda.
It was reported that a request was made to CRD to post QR codes and the fitness track video on the website.

6.3.3. Sanitation and Motion re: additional Dinner Bay faucet
It was discussed and agreed that all bathroom faucets will be replaced.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Burrows, that the Mayne Island Parks and Recreation Commission amend the motion of June 13, 2024 regarding the expenditure to CMG services from \$2,000 to \$4,000.

CARRIED

Mayne Island Parks and Recreation Commission

Minutes for: August 8, 2024

It was reported that urinals will require updating in the future and that calcification issues are being dealt with.

6.4. Parks

6.4.1. Miners Bay

The electrical estimate of the holiday lights is pending and options will be suggested to install one switch in the library basement and to reduce the amperage.

6.4.2. Dinner Bay

- a) Softball field 1st baseline: It was agreed that hardware joining would be used for the baseline fence.
- b) Playground equipment discussion; funding and Motion: It was reported that a presentation will be made at the September MI Lions general meeting regarding playground equipment replacement.
- c) Catch basin/culverts: This item was discussed in 6.3.1

6.4.3. Cotton Park

There was nothing new to report.

6.4.4. Japanese Memorial Garden

A report was received with the agenda.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Bell, That the Mayne Island Parks and Recreation Commission approve the expenditure of \$852 to Van Isle Water for the purchase of a one horse power recirculation pump for the waterfall.

CARRIED

It was reported that:

- The recent art show was very successful.
- The Tori gate was removed and will be refurbished and reinstalled.

6.4.5. Trail Network Development

It was reported that:

- Wasp nests were disposed of.
- Repairs were done on the Kadonaga Trail stairs and the area requires continual care of the anti-skid metal.
- The David Cove “prop thrust” sign was again vandalized and fixed.

7. Correspondence/Meetings

7.1. Email to/from Mayne Island Agricultural Society regarding booth at the Fall Fair, August 17, 2024.

7.2. Quote received from SGI Electrical for electrical work related to holiday lights at Miners Bay Park.

Mayne Island Parks and Recreation Commission

Minutes for: August 8, 2024

- 7.3. Additional quote received for 1st baseline at Dinner Bay Park.
- 7.4. Emails to/from CRD regarding Insured Property Replacement values.
- 7.5. Emails to/from Mayne Island Reading Centre Society regarding 30th anniversary party. Commissioner Kilpatrick attended on behalf of MIPRC.
- 7.6. Emails regarding Volunteer Appreciation Dinner August 7, 2024.
- 7.7. Email from boat ramp monitor regarding damaged signage.

8. New Business

8.1. Recreational Funding 2024/2025

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Euper, that Mayne Island Parks and Recreation Commission adopt the recommendations of the Recreational Funding Committee for 2024/2025 funding allocations to the following recreational services:

| Name of Applicant | |
|---|-----------------|
| Carol Meldrum | \$1,250 |
| Gulf Islands Centre for Ecological Learning Society | 2,000 |
| Mayne Island Assisted Living Society | 2,000 |
| Mayne Island Community Centre | 2,250 |
| Mayne Island Conservancy Society | 2,000 |
| Mayne Island Cribbage Club | 1,000 |
| Mayne Island Disc Golf Club | 1,250 |
| Mayne Island Early Childhood Society | 1,750 |
| Mayne Island Lions Club | 1,200 |
| Mayne Island Social Tennis Club | 1,000 |
| Mayne Island Pickleball Club | 1,000 |
| Mayne Island Quilters Guild | 1,500 |
| Mayne Island Softball Club | 1,000 |
| Mayne Island Table Tennis Club | 1,290 |
| Mayne Island Volunteer Firefighters Association | 2,000 |
| Mayne School PAC | 2,800 |
| Pender Island Otters Swim Club | 1,000 |
| Arts on Mayne | 1,500 |
| Terry Fox Mayne Island Volunteers | 400 |
| Vivero Yoga | 1,500 |
| Tim Begley | <u>800</u> |
| | <u>\$30,490</u> |

CARRIED

9. Motion to Close the Meeting in accordance with Community Charter Part 4, Division 3, Section 90

10. Rise and Report

11. Meeting Adjournment

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Banelis,
that the Mayne Island Parks and Recreation Commission meeting be adjourned.
CARRIED

The meeting adjourned at 5:18 pm

Original signed by

September 12, 2024

Debra Bell, Chair

DATE

Original signed by

Lauren Edwards, Recorder

PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)
Minutes of Regular Meeting
22 July 2024 3:00 pm
Zoom/Pender Community Hall

Commissioners: George Leroux (Chair/Treasurer), Erin O'Brien, Andrea Mills, Sandra Tretick, Cecilia Suh, Paul Brent, Lisa Baile (EP)

Regrets: Richard Sullivan.

Staff: Lori Seay-Potter (Recorder), Melody Pender (CRD Liaison), Rob Fawcett (Project Coordinator)

1. **CALL TO ORDER:** The Chair called the meeting to order at 3:00 p.m.

2. **APPROVAL OF AGENDA:**

MOTION to approve the 22 July 2024 PIPRC agenda.
M-Commissioner Tretick, S-Commissioner Brent. **CARRIED.**

3. **ADOPTION OF MINUTES**

MOTION to approve the 03 June 2024 PIPRC minutes as presented.
M-Commissioner Brent, S-Commissioner Mills. **CARRIED.**

4. **CORRESPONDENCE and BUSINESS ARISING**

4.1 **Dogs in Parks:** Several pieces of dog-related correspondence were received, including a request for additional dog stations.

