



Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, November 12, 2025

10:00 AM

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

P. Brent (Chair), G. Holman (Vice Chair), A. Wickheim, C. McNeil-Smith (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. [25-1203](#) Minutes of the Electoral Areas Committee Meeting of October 8, 2025

Recommendation: That the minute of the Electoral Areas Committee meeting of October 8, 2025 be adopted as circulated.

Attachments: [Minutes - October 8, 2025](#)

4. Chair's Remarks

5. Presentations/Delegations

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

Delegations will have the option to participate electronically. Please complete the online application at www.crd.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. [25-0992](#) Bylaw No. 4709: Southern Gulf Islands Small Craft Harbours Regulation Amendment

Recommendation: The Southern Gulf Islands Harbours Commission recommends the Electoral Areas Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4709, "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 10, 2025", be introduced and read a first, second, and third time.
(NWA)
2. That Bylaw No. 4709 be adopted.
(NWA, 2/3 on adoption)

Attachments: [Staff Report: Bylaw No. 4709: SGI Small Craft Harbours Reg. AMD No. 10](#)
 [Appendix A: Bylaw No. 4709](#)
 [Appendix B: Bylaw No. 2844 \(Consolidated\) Redlined](#)
 [Appendix C: SGI Harbours Proposed Rates \(2026\)](#)

6.2. [25-1134](#) Bylaw No. 4718: Delegation of Salt Spring Island Grant-in-Aid Approval to Salt Spring Island Local Community Commission

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

1. That Bylaw No. 4718, "Capital Regional District Delegation Bylaw No. 1, 2017, Amendment Bylaw No. 6, 2025", be introduced and read a first, second, and third time;
(NWA)
2. That Bylaw No. 4718 be adopted.
(NWA, 2/3 on adoption)

Attachments: [Staff Report: Bylaw No. 4718: Delegation of Grant-in-Aid Approval to SSI LCC](#)
 [Appendix A: Previous Staff Report - EA Grant-in-Aid Bylaws \(June 11, 2025\)](#)
 [Appendix B: Bylaw No. 4718](#)
 [Appendix C: Bylaw No. 4186 \(Consolidated\) Redlined](#)

6.3. [25-1195](#) Bylaw No. 4721 to Amend Bylaw No. 3654 - Fire Commissions

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

1. That Bylaw No. 4721, "Fire Protection and Emergency Response Service Commissions Bylaw, 2010, Amendment Bylaw No. 3, 2025" be introduced and read a first, second and third time; and
(NWA)
2. That Bylaw No. 4721 be adopted.
(NWA, 2/3 on adoption)

Attachments: [Staff Report: Bylaw No. 4721 to Amend Bylaw No. 3654 - Fire Commissions](#)
 [Appendix A: Fire Services Governance Review - Recommendations](#)
 [Appendix B: Bylaw No. 4721](#)
 [Appendix C: Consolidated Bylaw No. 3654 - Redlined](#)

- 6.4.** [25-1158](#) Community Resiliency Initiative Grant: 2026 FireSmart Community Funding and Supports
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board: That an application to the Union of British Columbia Municipalities Community Resiliency Initiative Fund for the FireSmart Community Funding and Supports program be supported and that staff be instructed to apply for, negotiate, and if successful, enter into an agreement, and do all such things necessary for accepting grant funds and overseeing grant management for the proposed project.
(NWA)
- Attachments:** [Staff Report: Community Resiliency Initiative Grant: 2026 FireSmart Funding](#)
[Appendix A: 2026 FireSmart Funding - Program & Application Guide](#)
- 6.5.** [25-1183](#) UBCM Community Emergency Preparedness Fund Grant: Volunteer and Composite Fire Departments Equipment and Training - 2025 Application
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board: That staff be instructed to apply for, negotiate, and if successful, enter into an agreement, and do all things necessary for accepting grant funds and overseeing grant management for CRD volunteer fire departments.
(NWA)
- Attachments:** [Staff Report: UBCM CEPF Grant-Fire Dpts Equip & Training-2025 App](#)
[Appendix A: UBCM CEPF 2025 Application Worksheet](#)
- 6.6.** [25-1116](#) Previous Minutes of Other CRD Committees and Commissions for Information
- Recommendation:** There is no recommendation. The following minutes are for information only:
a) North Galiano Fire Protection and Emergency Response Service Commission minutes of July 13, 2025
b) Otter Point Fire Protection and Emergency Response Service Commission minutes of August 13, 2025
c) Port Renfrew Utility Services Committee minutes of June 24, 2025
d) Skana Water Service Committee minutes of March 4, 2025
e) Skana Water Service Committee minutes of June 13, 2025
f) Surfside Park Estates Water Service Committee minutes of June 26, 2025
g) Wilderness Mountain Water Service Commission minutes of June 24, 2025
- Attachments:** [Minutes: N. Galiano Fire Protec & Emerg Resp Service Commis - July 13, 2025](#)
[Minutes: Otter Pt Fire Protec & Emerg Resp Service Commis - August 13, 2025](#)
[Minutes: Port Renfrew Utility Services Committee - June 24, 2025](#)
[Minutes: Skana Water Service Commission - March 4, 2025](#)
[Minutes: Skana Water Service Commission - June 13, 2025](#)
[Minutes: Surfside Park Estates Water Service Committee - June 26, 2025](#)
[Minutes: Wilderness Mountain Water Service Committee - June 24, 2025](#)

7. Notice(s) of Motion

8. New Business

9. Adjournment

The next meeting is December 10, 2025.

To ensure quorum, please advise Jessica Dorman (jdorman@crd.bc.ca) if you or your alternate cannot attend.

Meeting Minutes

Electoral Areas Committee

Wednesday, October 8, 2025

10:00 AM

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

PRESENT

Directors: P. Brent (Chair), G. Holman (Vice Chair), C. McNeil-Smith (Board Chair, ex-officio)

Staff: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer/General Manager, Finance and Technology; S. Henderson, General Manager, Electoral Area Services; K. Lorette, General Manager, Housing, Planning and Protective Services; K. Morley, Corporate Officer/General Manager, Corporate Services; S. Carby, Senior Manager, Protective Services; D. Ovington, Senior Manager, SSI Administration; J. Starke, Senior Manager, SGI Administration; C. Anderson, Manager, Emergency Programs; C. Vrabel, Manager, Fire Services; M. Lagoa, Deputy Corporate Officer; T. Phillipow, Committee Clerk (Recorder)

Guest: Director M. Little

Regrets: Director A. Wickheim

The meeting was called to order at 10:00 am.

1. Territorial Acknowledgement

Director Little provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Holman, **SECONDED** by Director McNeil-Smith,
That the agenda for the Electoral Areas Committee meeting of October 8, 2025 be
approved as amended, with the addition of the following item:

8.1. Tiny Homes on Wheels Verbal Update

CARRIED

3. Adoption of Minutes

3.1. [25-0922](#) Minutes of the Electoral Areas Committee Meeting of July 9, 2025

MOVED by Director Holman, **SECONDED** by Director McNeil-Smith,
That the minutes of the Electoral Areas Committee meeting of July 9, 2025 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. [25-0898](#) Bylaw No. 4712: Tax Exemption (Permissive) Bylaw, 2025

N. Chan spoke to Item 6.1.

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

1. That Bylaw No. 4712, "Tax Exemption (Permissive) Bylaw, 2025", be introduced and read a first, second and third time; and
2. That Bylaw No. 4712 be adopted.

CARRIED

6.2. [25-1018](#) Bylaws No. 4370 and 4373: Maliview Sewer Service Wastewater System Renewal and Upgrades

D. Ovington spoke to Item 6.2.

Discussion ensued regarding the additional financial commitment from the Community Works 2026 budget.

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

1. That the attached Certification of Results of Petition for Borrowing - Maliview Estates Sewerage System be received.
2. That third reading of Bylaw No. 4370, "Maliview Sewer System Loan Authorization Bylaw No. 1, 2020" be rescinded.
3. That Bylaw No. 4370 be amended, as shown in Schedule B, as follows:
 - a. Under Whereas Clause A, by inserting the word "No. 1" between the words "Bylaw" and ", 1991";
 - b. By replacing Whereas Clause B in its entirety with the following:
"The Maliview wastewater system requires capital renewal and upgrades, which will involve the planning, study, project administration, equipment purchases, design and construction of a new Moving Bed Biofilm Reactor (MBBR) system and renewal and integration of existing systems facilities, for the collection, conveyance, treatment and disposal of wastewater, including establishment of the required Inflow and Infiltration (I&I) Program";
 - c. Under Whereas Clause C, by replacing the words "Two Million Two Hundred and Ten Thousand Dollars (\$2,210,000)" with the words "Two Million Five Hundred and Ten Thousand Dollars (\$2,510,000)";
 - d. By replacing Whereas Clause E in its entirety with the following:
"Pursuant to sections 347 and 407 of the Local Government Act, participating area approval is required for this borrowing and shall be obtained by a petition of the property owners in the Maliview Estates Sewerage Local Service area under section 408 of the Local Government Act; and";
 - e. Under Section 1 (a) by replacing the words "Two Million Two Hundred and Ten Thousand Dollars (\$2,210,000)" with the words "Two Million Five Hundred and Ten Thousand Dollars (\$2,510,000)";
 - f. Under Section 2, by replacing the words "20 years" with "30 years"; and
 - g. Under Section 3, by replacing the word "2020" with "2025", so that the Bylaw may be cited as the "Maliview Sewer System Loan Authorization Bylaw No. 1, 2025."
4. That Bylaw No. 4370, "Maliview Sewer System Loan Authorization Bylaw No. 1, 2025" be read a third time as amended.
5. That third reading of Bylaw No. 4373, "Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2020" be rescinded.
6. That Bylaw No. 4373 be amended, as shown in Schedule D, as follows:
 - a. Under Section 1 (b), in regards to 4 (a), by replacing the words "Two Hundred and Fifty Thousand Dollars (\$250,000)" with the words "Two Hundred and Eleven Thousand Six Hundred and Thirty-One Dollars (\$211,631)";
 - b. Under Section 1 (b), in regards to 4 (b), by replacing the words "\$5.466 per One Thousand Dollars" with the words "\$3.1250 per One Thousand Dollars"; and
 - c. Under Section 2, by replacing the word "2020" with "2025", so that the Bylaw may be cited as the "Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2025".