MOTION to approve the installation of a dog station at the Danny Martin Park parking area. M-Commissioner Tretick, S - Commissioner O'Brien. **CARRIED.**

Commissioner Tretick is working with Project Coordinator to develop outreach and communications regarding dogs. Financial impact of dog stations will be noted in the Fall PIPRC budget report in Pender Post.

4.2 **Fall Fair:** Rob will organize the PIPRC table at Fall Fair. Commissioners Baile and Brent will also attend.

4.3 **Found Road Signage:** Commissioner O'Brien will organize a printing quote.

5. **DELEGATIONS:** None

6. **OPERATION REPORTS**

6.1 **Maintenance:** Report circulated prior to the meeting.

6.2 **Capital Projects:** Report circulated prior to the meeting. Rob Fawcett joined the meeting.

Pumptrack is up and running. Cedar benches have been added. An official Opening Day is being finalized for August/September. Another volunteer day to

PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)

Minutes of Regular Meeting

22 July 2024 3:00 pm

Zoom/Pender Community Hall

pack material and prep for planting is planned. Permanent signage is being developed. Nu-to-you has committed to a \$7000 contribution.

Schooner Way Trail: Project Coordinator is working with MOTI to finalize permits, design and License of Occupation prior to tendering for trail construction. Weekly public engagements are scheduled for summer.

Magic Lake Dock: Installation slated for August 2024.

Phone of the Wind: Locations are being scouted by Coordinator and Ben.

Other Projects: Commissioner Tretick and Rob are planning for engagement on dogs in parks. Chair and Rob are talking with the Disc Golf Society regarding Tee Pad improvements.

6.3 Restoration: Commissioner O'Brien will work with Coordinator and Pump Track neighbours on a fencing/planting plan that addresses neighbour privacy.

ACTION: Commissioner O'Brien and Rob will develop a fencing and planting plan and budget for the Pump Track site for review by the Commission.

7. TOPICAL ISSUES

7.1 2025 Capital Projects: Suggestions from Community and Commission include:

- Thieves Bay structure
- tee box improvements
- dog park
- water station for dogs
- play equipment/climbing wall for kids; additional sites.
- bike repair station
- tee box improvements
- toilet near school

7.2 Recreation Grants 2024: Grant applications were circulated prior to the meeting. The Grants Committee reported on their recommendations. Commissioner Mills recused herself.

MOTION to approve the 2024-2025 Recreation Grants as per discussion and circulated spreadsheet to the total of \$67,126.

CARRIED. M-Commissioner Brent, S-Commissioner Tretick.
CARRIED.

| | |
|---|----------|
| PIRAHA /Community Hall | \$30 000 |
| Pender School | \$2700 |
| Southern Gulf Islands Neighbourhood House | \$6000 |
| PI Health | \$6750 |

PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)
Minutes of Regular Meeting
22 July 2024 3:00 pm
Zoom/Pender Community Hall

| | |
|--------------------------|--------|
| PI Child Care /Dragonfly | \$4200 |
| PI Otters Swim Club | \$2750 |
| PI Youth Sports | \$2983 |
| Pender Skate | \$2943 |
| PI School Basketball | \$2800 |
| Ptarmigan Arts | \$2000 |
| PI Choral Society Arts | \$2000 |
| PI Jazz Band Arts | \$1000 |
| PI Art Society | \$1000 |

Commission Mills rejoined the meeting.

7.3 Commissioner Vacancy: Outreach continues.

7.4 Maintenance Contract: As per CRD guidelines the contract will be advertised publicly in the September Pender Post.

7.5 Pump Track Name:

MOTION to name and sign the new pump track as “Le Pump Track”.
M-Commissioner Brent, S- Commissioner Tretick. **CARRIED.**

8. PROJECTS

8.1 Trail Inventory & Map Update: Image selection is underway.

8.2 PIPRC Asset Mapping: Commissioners agreed to support asset mapping for the Guide update.

ACTION: Lori will circulate form and trail/access inventory to the Commission.
Commissioner Baile will inventory North Pender assets, except Magic Lake sites.

9. REPORTS

9.1 CRD Director: Director Brent updated the Commission on CRD investments in trails and transportation.

9.2 Chair: A summary of June activities was provided.

9.3 Treasurer: Report was circulated prior to the meeting. Target setting for capital projects was discussed. SGI funding equity was reviewed with Director Brent. Director Brent thanked George for his work as Treasurer.

MOTION to accept the July 2024 Financial Report. M-Commissioner Brent, S- Commissioner Tretick. **CARRIED.**

PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)
Minutes of Regular Meeting
22 July 2024 3:00 pm
Zoom/Pender Community Hall

9.4 **Communications:** Pender Post September will focus on Budget and Recreation Grants (George/Sandra) October - Restoration - (Erin).

10. NEW BUSINESS

10.1 **I-Naturalist:** Commissioner Baile asked the Commission to promote the INaturalist citizen scientist program by adding signage at Enchanted Forest and George Hill. The Commission agreed to next steps including signage and a possible PIPRC event.

ACTION: Lisa will reach out to IT Conservancy and explore cost sharing for INaturalist signage.

10.2 In Camera Session:

Chair Leroux left the meeting. Commissioner Tretick assumed Chair.