7. That Bylaw No. 4373, "Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2025" be read a third time as amended.

8. That participating area approval to Bylaw No. 4373 be provided by the Electoral Area Director consenting on behalf.

9. That Bylaw No. 4370 and Bylaw No. 4373 be forwarded to the Inspector of Municipalities for approval.

CARRIED

6.3. [25-0995](#)

Recovery Planning Update: Post-Disaster Household & Needs Assessment Data Collection Project

C. Anderson presented Item 6.3. for information.

Discussion ensued regarding:

- funding sources for this work
- the types of data being collected from households
- maintaining open communication lines during and after an event
- increased responsibility of staff due to the new provincial regulations

6.4. [25-0996](#)

Bylaw No. 4714: Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 2, 2025

C. Vrabel spoke to Item 6.4.

Discussion ensued regarding the approval process to have the additional properties included in the service.

MOVED by Director Holman, SECONDED by Director McNeil-Smith, The Electoral Areas Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4714, "Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 2, 2025", be introduced and read a first, second, and a third time;
2. That participating area approval to Bylaw No. 4714 be provided by the Electoral Area Director consenting on behalf; and
3. That Bylaw No. 4714 be referred to the Inspector of Municipalities for approval.

CARRIED

6.5. [25-1014](#)

Process to Establish a Sister Island Relationship Between Salt Spring Island and Orcas Island

S. Henderson presented Item 6.5. for information.

Discussion ensued regarding:

- next steps
- bringing this report to the SSI Local Community Commission

6.6. [25-0884](#)

Previous Minutes of Other CRD Committees and Commissions for Information

The following minutes were received for information:

- a) East Sooke Fire Protection and Emergency Response Service Commission minutes of May 28, 2025
- b) East Sooke Fire Protection and Emergency Response Service Commission minutes of June 25, 2025
- c) Galiano Island Parks and Recreation Commission minutes of July 10, 2025
- d) Galiano Island Parks and Recreation Commission minutes of August 7, 2025
- e) Mayne Island Parks and Recreation Commission minutes of June 12, 2025
- f) Mayne Island Parks and Recreation Commission minutes of July 10, 2025
- g) North Galiano Fire Protection and Emergency Response Service Commission minutes of June 15, 2025
- h) Otter Point Fire Protection and Emergency Response Service Commission minutes of March 12, 2025
- i) Otter Point Fire Protection and Emergency Response Service Commission minutes of April 9, 2025
- j) Otter Point Fire Protection and Emergency Response Service Commission minutes of May 7, 2025
- k) Otter Point Fire Protection and Emergency Response Service Commission minutes of June 11, 2025
- l) Otter Point Fire Protection and Emergency Response Service Commission minutes of July 9, 2025
- m) Pender Island Parks and Recreation Commission minutes of June 9, 2025
- n) Pender Island Parks and Recreation Commission minutes of July 28, 2025
- o) Saturna Island Parks and Recreation Commission minutes of May 19, 2025
- p) Saturna Island Parks and Recreation Commission minutes of June 23, 2025
- q) Shirley Fire Protection and Emergency Response Service Commission minutes of February 24, 2025
- r) Shirley Fire Protection and Emergency Response Service Commission minutes of March 25, 2025
- s) Shirley Fire Protection and Emergency Response Service Commission minutes of April 28, 2025
- t) Shirley Fire Protection and Emergency Response Service Commission minutes of May 26, 2025
- u) Shirley Fire Protection and Emergency Response Service Commission minutes of June 30, 2025
- v) Shirley Fire Protection and Emergency Response Service Commission minutes of July 28, 2025
- w) Willis Point Fire Protection and Recreation Facilities Commission minutes of June 26, 2025

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

8.1. 25-1100 Tiny Homes on Wheels Verbal Update

Director Brent provided a verbal update on the Tiny Homes on Wheels Committee panel discussion that took place the Union of BC Municipalities convention.

Discussion ensued regarding building code regulations, permits and zoning.

9. Adjournment

MOVED by Director Holman, **SECONDED** by Director McNeil-Smith,
That the Electoral Areas Committee meeting of October 8, 2025 be adjourned at
10:31 am.
CARRIED

CHAIR

RECORDER



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REPORT TO SOUTHERN GULF ISLANDS HARBOURS COMMISSION MEETING OF THURSDAY, OCTOBER 2, 2025

SUBJECT **Bylaw No. 4709: Southern Gulf Islands Small Craft Harbours Regulation Amendment**

ISSUE SUMMARY

To advance Bylaw No. 4709, "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 10, 2025", to revise fees included in Bylaw No. 2844, "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000".

BACKGROUND

Under Order-in-Council 100/97, dated January 24, 1997, and within the *Capital Regional District Regulation*, the Capital Regional District (CRD) was granted the additional power to establish, acquire, and operate a service of small craft harbour facilities. The service was established under Bylaw No. 2614, "Small Craft Harbour Facilities Local Service Establishment Bylaw No. 1, 1998".

The CRD Board established a system of regulations and operations for the function of small craft harbours in the Southern Gulf Islands under Bylaw No. 2844, "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000".

An amending bylaw was last approved at the December 4, 2024 meeting of the Southern Gulf Islands Harbours Commission, which included a revision of moorage and related fees with an approximate increase of 15% that became effective January 1, 2025.

At the May 29, 2025 meeting of the Southern Gulf Islands Harbours Commission, the existing fees were discussed in advance of preparing the 2026 budget and 5-year financial plan. Staff have prepared an amending bylaw to be approved with proposed increases of between 5% and 17% based on the 2025 fees, for the different moorage rates and related fees. The annual charge for the water taxis and float planes will be simplified from a \$70 administration fee and \$830 license fee (\$900 per dock) to a straight \$990 for a 10% increase. The 2026 bylaw amendment would be effective January 1, 2026.

ALTERNATIVES

Alternative 1:

The Southern Gulf Islands Harbours Commission recommends the Electoral Areas Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4709, "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 10, 2025", be introduced and read a first, second, and third time.
2. That Bylaw No. 4709 be adopted.

Alternative 2:

That the report be referred to staff for additional information.

IMPLICATIONS

Governance Implications

The updated fee schedule for 2026 is revised to be more consistent with industry standards and to account for inflation and cost escalations associated with operating the service. Updated fees will continue to be collected from the users of the facilities. Combined, these changes will further improve the ability to manage the service and increase the financial resources available. The Southern Gulf Islands Harbours Commission's budget for 2026 is structured based on a 10% increase in the revenues, which is based on the budgeted revenue for each dock from the 2025 moorage revenue.

Financial Implications

In general, compared to the 2025 amendment fees, the moorage and related fees have been increased between 5% and 17% (inclusive of applicable taxes), with variations due to rounding. For a streamlined process the fee structure for water taxis, charter boats and seaplanes are now aligned rather than having two fee structures. The monthly fee option for water taxis and charter boats has been removed as it was not being used. The annual licence fee for water taxis, charter boats, and seaplanes are now combined with the charge, rather than a separate fee and charge.

CONCLUSION

Bylaw No. 4709 amends "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000" to update the moorage and related fees for 2026. Updating the bylaw will ensure moorage rates and related fees are appropriate for the current industry standards and provide additional funds to maintain, repair, and operate the docks.

RECOMMENDATION

The Southern Gulf Islands Harbours Commission recommends the Electoral Areas Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4709, "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 10, 2025", be introduced and read a first, second, and third time.
2. That Bylaw No. 4709 be adopted.

Submitted by:	Stephen Henderson, MBA, P.G.Dip Eng, BSc, General Manager, Electoral Area Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Varinia Somosan, CPA, CGA, Acting Chief Financial Officer
Concurrence:	Ted Robbins, BSc, CTech, Chief Administrative Officer

ATTACHMENTS

- Appendix A: Bylaw No. 4709, "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 10, 2025"
- Appendix B: Bylaw No. 2844, "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000", unofficial consolidation redlined showing changes
- Appendix C: Southern Gulf Islands Harbours Proposed Rates (2026)

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4709**

A BYLAW TO AMEND THE HARBOURS FEES AND CHARGES BYLAW (BYLAW NO. 2844)

WHEREAS:

- A. Under Bylaw No. 2844, “Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000”, the Regional Board established a commission to acquire and operate small craft harbour facilities;
- B. The Bylaw requires updating to revise the existing fee schedule which has been in place since January 2025; and
- C. The Board wishes to amend Bylaw No. 2844 to ensure industry-appropriate moorage rates and fees are being charged and provide additional funds to maintain, repair, and operate the services;

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

- 1. Bylaw No. 2844, “Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000”, is hereby amended as follows, with an effective date of January 1, 2026:
 - (a) By replacing the word “two” in section 25(4) with the word “three”;
 - (b) By replacing Schedule “A” in its entirety with the Schedule “A” attached to this bylaw.
- 2. This bylaw may be cited for all purposes as “Capital Regional District Southern Gulf Islands Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 10, 2025”.

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

CHAIR

CORPORATE OFFICER

SCHEDULE "A"
Bylaw No. 2844

Capital Regional District Southern Gulf Islands Harbours

FEES AND LICENSES

1. DEFINITIONS

“charter boat” means any vessel or watercraft used to transport passengers who have paid a fee for tourism services including, but not limited to, fishing, whale watching, sightseeing or diving;

“dinghy” means an open boat with a maximum length of 12 feet, excluding outboard motor, having a beam of no more than 6 feet and a motor of not more than 25 horsepower and the dry weight/hull weight is at, or under, 300 pounds;

“emergency service vessel” means a police, fire, search and rescue, or ambulance vessel and any other vessel acting in the aforementioned capacities;

“length” means the overall length of a vessel or watercraft as determined by the Ports Manager or wharfinger;

“month” means a period commencing on a date in one month and terminating on the day immediately preceding the same date in the next month or, if there is no corresponding date in the next month, terminating on the last day of that month;

“moorage” means a charge for mooring;

“quarter” means three months;

“reserved berth” means a section of a dock identified by a ‘Reserved’ sign on the tie-rail;

“resident” means person who satisfies the conditions of residency established in section 67 of the *Local Government Act* in respect of the Southern Gulf Islands Electoral Area;

“short-term zone” means a section of a dock identified by a “short-term zone” sign on the tie rail;

“springline” means a special moorage arrangement where the vessel is bow tied to the dock and stern tied to an approved, weighted pulley line.

“water taxi” means any vessel or watercraft used to transport passengers or material for a fee.

2. MOORAGE FEES (All moorage fees include applicable taxes)

- (a) (i) Moorage Fees from 3 to 12 hours, normally commencing and ending between **8:00 AM** and **8:00 PM** of the same day:

\$0.70 per lineal foot per day.

- (ii) Moorage Fees from 12+ to 24 hours or overnight:

\$1.25 per linear foot.