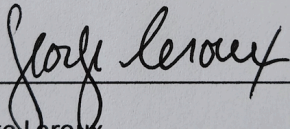
MOTION to close the meeting in accordance with the *Community Charter, Par 4, Div. 3, Section 90(1)* . M-Commissioner Brent, S-Commissioner Tretick.
Commission moved to the closed session at 4:30 p.m.

Commission rose and reported the following from the closed session at 5:15 p.m.:
The Commission deferred decision on the land acquisition opportunity to the September 2024 meeting.

11. MOTION TO ADJOURN The meeting adjourned at 5:20 p.m.

12. NEXT MEETING: September 9, 2024 at 3 p.m.

Approved at the 09 Sept 2024 PIPRC meeting:



George Leroux

Shirley Fire Protection & Emergency Response Commission
Monthly General Meeting 02/26/2024
Minutes
Approved: (Motion #)
Call to Order: 1930 Adjourned: 2130

Present: Chair B. Einarson, M. Taylor, S. Rafferty, J. Powell, R. Gardner, A. Wickheim
Ex officio: Fire Chief L. Hill
Absent: H. Williams
Guests: Chris Vrabel

| Agenda & Item # | Action Taken: |
|-------------------------------|--|
| 1. Agenda | Motion To approve agenda, M. Taylor, R. Gardner Carried |
| 2. Approval of Minutes | Motion To approve August Minutes: R. Gardner, S. Rafferty Carried |
| 3. Correspondence | |
| 4. Fire Chiefs report | Two fire calls, one medical, six crew going to spring training. Some issues with the lights on battalion. Need a new laptop for the office; Chief will look into sourcing one out. Quake early detection system moving forward could be installed within the next 2-3 months. Motion: S. Rafferty M. Taylor Carried |
| 5. Treasurers Report | Treasurer unable to attend this month, no report submitted. |
| 7. Old Business | Governance Review: Chris Vrabel CRD Mgr Fire/Protective Services. Second round of consultation re: Governance review. Chris has heard us... "Marginalization of Boards" was one of the comments that resonated during his first round of consultations with other commissions. Chris also heard from commissions that there were good parts to the report. There are 11 service areas that are covered within the report. A pattern was developing as he was going out to the various service areas. Recommendations 17 & 18 were the most contentious issues that |

came out of the feedback. Chris laid out pertinent points contained within the Commission handbook. Local Government Act set out differences between advisory and administrative commissions. Bylaw 1927 was the initial bylaw. We are indemnified under the local gov't act for civil liability issues. The current path moving forward: If the Chief's role becomes a paid position the "hiring" of fire chief to become advisory. Volunteer Fire Chief will continue to be appointed by the Shirley Fire Commission. Collaboration between hiring of contractors and salaried employees requires collaboration and consensus between CRD and commissions. Authorize fire chief to appoint members to SVFD. There may be some issues regarding the maintenance staff, conversations around these financial arrangements to be discussed moving forward to ensure the department is protected from civil liabilities. Request from Chair to include some definitions in the final document ie. oversight. Al Wickheim commended Mr.Vrabel for his work on this review and his attempts to reach consensus among the various commissions and societies.

8. New Business

9. Next Meeting

March 25, 2024

10. Adjournment

2005 Hrs **Motion** to adjourned to 09.23.2023 J. Powell, M. Taylor **Carried**

Shirley Fire Protection & Emergency Response Commission
Monthly General Meeting March 25th
Minutes
Approved: (Motion #)
Call to Order: 1930 Adjourned: 2030

Present: Chair B. Einarson, S. Rafferty, R. Gardiner, M. Taylor,
Ex officio: Fire Chief L. Hill
Absent: A. Wickheim, H. Williams, J. Powell
Guests:

| Agenda & Item # | Action Taken: |
|------------------------|---|
| 1. Agenda | Motion To approve agenda, M. Taylor, S. Rafferty Carried |
| 2. Approval of Minutes | Motion: To approve March draft minutes. R. Gardner, M. Taylor, Carried |
| 3. Correspondence | |
| 4. Treasurer's Report | <p>Treasurer's report submitted by Chair on behalf of Treasurer H. Williams. The February, 2024 R&E report was reviewed with the following Comments: Just \$4,100 of Expenses processed this month! This includes: \$1,950 in Staff Training for "Registration for Spring Training"; Chief Hill will have the details for this. \$1,188 for Wages & Benefits (fire hall and equipment maintenance - Levi) YTD (as of the end of February), we are at just 7% of Budget / 93% remaining. I'm expecting more expenses/invoices to be processed in March to catch us up some, but nothing out of the ordinary.</p> <p>Additionally, Battalion #1 requires a replacement of the Emergency lights and siren. The estimate for the equipment is approx. \$2,800 with an additional estimate of \$2k for installation. This is well within the budget to absorb.</p> <p>Motion: R. Gardiner, M. Taylor Carried</p> |
| 5. Fire Chief's Report | <p>Two medical and one trail rescue callout Mystic beach. Chief was invited to a conversation with the infrastructure minister with infrastructure MLA Ravi Parmar, local resident Mary Dunn was also present at the library meeting related traffic and local and local water capacity and safety issues.</p> <p>Two chipping days coming up. Grant money has been spent on gloves, balaclavas, tanks, seven sets of turnout gear. Two new people have joined the crew, which puts our complement at 22</p> |

| | |
|------------------------|---|
| | <p>members. Light bar for the battalion is on order, new laptop to be purchased. Six crew are slated to go to spring training, \$1900 spent to rent an air b&b for the crew to stay at with an overall cost saving. Motion: Sean, Rob</p> |
| 7. Old Business | <p>Governance review: Old Business: Governance review: Due to a number of board members absent, the matter will be put over to another date to enable members to share their thoughts on the outcome of the report.</p> |
| 8. New Business | |
| 9. Next Meeting | <p>April 29th, 2024</p> |
| 10. Adjournment | <p>2030 Hrs. Motion to adjourn: M. Taylor, R. Gardner Carried</p> |

Shirley Fire Protection & Emergency Response Commission
Monthly General Meeting Minutes 2024/04/29
Approved: (Motion #)
Call to Order: 1930 Adjourned: 2030

Present: Chair B. Einarson, R. Ramsay, M. Taylor, S. Rafferty, J. Powell
Ex officio: Fire Chief L. Hill
Absent: H. Williams, A. Wickheim
Guests:

| Agenda & Item # | Action Taken: |
|-------------------------------|--|
| 1. Agenda | Motion To approve agenda, M. Taylor, R. Gardner Carried |
| 2. Approval of Minutes | Motion To approve August Minutes: J. Powell S. Rafferty |
| 3. Correspondence | |
| 4. Fire Chiefs report | 1) 3 medical calls, 1 mvi, 3 burning permits so far this year. Lightbar should be fixed this week. Inferno outback gloves turnout gear purchased, 5 crew going to Hope for spring training. Motion: S. Rafferty, M. Taylor Carried |
| 5. Treasurers Report | No report this month |
| 7. Old Business | |
| 8. New Business | |
| 9. Next Meeting | May 27th, 2024 |
| 10. Adjournment | 2005 Hrs Motion to adjourned J.Powell, M. Taylor Carried |

**Shirley Fire Protection & Emergency Response Commission
 Monthly General Meeting May 27th, 2024
 Minutes**

**Approved: (Motion #)
 Call to Order: 1930 Adjourned: 2030**

Present: Chair B. Einarson, R. Gardiner, J. Powell, S. Rafferty
Ex officio: Fire Chief L. Hill
Absent: H. Williams, A. Wickheim, M. Taylor
Guests:

| Agenda & Item # | Action Taken: |
|-------------------------------|---|
| 1. Agenda | Motion To approve agenda, S. Rafferty, R. Gardner Carried |
| 2. Approval of Minutes | Motion: To approve March draft minutes. J. Powell , S. Rafferty Carried |
| 3. Correspondence | |
| 4. Treasurer's Report | April 2024 YTD R&E report was reviewed for the month of April: Shirley Fire expenditures at \$13,300 YTD or 20% of annual Budget. 80% remaining for last 2/3 of the year. Shirley Fire Administrative expenditures at \$11,300 YTD or 16% of annual Budget. 84% remaining for last 2/3 of the year. 4 new helmets being ordered @\$2500. Motion: R. Gardner S. Rafferty Carried |
| 5. Fire Chief's Report | 21 crew. 3 medical calls, 1 medical in JR, 2 false fire alarms in Shirley. The battalion light bar is fixed. All trucks had their regular check ups and all is fine. Attended a wildfire workshop in Sooke. Chief Hill recieved 2024 VFIS Ann Hancock Conference Award in Fire Chiefs of BC conference in Kamloops. JDF fire chiefs meeting discussed mutual aid agreements. Meeting with Mike Burgess CRD to go over SOG on OHS. 5 crew came back from spring training in Hope, everyone is pumped up and ready to rock. Motion: J. Powell, R. Gardner Carried |
| 7. Old Business | J. Powell Concerns raised regarding bylaw 4608 sec 9(1)(c) Indicated the consultation would be done with consensus of staff re: budget planning. Concern re: overreach potential on the part of CRD staff. |
| 8. New Business | |

| | |
|------------------------|---|
| 9. Next Meeting | May 30th, 2023 |
| 10. Adjournment | 2030 Hrs. Motion to adjourn: S. Rafferty, J. Powell Carried |

Shirley Fire Protection & Emergency Response Commission
Monthly General Meeting Jun 24th, 2024
Minutes
Approved: (Motion #)
Call to Order: 1930 Adjourned: 2030

Present: Chair B. Einarson, R. Gardiner, J. Powell, M. Taylor, S. Rafferty
Ex officio: Fire Chief L. Hill
Absent:
Guests:

| Agenda & Item # | Action Taken: |
|------------------------|---|
| 1. Agenda | Motion To approve agenda, M. Taylor, J. Powell Carried |
| 2. Approval of Minutes | Motion: To approve March draft minutes. J. Powell, M. Taylor, Carried |
| 3. Correspondence | |
| 4. Treasurer's Report | No major expenditures this month. Budget looking good going into last half of the year. Motion: S.Rafferty, M. Taylor Carried |
| 5. Fire Chief's Report | |
| 7. Old Business | |
| 8. New Business | <p>Five year planning discussion: Re: the 10K for firefight equipment. This money is meant to be used as a contingency fund in the event of some unforeseen expenses that may occur. It should be listed as a contingency fund. Currently we have a contingency fund of 3K but it would be the board's recommendation to have that amount increase by 10K or to 10K to reflect the current realities of doing business.</p> <p>Re: additional expenses: pooled equipment. Leah and Jarvis are currently compiling a detailed list.</p> <p>Re: Records management: Leah will be the go-to person for this at our end.</p> <p>Re: Worksafe compliance: We will budget for a 4K increase to the annual budget to reflect worksafe training requirements.</p> <p>Re: Paid on call. The Shirley Board does not endorse this at this time. Over the past number of years we have had extensive discussions on compensation for the Chief and crew. The Chief and crew had the primary input into what they felt was necessary and appropriate for our department. At no time during these discussions did</p> |