(b) Prepaid Long-Term Moorage Fees

- (i) The prepaid monthly moorage fee is \$7.50 per lineal foot per month.
- (ii) The prepaid quarterly moorage fee is \$20.00 per lineal foot per quarter.
- (iii) The prepaid annual moorage fee is \$70.50 per lineal foot per year.
- (iv) Despite subsections (i), (ii) and (iii), no person in control of a vessel or watercraft shall moor at a Short-Term Zone or at the Swartz Bay dock for longer than 72 consecutive hours in a 30-day period.
- (v) Where a resident has obtained a monthly, quarterly or annual moorage license prescribed in Schedule "C", that resident may apply for a monthly, quarterly or annual moorage for the same vessel at a second dock for an additional payment of one half the moorage fee paid at the first dock.

(c) Long-term moorage fees for a dinghy bow-tied at a dock area posted with a sign saying "dinghies only" shall be as follows:

- (i) The prepaid monthly moorage fee is \$40.00.
- (ii) The prepaid quarterly moorage fee is \$100.00.
- (iii) The prepaid annual moorage fee is \$350.00.

(d) Springline Moorage Fees

Where a springline moorage system has been approved by the CRD the following rates will apply for boats up to 14 feet in length and 8 feet wide:

- (i) Monthly fee is \$100.00 per month.
- (ii) Quarterly fee is \$265.00 per quarter.

(e) Short-Term Zone Fees

Where a short-term zone exists on a dock, the daily rate will apply. No monthly, quarterly or annual rates are available for these zones.

3. WATER TAXI AND CHARTER BOATS MOORAGE FEES

- (a) A person in control of a water taxi or charter boat mooring or landing at a dock shall obtain from the CRD in the form prescribed in Schedule "D" an annual license and pay an annual fee set out in section 3(b) and (c) below.

- (b) (i) Loading and Unloading Water Taxis and Charter Boats:

Landings Per Year Per Dock	Annual Fee Per Dock
0 - 5	\$25.00 per landing
6 - 49	\$400.00
50 -199	\$680.00
200+	\$990.00

(ii) The prepaid annual fee is based on estimated annual usage. Actual usage is subject to audit and the CRD or wharfinger may make an adjustment to the fee based on actual usage.

(c) The moorage fees for water taxis or charter boats are the same as prescribed in Schedule "A" sections 2(a)(i) and (ii), 2(b), 2(c) and 2(d) except the monthly, quarterly and annual fees, moorage coupon books and commuter passes are available only to an operator of a water taxi or charter boat who is a resident of the Southern Gulf Islands Electoral Area.

(d) Where a person has obtained a license to operate a water taxi or charter boat and pays annual landing fees and provides a regularly scheduled published service between two docks listed in Schedule "B" using the same vessel no landing fees are required on the second dock.

4. SEAPLANES

(a) A person in control of a seaplane shall obtain from the CRD an annual license prescribed in Schedule "E" and pay an annual fee set out in section 4(b) below.

(b) (i) Loading and Unloading Seaplanes:

Landings Per Year Per Airport	Annual Fee per Airport
0 – 5	\$25.00 per landing
6 – 49	\$400.00
50 -199	\$680.00
200+	\$990.00

(ii) The prepaid annual fee is based on estimated annual usage. Actual usage is subject to audit and the CRD or wharfinger may make an adjustment to the fee based on actual usage.

(c) Seaplane Moorage Fees: Not Available

5. EMERGENCY VESSEL MOORAGE FEES

- (a) A person in control of an emergency services vessel shall apply for a license as prescribed in Schedule "D" each year.
- (b) Emergency Service Vessels, when not performing emergency services, shall be subject to the same moorage fees as prescribed in Schedule "A" sections 2(a)(i) and (ii), 2(b), 2(c) or 2(d).
- (c) Emergency Service Vessels, while actively performing emergency services, will not be subject to the fees prescribed in Schedule "A" sections 2(a)(i) and (ii), 2(b), 2(c) or 2(d).

6. RESERVED BERTHS

The moorage fee for reserved berths is 1.5 times the applicable (quarterly and annual) moorage fee as prescribed in Schedule "A".

7. REMOVAL AND IMPOUNDMENT

The following fees, costs and expenses shall be paid by the owner of a vessel, chattel or obstruction removed, detained or impounded pursuant to Sections 39 to 44 of this Bylaw:

(a)	Impoundment Fee	\$200.00 or actual cost
(b)	Towing Fee per hour (for towing or removal to storage location)	\$350.00 or actual cost
(c)	Hauling Out Fee per hour	\$350.00 or actual cost
(d)	Fee for Placing on Blocks/Removal from Trailer (fee per hour)	\$350.00 or actual cost
(e)	Salvage Fee \$/hour	\$540.00 or actual cost
(f)	Storage Costs for Vessel (rate per day per foot)	\$6.50 or actual cost

At CRD's option, it can select the fee or the actual cost, whichever is greater. "Actual cost" is the actual cost if provided directly by CRD or by a third party contractor, calculated on a cost recovery basis, including any applicable fees, charges, or taxes. CRD may charge an additional 10% on top of fees or actual costs to cover administrative tasks and time spent.

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 2844**

**CAPITAL REGIONAL DISTRICT
SOUTHERN GULF ISLANDS SMALL CRAFT HARBOURS
REGULATION BYLAW NO. 1, 2000**

(As Amended by Bylaws No. 2905, 3233, 3295, 3417, 3586, 3651, 3814, 4469, [4655](#), [4709](#))

*A Bylaw to Regulate Docks Operated by the Capital Regional District on the
Southern Gulf Islands*

For technical enquiries regarding this bylaw, please contact:

CRD, Manager of Southern Gulf Island Small Craft Harbours
Telephone 250-360-3000

For reference to original bylaws and amendments, or for further details,
please contact Legislative Services, Capital Regional District,
625 Fisgard Street, PO Box 1000, Victoria, BC V8W 2S6

CAPITAL REGIONAL DISTRICT

BYLAW NO. 2844

Capital Regional District Southern Gulf Islands Harbours Commission Regulation Bylaw

WHEREAS the Capital Regional District has established the local service to acquire and operate small craft harbour facilities;

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

1.1. DEFINITIONS IN THIS BYLAW

- “abandoned” means leaving a vessel or watercraft at a dock without payment of moorage for a period in excess of 45 days or within a 30 day notice period failure to remove the vessel under its own power for a period of at least 1 hour in the presence of the wharfinger or CRD;
- “airport” means a dock or portion of a dock designated for use by seaplanes and identified by a red triangle on the dock surface, or yellow painted tie rail or other identifying marking;
- “authorized personnel” includes the wharfingers, Royal Canadian Mounted Police and Capital Regional District bylaw enforcement officers;

[Bylaw 4469]

- “berth” means a location at a dock where a vessel or watercraft may be moored;
- “Board” means the Board of Directors of the Capital Regional District;
- “business” means a commercial or industrial undertaking of any kind or nature or the providing of professional, personal or other services for the purpose of gain or profit;
- “Commission” means the Southern Gulf Islands Harbours Commission as established by the Southern Gulf Islands Harbour Commission Bylaw, 2002, whose duties include planning, acquisition, development, restructure maintenance and operation of said harbours to serve the residents of the Southern Gulf Islands;
- “CRD” means the Capital Regional District;
- “dangerous goods” means dangerous goods as defined in section 1 of the *Transport of Dangerous Goods Act*;
- “dock” means a landing pier for vessels and watercraft, including a wharf, floating or fixed structures, and includes those facilities listed in Schedule “B”;

[Bylaw 4469]

- “emergency personnel” includes any person, group or organization required by provincial or federal statute to respond to emergency situations;

- “emergency vehicle” means police vehicle, ambulance or fire department vehicle;
- “explosive” has the same meaning as in the *Explosives Act*, RSC 1985, c E-17;
- “overall length of vessel” means the overall measurement of the vessel’s length, including bowsprit and engine, and includes any other extensions or attachments of the vessel from the bow or stern, including pod engines, tenders, or attachments.
- “liquor” has the same meaning as in the *Liquor Control and Licensing Act*, SBC 2015 c 19 of British Columbia;
- “loading zone” means that area of a dock used solely for loading and unloading, emergency use, passengers, supplies or freight and identified by a yellow painted tie-rail or other identifying marking;

[Bylaw 4469]

- “moor” means to secure a vessel or watercraft by means of lines, cables or anchors;
- “Service” means the CRD service established under Bylaw No. 2614, “Small Craft Harbour Facilities Local Service Establishment Bylaw No. 1, 1998”;

[Bylaw 4469]

- “Southern Gulf Islands Electoral Area” means the area of land defined as the Southern Gulf Islands Electoral Area in the Capital Regional District Letters Patent;
- “proof of residency” means:
 - (a) a British Columbia drivers license containing an address in the Southern Gulf Islands Electoral Area; or
 - (b) a real property tax notice issued under the *Local Government Act* or the *Taxation (Rural Area) Act* to an address in the Southern Gulf Islands Electoral Area; or
 - (c) a utility bill issued for the supply of electricity, natural gas, water, telephone services or cable services to an address in the Southern Gulf Islands Electoral Area;
- “resident” means a person who satisfies the conditions of residency established in section 67 of the *Local Government Act* in respect of the Southern Gulf Islands Electoral Area;

[Bylaw 4469]

- “raft” means the mooring of one vessel or watercraft along side another;
- “seaplane” means an aircraft on floats whether operated privately or commercially;
- “springline” means a special moorage arrangement where the vessel is bow tied to the dock and stern tied to an approved, weighted pulley line;
- “transient moorage” means that area of a dock used solely for short-term moorage of not greater than 3 consecutive days, or 7 days in a month, and identified by a blue painted tie-rail or other identifying markings;

[Bylaw 4469]

- “vessel” means any ship or boat or any other description of vessel which is or can be propelled by machinery, except a seaplane, and used or designed to be used in navigation;
- “watercraft” means any ship or boat or any other description of vessel that is not propelled by machinery and is used or designed to be used in navigation;
- “wharfinger” means a person contracted or appointed by the CRD to collect moorage and to conduct day to day operation of a dock or docks.

[Bylaw 4469]

APPLICATION

- 1.2. This bylaw applies to all docks, waterlots and other facilities or lands owned, operated, leased, or licenced by CRD for the purposes of the Service.

[Bylaw 4469]

ENFORCEMENT POWERS

2. All authorized personnel may enforce this bylaw in the course of their duties.
3. Any authorized personnel may order a person who does anything contrary to this bylaw to leave a dock immediately, or within a period of time specified by the authorized personnel, and every person so ordered shall comply with the order and leave the dock immediately or within the specified time period.
4. No person shall hinder, oppose, molest or obstruct authorized personnel in the discharge of their duties.
5. Authorized personnel and emergency personnel, while acting in the course of their duties, as well as emergency vehicles, are exempt from the provisions of this bylaw.