anyone from the crew request additional compensation or the desire for a paid on-call system. The overwhelming opinion is that our crew wants to remain a volunteer organization and the Shirley Fire Commission board respects that position. We landed on having a paid worker(s) to take on some of the maintenance work that is required around the fire hall; this was the recommendation of the Chief and crew. That being said the Chief's compensation will be increased next year to \$8600 and the Training Coordinator position will get an increase to \$5000. The Shirley Board agreed to review the Chief and Trainer's compensation on an annual basis with consideration for cost of living etc. The crew compensation will remain as-is with a plan to review their compensation along with the implementation of the subsequent five year plan. The Shirley Fire Commission recognizes the need for other volunteer fire departments such as Port Renfrew to implement a paid on-call system or some variant, however, the Shirley Fire Department is in a very different position and is not facing the same challenges re: recruiting and retention of crewmembers. Currently the members of the crew are satisfied with the way things are working, so the Shirley Board's position is "if it ain't broke, don't fix it". Moving forward the Shirley Fire Society will be implementing long term sustainable initiatives that will benefit the crew and support recruiting and retention. These initiatives are in the works and will be felt by crew members in the near future.

Re: Payments for taskings outside of Shirley. The Shirley Board does not manage this money, nor does the Fire Society. Currently the EMCR pays the crew directly based on their callouts. From all accounts this system has worked well with the money being spent on important training initiatives. There hasn't been an issue with this arrangement over the many years of operation, so the question we have is, why the need to change at this juncture?

Once the Chief has completed their detailed list of anticipated future expenditures, the board will be approving same at our next monthly meeting scheduled for July 29th.

9. Next Meeting

July 29th, 2024

10. Adjournment

2030 Hrs. **Motion** to adjourn: S. Rafferty, M. Taylor **Carried**

**Shirley Fire Protection & Emergency Response Commission
Monthly General Meeting July 29th, 2024
Minutes**

**Approved: (Motion #)
Call to Order: 1930 Adjourned: 2030**

Present: Chair B. Einarson, R. Gardiner, J. Powell, S. Rafferty, M. Taylor
Ex officio: Fire Chief L. Hill
Absent:
Guests:

| Agenda & Item # | Action Taken: |
|-------------------------------|--|
| 1. Agenda | Motion To approve agenda, S. Rafferty, R. Gardner Carried |
| 2. Approval of Minutes | Motion: To approve March draft minutes. M Taylor, S. Rafferty Carried |
| 3. Correspondence | |
| 4. Treasurer's Report | New laptop purchased. Five year budget planning. Increase of Chief compensation to \$8640/yr to be reviewed annually. Increase to Trainer's compensation to \$5000/yr to be review annually. \$4000 to be allotted for Occupation Health and Safety training. Additional 5 year purchases totalling \$,19,800 annually. Motion: R. Gardner S. Rafferty Carried |
| 5. Fire Chief's Report | 2 medical call, 2 tree on wire calls JR trail rescue heart attack, July 2 medical calls, 1 chest pain, 2 fire related calls, JR medical trail call, 21 active crew, 1 crew completed her emr training, equipment in good shape. Motion: S. Rafferty R. Gardner Carried |
| 7. Old Business | |
| 8. New Business | Request from CRD for fire coverage for Port Renfrew. Not supported by Chief Hill and subsequently rejected by Shirley Commission |
| 9. Next Meeting | Sept 30th, 2024 |
| 10. Adjournment | 2030 Hrs. Motion to adjourn: S. Rafferty, J. Powell Carried |



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**SOUTHERN GULF ISLANDS ELECTORAL AREA
COMMUNITY ECONOMIC SUSTAINABILITY COMMISSION**

Tuesday, March 19, 2024 at 8:00am

Held by Zoom Video Conference

MINUTES

SGI CESC Commissioners: Paul Brent, Director, Chair (Saturna), Mike Hoebel, Vice Chair (Galiano), Marcus Farmer (Mayne), Rob Fenton (Pender), Barbara Johnstone (Pender)

Staff: Justine Starke – Manager, SGI Service Delivery, Melody Pender – Recorder/Pender Liaison; SGI Liaisons: Emma Davis (Galiano), Katie Dentry (Saturna), Kat Ferneyhough (Mayne)

Guests: Ed Andrusiak, Janey Rowland, Michael Cowan – Southern Gulf Islands Community Resource Centre Society; Roz Kempe – Gulf Islands Food Co-op

1. Territorial Acknowledgement/Call Meeting to Order

Chair Brent provided the territorial acknowledgement and called the meeting to order at 8:16am.

2. Approval of the Agenda

MOVED by Commissioner Fenton, **SECONDED** by Commissioner Farmer to accept the Agenda as presented.

CARRIED

3. Approval of Minutes from January 16, 2024 and February 6, 2024

MOVED by Commissioner Fenton, **SECONDED** by Commissioner Farmer to accept the minutes from January 16, 2024 and February 6, 2024 as presented.