FINES

6. A person who contravenes this bylaw commits an offence and is liable on conviction to a fine of not less than \$50.00 and not more than the maximum prescribed by the *Offence Act*.

PUBLIC CONDUCT

7. No person shall obstruct or interfere with any person, vessel or watercraft lawfully using a dock.
8. No person shall behave in a disorderly, dangerous or offensive manner including, but not limited to, diving or jumping from a dock, wharf or pier or swimming in the water-lot around the dock.

NOISY ACTIVITIES

9. No person shall while on or moored at a dock, or while in the waterlot around a dock, make or cause noises or sounds including the playing of musical instruments, radios, tape players, compact disc players or similar devices or operate any equipment, vehicles, vessels, watercraft or machinery which disturbs or tends to disturb the quiet, peace, enjoyment and comfort of other persons.

[Bylaw 4469]

LIQUOR

10. No person shall possess an open container of liquor on a dock.

SIGNS

11. No person shall place, post or erect a sign on a dock unless with permission of the CRD.

[Bylaw 4469]

DAMAGE

12. No person shall remove, destroy or damage any dock or structure or sign attached to a dock.
13. No person shall remove, destroy or damage any notices, rules or regulation posted on a dock by or under the authority of the CRD.
14. No person shall deposit or leave any garbage, refuse, empty or broken bottles, cans, paper, animal excrement or other waste material on a dock or in the water surrounding a dock.

STORAGE

15. No person shall store any material of any kind, including a watercraft, to or on the surface of a dock unless it is designated by a sign as a storage area.

LOADING ZONE

16. No person shall cause a vessel or watercraft to be left unattended at a loading zone.
17. No person shall cause a vessel or watercraft to remain moored in a loading zone for a period in excess of 15 minutes and every person not in possession of a valid Schedule "D" licence shall immediately vacate a loading zone to make room for a person in possession of a Schedule "D" licence.

AIRPORT

18. No person shall moor to an airport, except where the airport includes a loading zone.
19. Notwithstanding section 18, where an airport includes a loading zone, the person having control of a vessel or watercraft being moored in the airport which includes the loading zone shall immediately vacate the loading zone upon the approach of an aircraft intending to use the airport.

VEHICLES

- 20.
- (1) No person shall drive a vehicle on a dock except for the express purpose of loading or unloading or the vehicle is being used for the purpose of repairing or maintaining the dock.
 - (2) Despite section 20.(1), the CRD may cause to be posted a sign prohibiting a person from driving a vehicle on a dock for any purpose.
21. No person shall park a vehicle or leave a vehicle unattended on a dock.

COMMERCIAL SERVICES

22. No person shall sell, expose or display for sale any goods or materials including refreshments, or conduct any business on a dock except where authorized by the CRD.
23. Persons conducting any business authorized by the CRD shall obtain and pay for a license in accordance with Schedule "A".

CONSTRUCTION

24. No person shall build upon or place any structure on a dock except where authorized by the CRD.

FEES

25.
 - (1) A person in control of a vessel or watercraft, which is moored at a dock for less than three hours in any 24-hour period, shall not pay a moorage fee.
 - (2) A person in control of a vessel or watercraft moored at a dock in excess of three hours but less than 12 hours in a 24 hour period shall pay to the CRD the moorage fees prescribed in Schedule "A" section 2(a)(i), shall pay with a coupon as prescribed in Schedule "A" section 2(b) or shall pay with a commuter pass as prescribed in Schedule "A" section 2(c).
 - (3) A person in control of a vessel or watercraft moored at a dock in excess of 12 hours in any 24-hour period or after 8 p.m. shall pay to the CRD the moorage fees prescribed in Schedule "A" section 2(a)(ii).
 - (4) A person in control of a vessel or watercraft moored at a dock shall pay to the CRD all applicable moorage fees within ~~two~~three hours of mooring the vessel or watercraft to a dock.
 - (5) A person in control of a vessel or watercraft who is a resident of the Southern Gulf Islands Electoral Area and can show proof of residency to the CRD and who intends to moor at a dock in excess of 24 hours may obtain from the CRD a monthly, quarterly or annual license as prescribed in Schedule "C" and pay to the CRD the moorage fees as prescribed in Schedule "A" section 2(d), (e) or (f) whichever section is applicable.
 - (6) A person in control of a seaplane, water taxi, emergency vessel, or charter vessel or watercraft, intending to use a dock shall obtain from the CRD a license as prescribed in Schedules "D" or "E" and pay to the CRD the fees prescribed in Schedule "A" section 3, section 4 or section 5 whichever section is applicable.

DANGEROUS GOODS

26. No vessel or watercraft carrying dangerous goods or explosives shall moor at a dock for longer than is necessary to effect immediate loading or unloading.
27. No vessel or watercraft carrying dangerous goods or explosives moored at a dock shall be left unattended.

RESPONSIBILITY

28. For the purpose of these regulations, the person having charge of a vessel or watercraft is deemed to be responsible for the vessel or watercraft and the action of its crew or passengers, as directed by signage at the facility.

RESERVED BERTH

29. At the discretion of the CRD, a section of dock may be reserved for the exclusive use of a vessel or watercraft on condition that the person in control of the vessel or watercraft obtain a license from the CRD prescribed in Schedule C or D and pay to the CRD the moorage fees prescribed in Schedule “A”, section 6.

DOCK MANAGEMENT

30. In order to facilitate the proper management, control and use of a dock, the CRD may establish specific mooring conditions to various sections of a dock, and a Wharfinger or CRD may order a vessel or watercraft to move or alter its position.
31. The wharfinger or CRD, at their discretion, may order that any vessel or watercraft is not allowed to moor to the dock.
32. When required by limited mooring space any person in charge of a vessel or watercraft may raft the vessel or watercraft provided that no more than two vessels or watercrafts are rafted or such lower or higher number of vessels or watercrafts as specified by the CRD and sign posted at the dock.

[Bylaw 4469]

ABANDONMENT

33. No person shall abandon a vessel or watercraft at a dock.
34. Where the CRD or wharfinger believes a vessel or watercraft has been abandoned at a dock, and has made reasonable efforts to obtain the name and address of the owner or person last in charge of the vessel or watercraft, the wharfinger shall make a report to the CRD with recommendations for the removal of the abandoned vessel or watercraft.

[Bylaw 4469]

OBSTRUCTION

35. The CRD or a wharfinger may direct the position, time, place and manner in which a vessel or watercraft may be moored, loaded or unloaded at a dock.
36. Except as permitted by the CRD or wharfinger, no person shall moor a vessel or watercraft at a dock in such a manner as to unduly obstruct the movement of other vessels or watercraft.
37. Except as permitted by the CRD or wharfinger, the lines fastening a vessel or watercraft to a dock shall not cross the dock or be attached to anything other than the fastenings provided for the purpose.
38. Except as permitted by the CRD or wharfinger, no person shall:
- (1) use the surface of a dock for any major maintenance or repair work; or
 - (2) do any other thing in such a manner as to impede the use of the dock.

[Bylaw 4469]

REMOVAL AND IMPOUNDMENT OF VESSELS, WATERCRAFT, CHATTELS, AND OBSTRUCTIONS

39. The CRD and wharfinger is authorized to remove and impound, or cause to be removed and impounded, any vessel, chattel or obstruction that occupies a dock or waterlot in contravention of this Bylaw.

[Bylaw 4469]

40. Any vessel, chattel or obstruction removed and impounded under this section may be recovered by the owner upon presenting proof of ownership and upon payment in full of all costs incurred by the CRD in removing and impounding (including storing) and any fines owing by the owner under this Bylaw.

41. If a vessel, chattel or obstruction is removed and impounded, the CRD shall make reasonable efforts to obtain the name and address of the owner of the vessel, chattel or obstruction and:

- (1) If the name and address of the owner is determined, the CRD shall give written notice delivered in person to the owner or sent by registered mail to the owner advising the owner of the removal and impoundment, the sum payable to release the vessel, chattel or obstruction and the date for sale by public auction, other means preferred by CRD, or disposition under section 42, as applicable, if unclaimed; or
- (2) if the identity of the owner is not determined or if delivery under 41(1) cannot be confirmed, the CRD shall cause a notice to be posted at the relevant wharf advising of the removal and impoundment, the sum payable to release the vessel and the planned date for sale by public auction, other means preferred by CRD, or disposition under section 42, as applicable, if unclaimed.

[Bylaw 4469]

42. The fees, costs and expenses payable by the owner of a vessel, chattel or obstruction removed and impounded under this section are set out in Schedule “A” to this Bylaw.

43. A sign at each wharf shall notify the public that vessels, chattels and obstructions occupying the wharf and surrounding waterlot in contravention of this Bylaw, may be removed and impounded by or on behalf of the CRD at the cost of the owner and may be sold at public auction or means preferred by CRD, or otherwise disposed of if unclaimed. The failure to post such a sign or ensure it remains posted shall not impair the CRD’s ability to recover fees, costs, or expenses under this bylaw nor shall it impair the ability to remove, impound, sell, or otherwise dispose of vessels, chattels, and obstructions.

44. The CRD may engage the services of a bailiff to remove, impound and auction or otherwise dispose of vessels, chattels and other obstructions under this section and sections 45 to 48.

[Bylaw 3586, 4469]

PUBLIC AUCTION AND SALE

45. Any vessel, chattel or obstruction not claimed by its owner, including where the CRD has been unable to determine the owner’s identity, within 30 days of notice under section 41 may be sold at a public auction and such auction shall be advertised at least once in a newspaper distributed at least bi-monthly in the Southern Gulf Island Electoral Area.

[Bylaw 4469]

46. The proceeds of such auction sale shall be applied firstly to the cost of the sale, secondly to all unpaid fees, costs and expenses levied in accordance with this Bylaw.

47. If any vessel, chattel or obstruction is not offered for sale or purchased at public auction under this section, the expenses incurred in the removal, impoundment or disposal, are recoverable as a debt due to the CRD from the owner.
48. If the CRD considers that a vessel, chattel or obstruction removed and impounded from a wharf is of insufficient value to warrant an auction or that other means are preferred by CRD to dispose of the property, such as private sale or sale through a broker, subsequent to the Commission's approval by resolution, the CRD may dispose of the vessel, chattel or obstruction if unclaimed after 2 months following notice under section 41 and any money obtained through such disposition shall be dealt with in accordance with section 40.