CARRIED

4. Financial Report

The Financial Statements were shared with the Commission. There is 98% of the yearly budget remaining. The Financial Report was received for information.

- Rural Islands Economic Partnership has requested \$2,500 from the SGI Community Economic Sustainability Commission for the 2024 Virtual Forum taking place in November 2024. There is precedent to support this with a sponsorship letter.

MOTION:

The Commission agrees to sponsor the Rural Islands Economic Partnership to put on the November 2024 Virtual Forum in the amount of \$2,500.

MOVED by Commissioner Hoebel, **SECONDED** by Chair Brent.

CARRIED



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5. Southern Gulf Islands Liaisons Update – Justine Starke, Liaisons

Justine Starke – Currently working with regional housing to implement the rural housing program including negotiating a memorandum of understanding with the SGI Tourism Partnership Society for their annual contribution beginning in 2024. Also working with Salt Spring Community Commission to support a workshop to bring together the housing sector on Salt Spring for a discussion of their current and long-term needs, and a similar workshop will hopefully be held for the SGIs.

Kat Ferneyhough (Mayne) – Discussed a proposed new community hub office space on Mayne Island next to the Trading Post.

Emma Davis (Galiano) – Parks and Rec commissioner orientation that was held in January now has a video link posted for review. Islands Trust voted to keep the Galiano office last week. The Galiano Food Bank has relocated from the church to the old south Galiano firehall space. The Galiano Community Transportation Society submitted an application to the Rural Transit Solutions Fund for funding for an electric bus and waiting to hear the result. Mayne and Galiano have applied for the Ready Set Roll CRD program to support active transportation for school communities.

Katie Dentry (Saturna) – Saturna is requiring more housing for seniors. Seedy Saturday event was a success for the seed library. There are two new EV chargers at the Arbutus Point campground next to the ferry that are available for the public for a fee.

Melody Pender (Pender) – Aqualink did not get their REDIP grant, so they will not be operating unless another funding option becomes available. Two other groups in the SGI's were declined.

6. Food and Agriculture project discussion – Barbara Johnstone/Ed Andrusiak

Two possible actions that the CESC could take to support Food and Ag were presented:

- a) Explore with the CRD extending a food lands access service to the SGI electoral area. Funding to support farm land retention and funding to support farmers to continue farming the lands.
- b) Provide \$3600 from the previously allocated funding for contract for services to fund a coordinator for 60 hours/month over a two month period to work with food growers, food processors and food programs on the SGIs to obtain suggestions and develop ideas for how to best use the currently available funds, and draft a report of the recommendations for implementation to present to the Commission.

Several ideas to support food and ag were discussed including adapting a farm stand app to improve data and marketing for farms, mobile food processing, mobile abattoir, meet the farmer opportunities. Justine Starke suggested that the Commission is able to support specific projects and the initial phase of developing a cohesive SGI food and ag program, not provide long-term funding, therefore funding the data gathering work is within the scope of the Commission.



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MOTION:

That the Community Economic Sustainability Commission provide \$3600 to fund a coordinator for 60 hours/month over a two month period to work with food growers, food processors and food programs on the Southern Gulf Islands to obtain specific comments about suggestions gathered so far and any new suggestions, then at the end of that term provide recommendations for current priorities to the Commission for use of available funds.

MOVED by Commissioner Farmer, **SECONDED** by Commissioner Hoebel.

CARRIED

7. Housing NOW – Southern Gulf Islands Community Resource Centre Society – Janey Rowland/Ed Andrusiak

The 2023 year end review was submitted to the Commission. With the funds allocated by the CESC, Housing NOW was able to develop privacy policies, personal data storage protocols, a redesign of the homeshare program's online documents with increased registrations, and a larger advertising and community engagement strategy. Three long-term tenancies and four short-term tenancies were supported in 2023. Rental price over budget was the greatest barrier to facilitating more homeshare connections. Duration of tenancy, location and pet policies were other factors that limited options.

The 2024 Housing NOW Statement of Work was submitted and will be reviewed and brought forward to the May meeting.

8. Sustainable Funding Initiative – Southern Gulf Islands Community Resource Centre Society – Katie Dentry/Michael Cowan/Ed Andrusiak

Continuing to build a lot of momentum in the third year of the program with 71 clients that seek support in grant-writing, funding opportunities, workshops received positive feedback. Monthly non-profit newsletter is well-received and organisations appreciate the sharing of grant opportunities. Supports for businesses, students and individuals were also communicated in the newsletters. Over \$200,000 has been raised for local non-profits through direct grant-writing support. A statement of work for 2024 has been submitted to the Commission with increased allocation for strategic grant-writing supports. A proposal for developing a grant-writing hub and a rebate for grant-writing services are also possibilities to expand the grant-writing capacity of SGI non-profits.

MOTION:

That the Community Economic Sustainability Commission accept the proposed Statement of Work for the Sustainable Funding Initiative – Southern Gulf Islands Community Resource Centre Society.

MOVED by Chair Brent, **SECONDED** by Commissioner Farmer.

CARRIED



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9. **Old/New Business** – None discussed.

10. **Next regular meeting - May 21, 2024**

11. **Meeting Adjournment**

MOVED by Commissioner Fenton, ***SECONDED*** by Commissioner Farmer that the meeting be adjourned at 10:00am.

CARRIED



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**SOUTHERN GULF ISLANDS ELECTORAL AREA
COMMUNITY ECONOMIC SUSTAINABILITY COMMISSION**

Tuesday, May 21, 2024 at 1:00pm

Held by Zoom Video Conference

MINUTES

SGI CESC Commissioners: Paul Brent, Director, Chair (Saturna), Mike Hoebel, Vice Chair (Galiano), Marcus Farmer (Mayne), Rob Fenton (Pender)

Staff: Melody Pender – Recorder/Pender Liaison; SGI Liaisons: Emma Davis (Galiano)

Guest: Nancy Goodman – Food Resilience Association

Regrets: Barbara Johnstone (Pender), Justine Starke – Manager, SGI Service Delivery, Katie Dentry (Saturna), Kat Ferneyhough (Mayne)

1. Territorial Acknowledgement/Call Meeting to Order

Chair Brent provided the territorial acknowledgement and called the meeting to order at 1:02pm.

2. Approval of the Agenda

MOVED by Commissioner Farmer, **SECONDED** by Commissioner Hoebel to accept the Agenda as presented.

CARRIED

3. Approval of Minutes from March 19, 2024

MOVED by Commissioner Farmer, **SECONDED** by Commissioner Hoebel to accept the minutes from March 19, 2024 as presented.

CARRIED

4. Financial Report – Paul Brent

The funding available to allocate to the Southern Gulf Islands Tourism Partnership is \$10,000 not \$20,000, so distribution of the remaining funds will be discussed later. The Financial report was received for information.

5. Southern Gulf Islands Liaisons Update – Liaisons

Emma Davis (Galiano) – Preparing for Salt Spring Local Community Commission meeting tomorrow. Katie Dentry has shared a list of items that can be publicly shared if it is useful to share with the community what the liaisons have been working on. CRD Rethink Waste grant funded Galiano Resources repair series. Yellow House Arts Centre received a grant in aid to open a Makery – gallery and workshop space. Galiano Parks and Recreation is beginning strategic planning for the next five years. **ACTION ITEM:** Emma Davis and Katie Dentry to draft a public notice about the projects the liaisons have been working on.

6. Food and Agriculture project update – Nancy Goodman

a) SGI Growers and Producers Survey – survey open until end of May for responses.



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Goal is to determine which projects are most useful for local food producers.

- b) **Meet Your Maker Events** – Mayne and Saturna events may involve community potlucks with local organizations that support farmers also attending to increase awareness of supports to farmers. Pender event may involve a workshop component so the farmers benefit from attending the event. Also an idea for a regional online summit with public components, private forums for farmers and vendors, and an indigenous perspective included.
- c) **App vs Map** – local farm maps or a web-based app? Durham College in Ontario is willing to develop an app as a college project for free, ~35 hours of paid labour required locally to assist with project and project needs to be approved by June for college to take it on this year. Awaiting survey results to determine if this is a priority for local growers.
- d) **Abattoir Service for the SGIs** – see Janey Rowland’s report for more information.

MOTION:

That the Community Economic Sustainability Commission acknowledges the value of the work completed by the Food Resilience Alliance so far and supports the continuation of this work, requesting that the Food Resilience Alliance submit an Addendum to the previous Statement of Work that reflects the additional work to be completed over the next six months. This work will be supported by the Commission at \$1500/month using funds allocated for the Food and Agriculture sector in this year’s budget.

MOVED by Commissioner Farmer, **SECONDED** by Commissioner Hoebel.

CARRIED

7. Housing NOW – Southern Gulf Islands Community Resource Centre Society

MOTION:

That the Community Economic Sustainability Commission approve the Housing NOW Statement of Work for 2024.

MOVED by Chair Brent, **SECONDED** by Commissioner Farmer.

CARRIED

8. Old/New Business – None discussed.

9. Next regular meeting – July 16, 2024

10. Meeting Adjournment

MOVED by Commissioner Farmer, **SECONDED** by Commissioner Hoebel that the meeting be adjourned at 1:40pm.

CARRIED

**WILLIS POINT FIRE PROTECTION
AND RECREATION FACILITIES COMMISSION
MEETING MINUTES**

Tuesday, June 25, 2024 7:30 PM

Present: Brent Kornelson, Gary Howell, Aran Puritch, Jim Potvin, Brian McCandless,

Absent: Joel Cotter, Director Al Wickheim, Vern McConnell

Guests & Invitees: At Wynans,

Meeting called to order at 7:30 pm

1) Approval of Agenda

MOTION Brian McCandless, **SECONDED** by Brent Kornelson that the Agenda be accepted as presented, **CARRIED**

2) MOTION by Brian McCandless, **SECONDED** by Jim Potvin that the minutes of May 28, 2024 be accepted as presented, **CARRIED**

3) Business Arising:

- a) **Budget Review:** Gary indicated the budget must be submitted by July 26, CRD recommends a 3% increase to cover inflationary costs. Art reviewed FD capital budget projections; he suggested we should consider increasing our yearly contribution from \$58K to \$70K to cover future capital purchases. Several new larger homes in WP that will be completed over the next year could provide increased tax revenue that may help offset the increased costs.
- b) **Water Cistern Project:** (see attached report).
- c) **Cell Tower:** Brent reports he emailed Rogers and informed them that based on the conditions in the environmental report; there are no locations in Willis Point that can accept the excess dirt.
- d) **Asphalt Hall paving:** project moved to next year
- e) **Hall Agreement:** Aran and Bob Scott are finalizing the Hall Usage Agreement; through a gentlemen's agreement, commission will continue to pay WPCA's directors liability and their general liability insurance.
- f) **Hall Cleaning:** Aran confirmed Shannon Pine doing monthly janitorial work at the Hall, expected cost about \$200/month; Aran will purchase a new vacuum cleaner for the Hall.
- g) **Wild land fire fighting callouts:** Aran will email rough notes listing considerations for accepting call outs.