[Bylaw 4469]

CRD AND WHARFINGER

- 49.
- (1) The wharfinger, under the direction of the CRD, is responsible for the operational oversight and administration of the docks and may post notices and give such orders, in respect of the operation of the dock, as are authorized by these regulations.
 - (2) No person shall contravene:
 - (a) an order of the CRD or a wharfinger given under subsection (1); or
 - (b) the directions or instructions on any sign posted under subsection (1).
 - (3) Where a vessel, watercraft or goods are not removed from a dock immediately after the removal thereof is ordered by the CRD or a wharfinger, the CRD or wharfinger may have the vessel, watercraft or goods removed from the dock at the owner's expense.
 - (4) An order of the CRD prevails over an order of a wharfinger.
 - (5) The wharfinger is authorized to administer and sign on behalf of the CRD the License Agreements contained in Schedules "C", "D" and "E".
 - (6) The Wharfingers are authorized to administer and sign on behalf of the CRD the License Agreement contained in Schedule "C".

[Bylaw 4469]

SEVERANCE

50. If a section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid, by the decision of any Court, such decision shall not affect the validity of the remaining portions of this Bylaw.

SCHEDULES

51. Schedules "A" to "E" inclusive of this Bylaw are attached hereto and form part of this Bylaw.

CITATION

52. This Bylaw may be cited as "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000".

READ A FIRST TIME THIS	22nd	day of	November	2000
READ A SECOND TIME THIS	22nd	day of	November	2000

READ A THIRD TIME THIS 22nd day of November 2000

ADOPTED THIS 13th day of December 2000.

Christopher M. Causton
CHAIR

Carmen I. Thiel
SECRETARY

~~SCHEDULE "A"~~
~~Bylaw No. 2844~~

~~(Bylaw 4469)~~

~~Capital Regional District Southern Gulf Islands Harbours~~

~~FEES AND LICENSES~~

~~1. ———~~ ~~DEFINITIONS~~

~~“charter boat” means any vessel or watercraft used to transport passengers who have paid a fee for tourism services including, but not limited to, fishing, whale watching, sightseeing or diving;~~

~~“dinghy” means an open boat with a maximum length of 12 feet, excluding outboard motor, having a beam of no more than 6 feet and a motor of not more than 25 horsepower and the dry weight/hull weight is at, or under, 300 pounds;~~

~~“emergency service vessel” means a police, fire, search and rescue, or ambulance vessel and any other vessel acting in the aforementioned capacities;~~

~~“length” means the overall length of a vessel or watercraft as determined by the Ports Manager or wharfinger;~~

~~“month” means a period commencing on a date in one month and terminating on the day immediately preceding the same date in the next month or, if there is no corresponding date in the next month, terminating on the last day of that month;~~

~~“moorage” means a charge for mooring;~~

~~“quarter” means three months;~~

~~“reserved berth” means a section of a dock identified by a ‘Reserved’ sign on the tie rail;~~

~~“resident” means person who satisfies the conditions of residency established in section 67 of the *Local Government Act* in respect of the Southern Gulf Islands Electoral Area;~~

~~“short term zone” means a section of a dock identified by a “short term zone” sign on the tie rail;~~

~~“springline” means a special moorage arrangement where the vessel is bow tied to the dock and stern tied to an approved, weighted pulley line.~~

~~“water taxi” means any vessel or watercraft used to transport passengers or material for a fee.~~

~~2. ———~~ ~~MOORAGE FEES~~ (All moorage fees include applicable taxes)

- (a) ——— (i) ——— Moorage Fees from 3 to 12 hours, normally commencing and ending between **8:00 AM** and **8:00 PM** of the same day:

————— \$0.60 per lineal foot per day.

- (ii) ——— Moorage Fees from 12+ to 24 hours or overnight:

————— \$1.15 per linear foot.

~~(b) Prepaid Long Term Moorage Fees~~

~~(i) The prepaid monthly moorage fee is \$6.70 per lineal foot per month.~~

~~(ii) The prepaid quarterly moorage fee is \$18.00 per lineal foot per quarter.~~

~~(iii) The prepaid annual moorage fee is \$64.00 per lineal foot per year.~~

~~(iv) Despite subsections (i), (ii) and (iii), no person in control of a vessel or watercraft shall moor at a Short Term Zone or at the Swartz Bay dock for longer than 72 consecutive hours in a 30 day period.~~

~~(v) Where a resident has obtained a monthly, quarterly or annual moorage license prescribed in Schedule "C", that resident may apply for a monthly, quarterly or annual moorage for the same vessel at a second dock for an additional payment of one half the moorage fee paid at the first dock.~~

~~(c) Long term moorage fees for a dinghy bow tied at a dock area posted with a sign saying "dinghies only" shall be as follows:~~

~~(i) The prepaid monthly moorage fee is \$35.00.~~

~~(ii) The prepaid quarterly moorage fee is \$90.00.~~

~~(iii) The prepaid annual moorage fee is \$325.00.~~

~~(d) Springline Moorage Fees~~

~~Where a springline moorage system has been approved by the CRD the following rates will apply for boats up to 14 feet in length and 8 feet wide:~~

~~(i) Monthly fee is \$87.00 per month.~~

~~(ii) Quarterly fee is \$242.00 per quarter.~~

~~(e) Short Term Zone Fees~~

~~Where a short term zone exists on a dock, the daily rate will apply. No monthly, quarterly or annual rates are available for these zones.~~

~~3. WATER TAXI AND CHARTER BOATS MOORAGE FEES~~

~~(a) A person in control of a water taxi or charter boat mooring or landing at a dock shall obtain from the CRD in the form prescribed in Schedule "D" a license at a cost of \$70.00 per annum in addition to the fees set out in section 3(b) and (c) below.~~

~~(b) (i) Loading and Unloading Water Taxis and Charter Boats:~~

~~Landings/month/dock Monthly Fee Annual Fee~~

~~0-2 No charge N/A~~

~~3-15~~ ~~—————~~ ~~\$31.00~~ ~~—————~~ ~~\$300.00~~

~~16-30~~ ~~—————~~ ~~\$52.00~~ ~~—————~~ ~~\$510.00~~

~~31+~~ ~~—————~~ ~~\$85.00~~ ~~—————~~ ~~\$830.00~~

~~(ii) The prepaid annual fee is based on estimated annual usage. Actual usage is subject to audit and the CRD or wharfinger may make an adjustment to the fee based on actual usage.~~

~~(c) The moorage fees for water taxis or charter boats are the same as prescribed in Schedule “A” sections 2(a)(i) and (ii), 2(b), 2(c) and 2(d) except the monthly, quarterly and annual fees, moorage coupon books and commuter passes are available only to an operator of a water taxi or charter boat who is a resident of the Southern Gulf Islands Electoral Area.~~

~~(d) Where a person has obtained a license to operate a water taxi or charter boat and pays monthly or annual landing fees and provides a regularly scheduled published service between two docks listed in Schedule “B” using the same vessel no landing fees are required on the second dock.~~

~~4. SEAPLANES~~

~~(a) The loading and unloading fee for casual use by seaplanes is \$23.00 per landing in excess of 2 landings per airport per year.~~

~~(b) A person in control of a seaplane shall obtain from the CRD a license prescribed in Schedule “E” for a fee of \$70.00 per annum and in addition, may pay to the CRD the following prepaid annual fee for recurring use:~~

Landings per year per Airport	Annual Fee per Airport
3-48	\$310.00
49-200	\$600.00
200+	\$830.00

~~(c) The prepaid annual fee is based on estimated annual usage. Actual usage is subject to audit and the CRD or wharfinger may make an adjustment to the fee based on actual usage.~~

~~(d) Seaplane Moorage Fees: Not Available~~

~~5. EMERGENCY VESSEL MOORAGE FEES~~

~~(a) A person in control of an emergency services vessel shall apply for a license as prescribed in Schedule “D” each year.~~

~~(b) Emergency Service Vessels, when not performing emergency services, shall be subject to the same moorage fees as prescribed in Schedule “A” sections 2(a)(i) and (ii), 2(b), 2(c) or 2(d).~~

~~(c) Emergency Service Vessels, while actively performing emergency services, will not be subject to the fees prescribed in Schedule “A” sections 2(a)(i) and (ii), 2(b), 2(c) or 2(d).~~

~~6. RESERVED BERTHS~~

~~The moorage fee for reserved berths is 1.5 times the applicable (quarterly and annual) moorage fee as prescribed in Schedule “A”.~~

7. REMOVAL AND IMPOUNDMENT

The following fees, costs and expenses shall be paid by the owner of a vessel, chattel or obstruction removed, detained or impounded pursuant to Sections 39 to 44 of this Bylaw:

(a)	Impoundment Fee	\$175.00 or actual cost
(b)	Towing Fee per hour (for towing or removal to storage location)	\$320.00 or actual cost
(c)	Hauling Out Fee per hour	\$320.00 or actual cost
(d)	Fee for Placing on Blocks/Removal from Trailer (fee per hour)	\$320.00 or actual cost
(e)	Salvage Fee \$/hour	\$490.00 or actual cost
(f)	Storage Costs for Vessel (rate per day per foot)	\$6.05 or actual cost

At CRD's option, it can select the fee or the actual cost, whichever is greater. "Actual cost" is the actual cost if provided directly by CRD or by a third party contractor, calculated on a cost recovery basis, including any applicable fees, charges, or taxes. CRD may charge an additional 10% on top of fees or actual costs to cover administrative tasks and time spent.

SCHEDULE "A" Bylaw No. 2844

Capital Regional District Southern Gulf Islands Harbours

FEES AND LICENSES

1. DEFINITIONS

"charter boat" means any vessel or watercraft used to transport passengers who have paid a fee for tourism services including, but not limited to, fishing, whale watching, sightseeing or diving;

"dinghy" means an open boat with a maximum length of 12 feet, excluding outboard motor, having a beam of no more than 6 feet and a motor of not more than 25 horsepower and the dry weight/hull weight is at, or under, 300 pounds;

"emergency service vessel" means a police, fire, search and rescue, or ambulance vessel and any other vessel acting in the aforementioned capacities;

"length" means the overall length of a vessel or watercraft as determined by the Ports Manager or wharfinger;

"month" means a period commencing on a date in one month and terminating on the day immediately preceding the same date in the next month or, if there is no corresponding date in the next month, terminating on the last day of that month;

"moorage" means a charge for mooring;

"quarter" means three months;

"reserved berth" means a section of a dock identified by a 'Reserved' sign on the tie-rail;

“resident” means person who satisfies the conditions of residency established in section 67 of the *Local Government Act* in respect of the Southern Gulf Islands Electoral Area;

“short-term zone” means a section of a dock identified by a “short-term zone” sign on the tie rail;

“springline” means a special moorage arrangement where the vessel is bow tied to the dock and stern tied to an approved, weighted pulley line.