4) Hall Managers Report: none

5) Fire Chief Report: training is underway, busy will callouts, 4 members available for wild land fire fighting call out if required.

6) New Business:

- a) none

Motion by Brent, seconded by Brian to adjourn meeting 9:10 pm, CARRIED

**WILLIS POINT FIRE PROTECTION
AND RECREATION FACILITIES COMMISSION
MEETING MINUTES**

Fire and Rec Meeting Report on Cistern Project June 25th , 2024

1. Culverts have been delivered. Cisterns have been ordered and deposit of 10K paid. The first 5 of 10 tanks will be ready for delivery week of July 1st.

2. A commitment has been made to Brentwood Excavating (Kevin Gese) to do the site excavation. He plans to start work around June 29 h or beginning of July.

Culvert and Bulk out of Soil timeline

a. Kevin will dig the ditch for culverts, grub out the parking lot and remove the bulk of the soil for the tank site. He will provide labour to compact gravel and install the culvert

b. Once the culvert is installed soil for parking lot/tank area loading into a gravel truck and taken to Joel's property. It can be stored there until needed at a later date for backfill.

c. Kevin will have a second hoe ram machine available if we run into bedrock and hammering is required.

Tank Install

a. Tanks will be delivered over a period of 2-4 days in early July. Plumbing on the first 5 tanks will be to be completed prior to the second group of 5.

Piping/plumbing will be done by Cullen Water Service (Lorne Hutchins)

b. Once all tanks are delivered and plumbing complete, Kevin will finish parking lot and backfill tanks.

Backfill, soil return and parking lot finishing

a. Pea gravel or road base will be used to fill the space between tanks; this may or may not be done with a Slinger (to be determined)

b. Soil for backfill and covering tanks will be brought back from Joel lot. I have a machine that can be used for loading the soil into Kevin's truck.

c. All surface plumbing (drafting and venting pipes) attached to top of tank will need to be done before the soil can be brought back to cover tanks

Parking lot finishing and drafting/vent pipes construction and plans have not been finalize and require further discussion with Fire Department.

From: [Marlene Lagoa](#)
To: [Tamara Pillipow](#)
Subject: FW: Notice of Motion for September 11 EASC Meeting
Date: Tuesday, September 10, 2024 8:50:52 AM

FYI - Notice of Motion from Director Holman for EAC tomorrow.

-----Original Message-----

From: directorssi <directorssi@crd.bc.ca>
Sent: Tuesday, September 10, 2024 6:08 AM
To: Paul Brent <pbrent@crd.bc.ca>; Al Wickheim - Director JDF <directorjdf@crd.bc.ca>
Cc: Nelson Chan <nchan@crd.bc.ca>; Kristen Morley <kmorley@crd.bc.ca>; Marlene Lagoa <mlagoa@crd.bc.ca>
Subject: Notice of Motion for September 11 EASC Meeting

Hi everyone, I'm proposing the following change in SSI Director and LCC Commissioner remuneration for inclusion in the provisional CRD budget for 2025. The changes would be requisition neutral.

Whereas the newly-established Salt Spring Local Community Commission has now assumed responsibility for the administration of most local SSI services that were formerly the sole responsibility of the local CRD Director,

Therefore be it resolved that the remuneration for the SSI CRD Director and LCC Commissioners be revised to better reflect the shift in responsibilities, by reducing the Director's annual remuneration by \$10,000/yr and increasing LCC Commissioner annual remuneration by \$2,500/yr, starting in 2025.

Sent from my iPad

From: [Marlene Lagoa](#)
To: [Tamara Pillipow](#)
Subject: FW: (Another) Notice of Motion for September 11 EAC Meeting
Date: Tuesday, September 10, 2024 9:59:03 AM

Another notice of motion

-----Original Message-----

From: Paul Brent <pbrent@crd.bc.ca>
Sent: Tuesday, September 10, 2024 9:33 AM
To: directorssi <directorssi@crd.bc.ca>; Al Wickheim - Director JDF <directorjdf@crd.bc.ca>
Cc: Nelson Chan <nchan@crd.bc.ca>; Kristen Morley <kmorley@crd.bc.ca>; Marlene Lagoa <mlagoa@crd.bc.ca>;
Stephen Henderson <shenderson@crd.bc.ca>; Justine Starke <jstarke@crd.bc.ca>
Subject: (Another) Notice of Motion for September 11 EAC Meeting

Hi,

I like to introduce a notice of motion which would seek CRD Board support via a letter to the Province requesting a separate rural housing funding stream, echoing a similar motion passed at the Strathcona Regional District (appended for information).

Cheers

Paul
Paul Brent
Director SGI

SRD Motion:

Whereas housing needs are critical in rural communities and coastal islands, and rural housing projects which have applied for BC Housing support have not received it; THEREFORE the SRD Board resolves to send a letter to the Premier and Minister of Housing calling on the Province to consider creating a rural housing stream and supports to facilitate construction of projects suited with the unique constraints of rural housing.