“water taxi” means any vessel or watercraft used to transport passengers or material for a fee.

2. MOORAGE FEES (All moorage fees include applicable taxes)

- (a) (i) Moorage Fees from 3 to 12 hours, normally commencing and ending between **8:00 AM** and **8:00 PM** of the same day:

\$0.70 per lineal foot per day.

- (ii) Moorage Fees from 12+ to 24 hours or overnight:

\$1.25 per lineal foot.

(b) Prepaid Long-Term Moorage Fees

- (i) The prepaid monthly moorage fee is \$7.50 per lineal foot per month.

- (ii) The prepaid quarterly moorage fee is \$20.00 per lineal foot per quarter.

- (iii) The prepaid annual moorage fee is \$70.50 per lineal foot per year.

- (iv) Despite subsections (i), (ii) and (iii), no person in control of a vessel or watercraft shall moor at a Short-Term Zone or at the Swartz Bay dock for longer than 72 consecutive hours in a 30-day period.

- (v) Where a resident has obtained a monthly, quarterly or annual moorage license prescribed in Schedule “C”, that resident may apply for a monthly, quarterly or annual moorage for the same vessel at a second dock for an additional payment of one half the moorage fee paid at the first dock.

- (c) Long-term moorage fees for a dinghy bow-tied at a dock area posted with a sign saying "dinghies only" shall be as follows:

- (i) The prepaid monthly moorage fee is \$40.00.

- (ii) The prepaid quarterly moorage fee is \$100.00.

- (iii) The prepaid annual moorage fee is \$350.00.

(d) Springline Moorage Fees

Where a springline moorage system has been approved by the CRD the following rates will apply for boats up to 14 feet in length and 8 feet wide:

- (i) Monthly fee is \$100.00 per month.

(ii) Quarterly fee is \$265.00 per quarter.

(e) Short-Term Zone Fees

Where a short-term zone exists on a dock, the daily rate will apply. No monthly, quarterly or annual rates are available for these zones.

3. WATER TAXI AND CHARTER BOATS MOORAGE FEES

(a) A person in control of a water taxi or charter boat mooring or landing at a dock shall obtain from the CRD in the form prescribed in Schedule “D” an annual license and pay an annual fee set out in section 3(b) and (c) below.

(b) (i) Loading and Unloading Water Taxis and Charter Boats:

<u>Landings Per Year Per Dock</u>	<u>Annual Fee Per Dock</u>
<u>0 - 5</u>	<u>\$25.00 per landing</u>
<u>6 - 49</u>	<u>\$400.00</u>
<u>50 -199</u>	<u>\$680.00</u>
<u>200+</u>	<u>\$990.00</u>

(ii) The prepaid annual fee is based on estimated annual usage. Actual usage is subject to audit and the CRD or wharfinger may make an adjustment to the fee based on actual usage.

(c) The moorage fees for water taxis or charter boats are the same as prescribed in Schedule “A” sections 2(a)(i) and (ii), 2(b), 2(c) and 2(d) except the monthly, quarterly and annual fees, moorage coupon books and commuter passes are available only to an operator of a water taxi or charter boat who is a resident of the Southern Gulf Islands Electoral Area.

(d) Where a person has obtained a license to operate a water taxi or charter boat and pays annual landing fees and provides a regularly scheduled published service between two docks listed in Schedule “B” using the same vessel no landing fees are required on the second dock.

4. SEAPLANES

(a) A person in control of a seaplane shall obtain from the CRD an annual license prescribed in Schedule “E” and pay an annual fee set out in section 4(b) below.

(b) (i) Loading and Unloading Seaplanes:

<u>Landings Per Year Per Airport</u>	<u>Annual Fee per Airport</u>
<u>0 – 5</u>	<u>\$25.00 per landing</u>
<u>6 – 49</u>	<u>\$400.00</u>
<u>50 -199</u>	<u>\$680.00</u>

200+

\$990.00

- (ii) The prepaid annual fee is based on estimated annual usage. Actual usage is subject to audit and the CRD or wharfinger may make an adjustment to the fee based on actual usage.

(c) Seaplane Moorage Fees: Not Available

5. EMERGENCY VESSEL MOORAGE FEES

- (a) A person in control of an emergency services vessel shall apply for a license as prescribed in Schedule "D" each year.
- (b) Emergency Service Vessels, when not performing emergency services, shall be subject to the same moorage fees as prescribed in Schedule "A" sections 2(a)(i) and (ii), 2(b), 2(c) or 2(d).
- (c) Emergency Service Vessels, while actively performing emergency services, will not be subject to the fees prescribed in Schedule "A" sections 2(a)(i) and (ii), 2(b), 2(c) or 2(d).

6. RESERVED BERTHS

The moorage fee for reserved berths is 1.5 times the applicable (quarterly and annual) moorage fee as prescribed in Schedule "A".

7. REMOVAL AND IMPOUNDMENT

The following fees, costs and expenses shall be paid by the owner of a vessel, chattel or obstruction removed, detained or impounded pursuant to Sections 39 to 44 of this Bylaw:

(a)	<u>Impoundment Fee</u>	<u>\$200.00 or actual cost</u>
(b)	<u>Towing Fee per hour (for towing or removal to storage location)</u>	<u>\$350.00 or actual cost</u>
(c)	<u>Hauling Out Fee per hour</u>	<u>\$350.00 or actual cost</u>
(d)	<u>Fee for Placing on Blocks/Removal from Trailer (fee per hour)</u>	<u>\$350.00 or actual cost</u>
(e)	<u>Salvage Fee \$/hour</u>	<u>\$540.00 or actual cost</u>
(f)	<u>Storage Costs for Vessel (rate per day per foot)</u>	<u>\$6.50 or actual cost</u>

At CRD's option, it can select the fee or the actual cost, whichever is greater. "Actual cost" is the actual cost if provided directly by CRD or by a third party contractor, calculated on a cost recovery basis, including any applicable fees, charges, or taxes. CRD may charge an additional 10% on top of fees or actual costs to cover administrative tasks and time spent.

SCHEDULE "B"
Bylaw No. 2844

(Bylaw 4469)

Capital Regional District Southern Gulf Islands Harbours
DOCKS ADMINISTERED BY THE CRD IN THE SOUTHERN GULF ISLANDS

- GALIANO ISLAND: Sturdies Bay
 Montague Harbour
 Retreat Cove
 Spanish Hills

- MAYNE ISLAND: Miners Bay
 Horton Bay
 Anson Road

- NORTH PENDER ISLAND: Port Washington
 Browning Harbour
 Hope Bay

- PIERS ISLAND: Piers Island

- SATURNA ISLAND: Lyall Harbour

- SVANCOUVER ISLAND: Swartz Bay

SCHEDULE "C"
Bylaw No. 2844

(Bylaw 3417, 3586, 3651, 4469)

Capital Regional District Southern Gulf Islands Harbours
MOORAGE LICENSE AGREEMENT ("the Agreement")

This non-assignable license is granted by the Capital Regional District ("the CRD") on: _____
(date)

TO: Name _____

Address _____ City _____ Prov. _____

Postal Code _____ Telephone (home) _____ (cell) _____

("the Licensee")

Name of Vessel _____ Registration No. _____

Length _____ Port of Registry _____ Boat Make _____

("the Vessel")

For permission to moor the Vessel to a dock or docks operated by the CRD and known as:

_____ **("the Dock")**

For the period of _____ to _____ **("the Term")**

Emergency Contact _____ Phone _____

Moorage Fees Paid \$ _____

1. In consideration of the payment of the fees as prescribed in Schedule "A" of Capital Regional District Southern Gulf Islands Harbours Regulation Bylaw No. 1, 2000 (**"the Bylaw"**), the CRD grants the Licensee permission to moor the Vessel at the Dock during the Term. The Licensee may on 30 days notice, cancel use of any unused portion of prepaid fees and receive a pro rata refund of the prepaid fees.
2. In consideration of this license, the Licensee agrees that:
 - a. No transfer or assignment of the Agreement or of any rights hereunder will be made by the Licensee;
 - b. Any reference to the Licensee in this Agreement will be deemed to be a reference also to the person in charge of the Vessel where such person is not included in the Agreement;
 - c. All fees are payable in advance of berthing the Vessel;
 - d. The Licensee must obey all orders of the CRD, and the wharfingers whether verbal or in writing and must obey all signs posted by the CRD, or the wharfingers;
 - e. The Licensee must comply with and conform to the requirements of all lawful rules, regulations and bylaws of local government or any other government enactment in any manner affecting the Vessel or Licensee at the Dock;
 - f. The CRD may terminate this Agreement immediately in the event of any failure to comply with the Bylaw or any other local government, provincial or federal enactment which applies;
 - g. The CRD reserves the right to terminate this Agreement immediately in the event of an emergency, or for any reason on 30 days notice to the Licensee. In the event of a termination by the CRD, the CRD shall provide a pro rata refund of prepaid fees.
 - h. The Licensee acknowledges that moorage fees paid to the CRD are only for the rental of the water space occupied by the Vessel and in no way creates a tenancy or any obligation on the part of the CRD or any of its employees or agents for the care, custody and/or safety of the Vessel, its contents or any of its occupants;
 - i. The Licensee releases and must indemnify and save harmless the CRD, its elected and appointed officers, employees and agents from and against all lawsuits, damages, costs, expenses, liability, fees (including legal fees on a solicitor and own client basis) or loss which the Licensee or anyone else may incur, suffer or allege by reason of the use of the Dock by the Licensee or by any person carrying on at the Dock any activity in relation to the Licensee's use of the Dock;

Schedule "C" to Bylaw No. 2844 (cont'd.)

- j. The Licensee must indemnify and save harmless the CRD, its elected and appointed officers, employees and agents from and against all lawsuits, damages, costs, expenses, liability, fees (including legal fees on a solicitor and own client basis) or loss which may be caused to the CRD by the presence of the Vessel at the Dock;
- k. When requested the Licensee must provide proof of comprehensive liability insurance in the amount of not less than two million dollars per single occurrence and regardless of whether proof is requested the Licensee must maintain said policy for the duration of the Term;
- l. The Licensee affirms that the Vessel is fit for its intended purpose, does not pose an environmental risk to the Dock or the area surrounding the Dock, and shore power is not required to keep the Vessel afloat. Where the Vessel is unfit or poses a risk to the Dock, and the CRD has made reasonable efforts to contact the Licensee or such other person as may reasonably take control of the Vessel, the CRD may, at its discretion and at the Licensee's own cost and risk, remove the Vessel from the Dock and impound, store, auction, sell by other means preferred by CRD, or dispose of the Vessel in accordance with the Bylaw.
- m. In the event that the Vessel runs aground, sinks or if goods fall overboard in the area of the Dock, the Licensee must remove such forthwith. If the Licensee fails to do so, the CRD may remove the Vessel or goods at the Licensee's expense and risk.
- n. The CRD reserves the right to rearrange the position of the Vessel while moored at the Dock or as necessary for the efficient operation of the marina facility, or for other causes such as safety or emergency or for any other reason, without previous notice to the Licensee and at the Licensee's expense and risk;
- o. The Licensee must not do or permit to be done anything which may damage or injure the Dock and the Licensee must, at the Licensee's own expense, maintain and repair the Dock whenever it is damaged as a result of the permission hereby given, other than ordinary wear and tear as determined by the CRD;
- p. The Licensee shall at all times keep the Vessel in a sanitary, clean and tidy condition, in all respects to the entire satisfaction of the CRD;
- q. No garbage, refuse, empty or broken bottles, cans, paper, animal excrement, litter or other waste material will be thrown overboard, discharged, or left on the Dock except in the receptacles provided for such a purpose;
- r. No gasoline or other flammable liquids, oily rags, or other combustible material will be stored or left on the Dock. Any spillage of environmentally hazardous substances must be reported immediately to the Coast Guard and CRD or a wharfinger, and cleaned up immediately by and at the expense of the Licensee. The Licensee must indemnify the CRD from and against any and all costs including penalties and fines associated with the containment and cleanup of any environmentally hazardous substances that originate from the Vessel or any act or omission of the Licensee;
- s. When required by the CRD or a wharfinger, the Licensee must raft the Vessel alongside another vessel, provided that no more than two vessels are rafted, or such lower or higher number as specified by the CRD or any sign posted at the Dock;
- t. The Licensee must not leave the Vessel unattended in a loading zone, and must not remain moored in a loading zone for more than 15 minutes;
- u. The Licensee must not moor to an airport, except where the airport includes a loading zone. The Vessel must not be left unattended in a loading zone and the Licensee must vacate the loading zone immediately on the approach of an aircraft intending to use the airport;
- v. The Licensee and his/her guests shall not carry or permit to be carried on any activity that, in the opinion of the CRD, may be detrimental to the safety or enjoyment of others using the CRD's facilities, or be deemed a nuisance or disturbance, including but not limited to diving or jumping from a dock, wharf or pier or swimming in the water-lot around the Dock;
- w. If the Vessel is moored at the Dock without payment of moorage fees for a period in excess of 45 days or, within a 30 day notice period the Vessel is not removed from the Dock under its own power for a period of at least one hour in the presence of a wharfinger or the CRD, the Vessel will be deemed to be abandoned;
- x. Where the CRD believes a Vessel has been abandoned as defined in Section "w" above, and has made reasonable efforts to contact the Licensee or such other person as may reasonably take control of the Vessel, the CRD may, at its discretion and at the Licensee's own cost and risk, remove the Vessel from the Dock and impound, store, auction, sell by other means preferred by CRD, or dispose of the Vessel in accordance with the Bylaw.
- y. Live-aboards are not permitted at the docks unless authorized in writing by the CRD.

Signature of Licensee _____

Date_____

Issued per CRD _____

Date_____

(CRD or wharfinger)

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes associated with the issuing of this license agreement and for the management of docks operated by the CRD. Enquiries about the collection or use of information in this form can be directed to the Freedom of Information and Protection of Privacy contact: Capital Regional District, Senior Coordinator, FOIPP (250) 360-3000.

SCHEDULE "D"
Bylaw No. 2844

(Bylaw 3417, 3586, 3651, 4469)

Capital Regional District Southern Gulf Islands Harbours
WATER TAXI, CHARTER BOAT, EMERGENCY SERVICES VESSEL OR BUSINESS MOORAGE AND
LICENSE AGREEMENT ("the Agreement")

This non-assignable license is granted by the Capital Regional District ("the CRD") on: _____
(date)

TO: Name _____

Address _____ City _____ Prov. _____

Postal Code _____ Telephone (home) _____ (cell) _____

("the Licensee")

Name of Vessel _____ Registration No. _____

Length _____ Port of Registry _____ Boat Make _____

("the Vessel")

For permission to moor the Vessel to a dock or docks operated by the CRD and known as:

_____ ("the Dock")

For the period of _____ to _____ ("the Term")

Moorage Fees Paid \$ _____

1. In consideration of the payment of the fees as prescribed in Schedule "A" of Capital Regional District Southern Gulf Islands Harbours Regulation Bylaw No. 1, 2000 ("**the Bylaw**"), the CRD grants the Licensee permission to moor or land the Vessel at the Dock during the Term. The Licensee may on 30 days notice, cancel use of any unused portion of prepaid fees and receive a pro rata refund of the prepaid fees.
2. In consideration of this license, the Licensee agrees that:
 - a. No transfer or assignment of the Agreement or of any rights hereunder will be made by the Licensee;
 - b. Any reference to the Licensee in this Agreement will be deemed to be a reference also to the person in charge of the Vessel where such person is not included in the Agreement;
 - c. All fees are payable in advance of berthing the Vessel. Prepaid annual fees as prescribed in Schedule "A" of the Bylaw are based on estimated annual usage. Usage is subject to audit and the CRD may make an adjustment to the fee based on actual usage;
 - d. The Licensee must obey all orders of the CRD, and the wharfingers whether verbal or in writing and must obey all signs posted by the CRD, or the wharfingers;
 - e. The Licensee acknowledges that moorage fees paid to the CRD are only for the rental of the water space occupied by the Vessel and in no way creates a tenancy or any obligation on the part of the CRD or any of its employees or agents for the care, custody and/or safety of the Vessel, its contents or any of its occupants;
 - f. The Licensee must comply with and conform to the requirements of all lawful rules, regulations and bylaws of local government or any other government enactment in any manner affecting the Vessel or Licensee at the Dock;
 - g. The CRD may terminate this Agreement immediately in the event of any failure to comply with the Bylaw or any other local government, provincial or federal enactment which applies;
 - h. The CRD reserves the right to terminate this Agreement immediately in the event of an emergency, or for any reason on 30 days notice to the Licensee. In the event of a termination by the CRD, the CRD shall provide a pro rata refund of prepaid fees.
 - i. The Licensee releases and must indemnify and save harmless the CRD, its elected and appointed officers, employees and agents from and against all lawsuits, damages, costs, expenses, liability, fees (including legal fees on a solicitor and own client basis) or loss which the Licensee or anyone else may incur, suffer or allege by reason of the use of the Dock by the Licensee or by any person carrying on at the Dock any activity in relation to the Licensee's use of the Dock;

Schedule "D" to Bylaw No. 2844 (cont'd.)

- j. The Licensee must indemnify and save harmless the CRD, its elected and appointed officers, employees and agents from and against all lawsuits, damages, costs, expenses, liability, fees (including legal fees on a solicitor and own client basis) or loss which may be caused to the CRD by the presence of the Vessel at the Dock;
- k. The Licensee must provide proof of a policy of commercial general liability insurance against claims for bodily injury, death or property damage arising out of the use of the Dock by the Licensee in the amount of not less than three million dollars per single occurrence and must maintain said policy for the duration of the Term;
- l. The Licensee affirms that the Vessel is fit for its intended purpose, does not pose an environmental risk to the Dock or the area surrounding the Dock, and shore power is not required to keep the Vessel afloat. Where the Vessel is unfit or poses a risk to the Dock, and the CRD has made reasonable efforts to contact the Licensee or such other person as may reasonably take control of the Vessel, the CRD may, at its discretion and at the Licensee's own cost and risk, remove the Vessel from the Dock and impound, store, auction, sell by other means preferred by CRD, or dispose of the Vessel in accordance with the Bylaw.
- m. In the event that the Vessel runs aground, sinks or if goods fall overboard in the area of the Dock, the Licensee must remove such forthwith. If the Licensee fails to do so, the CRD may remove the Vessel or goods at the Licensee's expense and risk.
- n. The Licensee is responsible for the actions of his or her crew, agents and/or employees;
- o. The CRD reserves the right to rearrange the position of the Vessel while moored at the Dock or as necessary for the efficient operation of the marina facility, or for other causes such as safety or emergency or for any other reason, without previous notice to the Licensee and at the Licensee's expense and risk;
- p. The Licensee must not do or permit to be done anything which may damage or injure the Dock and the Licensee must, at the Licensee's own expense, maintain and repair the Dock whenever it is damaged as a result of the permission hereby given, other than ordinary wear and tear as determined by the CRD;
- q. The Licensee must comply with any direction from the CRD regarding the position, time, place and manner in which in which a vessel or watercraft may be moored, loaded or unloaded at a dock;
- r. No garbage, refuse, empty or broken bottles, cans, paper, animal excrement, litter or other waste material will be thrown overboard, or discharged, or left on the Dock except in the receptacles provided for such a purpose;
- s. No gasoline or other flammable liquids, oily rags, or other combustible material will be stored or left on the Dock. Any spillage of environmentally hazardous substances must be reported immediately to the Coast Guard and CRD or a wharfinger, and cleaned up immediately by and at the expense of the Licensee. The Licensee must indemnify the CRD from and against any and all costs including penalties and fines associated with the containment and cleanup of any environmentally hazardous substances that originate from the Vessel or any act or omission of the Licensee;
- t. When required by the CRD or a wharfinger, the Licensee must raft the Vessel alongside another vessel, provided that no more than two vessels are rafted, or such lower or higher number as specified by the CRD or any sign posted at the Dock;
- u. The Licensee must not leave the Vessel unattended in a loading zone, and must not remain moored in a loading zone for more than 15 minutes;
- v. The Licensee must not moor to an airport, except where the airport includes a loading zone. Vessels must not be left unattended in a loading zone and the Licensee must vacate the loading zone immediately on the approach of an aircraft intending to use the airport;
- w. The Licensee shall not carry or permit to be carried on any activity that, in the opinion of the CRD, may be detrimental to the safety or enjoyment of others using the CRD's facilities, or be deemed a nuisance or disturbance, including but not limited to diving or jumping from a dock, wharf or pier or swimming in the water-lot around the Dock;
- x. If the Vessel is moored at the Dock without payment of moorage fees for a period in excess of 45 days or, within a 30 day notice period the Vessel is not removed from the Dock under its own power for a period of at least one hour in the presence of a wharfinger or the CRD, the Vessel will be deemed to be abandoned;
- y. Where the CRD believes a Vessel has been abandoned as defined in Section "x" above, and has made reasonable efforts to contact the Licensee or such other person as may reasonably take control of the Vessel, the CRD may, at its discretion and at the Licensee's own cost and risk, remove the Vessel from the Dock and impound, store, auction, sell by other means preferred by CRD, or dispose of the Vessel in accordance with the Bylaw.

Signature of Licensee _____

Date _____

Issued per CRD _____
(CRD)

Date _____

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes associated with the issuing of this license agreement and for the management of docks operated by the CRD. Enquiries about the collection or use of information in this form can be directed to the Freedom of Information and Protection of Privacy contact: Capital Regional District, Senior Coordinator, FOIPP (250) 360-3000.

SCHEDULE "E"

Bylaw No. 2844

(Bylaw 3586, 3651, 4469)

**Capital Regional District Southern Gulf Islands Harbours
SEAPLANE LICENSE AGREEMENT ("the Agreement")**

This non-assignable license is granted by the Capital Regional District ("the CRD") on: _____
(date)

TO: Name _____
Address _____ City _____ Prov. _____
Postal Code _____ Telephone (home) _____ (cell) _____
("the Licensee")

For permission to moor the Seaplane to any dock or portion of a dock operated by the CRD that has been designated for use by seaplanes and identified by a red triangle on the dock surface **("the Airport")**

For the period of _____ to _____ **("the Term")**

Annual Fee Paid \$ _____

1. In consideration of the payment of the annual fee as prescribed in Schedule "A" of Capital Regional District Southern Gulf Islands Harbours Regulation Bylaw No. 1, 2000 **("the Bylaw")** the CRD grants the Licensee permission to land the Seaplane at an Airport during the Term. The Licensee may on 30 days notice, cancel use of any unused portion of prepaid annual fee and receive a pro rata refund of the prepaid annual fee.
2. In consideration of this license, the Licensee agrees that:
 - a. No transfer or assignment of the Agreement or of any rights hereunder will be made by the Licensee;
 - b. Any reference to the Licensee in this Agreement will be deemed to be a reference also to the person in charge of the Seaplane where such person is not included in the Agreement;
 - c. The Licensee shall not land, moor, load or unload the Seaplane at any dock other than a designated Airport. The Licensee must comply with any direction from the CRD, and the wharfingers regarding the position, time, place and manner in which in which a Seaplane may be moored, loaded or unloaded at an Airport;
 - d. All fees are payable in advance of berthing the Seaplane. Prepaid annual fees as prescribed in Schedule "A" of the Bylaw are based on estimated annual usage. Actual usage is subject to audit and the CRD may make an adjustment to the fee based on actual usage;
 - e. The Licensee must obey all orders of the CRD, and the wharfingers whether verbal or in writing and must obey all signs posted by the CRD, or the wharfingers;
 - f. The Licensee acknowledges that moorage fees paid to the CRD are only for the rental of the water space occupied by the Seaplane and in no way creates a tenancy or any obligation on the part of the CRD or any of its employees or agents for the care, custody and/or safety of the Seaplane, its contents or any of its occupants;
 - g. The Licensee must comply with and conform to the requirements of all lawful rules, regulations and bylaws of local government or any other government enactment in any manner affecting the Seaplane or Licensee while at a dock or docks owned by the CRD, including those portions designated as an Airport **("the Dock")**;
 - h. The CRD may terminate this Agreement immediately in the event of any failure to comply with the Bylaw or any other local government, provincial or federal enactment which applies;

Schedule "E" to Bylaw No. 2844 (cont'd.)

- i. The CRD reserves the right to terminate this Agreement immediately in the event of an emergency, or for any reason on 30 days notice to the Licensee. In the event of a termination by the CRD, the CRD shall provide a pro rata refund of prepaid fees.
- j. The Licensee releases and must indemnify and save harmless the CRD, its elected and appointed officers, employees and agents from and against all lawsuits, damages, costs, expenses, liability, fees (including legal fees on a solicitor and own client basis) or loss which the Licensee or anyone else may incur, suffer or allege by reason of the use of the Dock by the Licensee or by any person carrying on at the Dock any activity in relation to the Licensee's use of the Dock;
- k. The Licensee must indemnify and save harmless the CRD, its elected and appointed officers, employees and agents from and against all lawsuits, damages, costs, expenses, liability, fees (including legal fees on a solicitor and own client basis) or loss which may be caused to the CRD by the presence of the Seaplane at the Dock;
- l. The Licensee must provide proof of a policy of commercial general liability insurance against claims for bodily injury, death or property damage arising out of the use of the Seaplane by the Licensee in the amount of not less than five million dollars per single occurrence and must maintain said policy for the duration of the Term;
- m. The Licensee must not do or permit to be done anything which may damage or injure the Dock and the Licensee must, at the Licensee's own expense, maintain and repair the Dock whenever it is damaged as a result of the permission hereby given, other than ordinary wear and tear as determined by the CRD;
- n. No garbage, refuse, empty or broken bottles, cans, paper, animal excrement, litter or other waste material will be thrown overboard, or discharged, or left on the Dock except in the receptacles provided for such a purpose;
- o. No gasoline or other flammable liquids, oily rags, or other combustible material will be stored or left on the Dock. Any spillage of environmentally hazardous substances must be reported immediately to the Coast Guard and CRD or a wharfinger, and cleaned up immediately by and at the expense of the Licensee. The Licensee must indemnify the CRD from and against any and all costs including penalties and fines associated with the containment and cleanup of any environmentally hazardous substances that originate from the Seaplane or any act or omission of the Licensee;
- p. The Licensee must not leave the Seaplane unattended in an Airport, and must not remain moored in an Airport for more than 30 minutes;
- q. The Licensee shall not carry or permit to be carried on any activity that, in the opinion of the CRD, may be detrimental to the safety or enjoyment of others using the CRD's facilities, or be deemed a nuisance or disturbance, including but not limited to diving or jumping from a dock, wharf or pier or swimming in the water-lot around the Dock;
- r. The CRD may, at its discretion, determine whether the Seaplane is too large, too heavy or is otherwise unsuitable to use or occupy an Airport.
- s. The Licensee affirms that the Seaplane is fit for its intended purpose, does not pose an environmental risk to the Dock or the area surrounding the Dock, and shore power is not required to keep the Seaplane afloat. Where the Seaplane is unfit or poses a risk to the Dock, and the CRD has made reasonable efforts to contact the Licensee or such other person as may reasonably take control of the Seaplane, the CRD may, at its discretion and at the Licensee's own cost and risk, remove the Seaplane from the Dock and impound, store, or auction the Seaplane in accordance with the Bylaw.
- t. In the event that the Seaplane runs aground, sinks or if goods fall overboard in the area of the Dock, the Licensee must remove such forthwith. If the Licensee fails to do so, the CRD may remove the Seaplane or goods at the Licensee's expense and risk.

Signature of Licensee _____

Date _____

Issued per CRD _____
(CRD)

Date _____

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes associated with the issuing of this license agreement and for the management of docks operated by the CRD. Enquiries about the collection or use of information in this form can be directed to the Freedom of Information and Protection of Privacy contact: Capital Regional District, Senior Coordinator, FOIPP (250) 360-3000.

APPENDIX C

SOUTHERN GULF ISLANDS HARBOURS PROPOSED RATES (2026)

2. MOORAGE FEES (include applicable taxes)		CURRENT	PROPOSED		Percent Increase
		Per Lineal Foot	Per Lineal Foot		
3 to 12 hours, between 8 AM to 8 PM	\$	0.60	\$ 0.70	per lineal foot per day	17%
12+ to 24 hours, or overnight	\$	1.15	\$ 1.25	per lineal foot	9%

Prepaid Long-Term Moorage Fees		CURRENT	PROPOSED	Translating the Proposed to a MONTHLY Per Lineal Foot	Percent Increase
		Per Lineal Foot	Per Lineal Foot		
Monthly	\$	6.70	\$ 7.50		11%
Quarterly	\$	18.00	\$ 20.00	\$6.67	11%
Annual	\$	64.00	\$ 70.50	\$5.88	5%

Long-term Moorage Fees (Dinghy)		CURRENT	PROPOSED	Percent Increase
Monthly	\$	35.00	\$ 40.00	14%
Quarterly	\$	90.00	\$ 100.00	11%
Annual	\$	325.00	\$ 350.00	8%

Springline Moorage Fees		CURRENT	PROPOSED	Percent Increase
Monthly	\$	87.00	\$ 100.00	15%
Quarterly	\$	242.00	\$ 265.00	10%

3. WATER TAXI AND CHARTER BOATS MOORAGE FEES					PROPOSED	PROPOSED
	CURRENT	CURRENT	CURRENT			
Frequency of Use - Landings per year per dock		Annual Fee Per Dock	Admin License Fee	Frequency of Use - Landings per year per dock	Annual Fee Per Dock	
1 to 2		N/A		1 to 5	\$ 25.00	
3 to 49	\$	300.00	+\$70 Fee	6 to 49	\$ 400.00	
50 to 199	\$	510.00	+\$70 Fee	50 to 199	\$ 680.00	
200 plus	\$	830.00	+\$70 Fee	200 plus	\$ 990.00	

4. SEAPLANES					PROPOSED	PROPOSED
	CURRENT	CURRENT				
Frequency of Use - Landings per year per airport		Annual Fee Per Airport	Admin License Fee	Frequency of Use - Landings per year per dock	Annual Fee Per Dock	
		N/A		1 to 5	\$25 per landing	
3 to 48	\$	310.00	+\$70 Fee	6 to 49	\$ 400.00	
49 to 199	\$	600.00	+\$70 Fee	50 to 199	\$ 680.00	
200 plus	\$	830.00	+\$70 Fee	200 plus	\$ 990.00	
Moorage Fees		N/A				

6. RESERVED BERTHS

Reserved berths - 1.5 times the applicable (Quarterly and Annual moorage fees)

7. REMOVAL AND IMPOUNDMENT		CURRENT	PROPOSED	
Impoundment Fee	\$	175.00	\$ 200.00	
Towing Fee (for towing or removal to storage location)	\$	320.00	\$ 350.00	per hour
Hauling Out Fee	\$	320.00	\$ 350.00	per hour
Fee for Placing on Blocks/Removal from Trailer	\$	320.00	\$ 350.00	per hour
Salvage Fee \$/hour	\$	490.00	\$ 540.00	per hour
Storage Costs for Vessel	\$	6.05	\$ 6.50	per day per foot

*or actual cost, whichever is greater

**CRD may charge an additional 10% on top of fees or actual costs to cover administrative task and time spent

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 12, 2025**

SUBJECT **Bylaw No. 4718: Delegation of Salt Spring Island Grant-in-Aid Approval to Salt Spring Island Local Community Commission**

ISSUE SUMMARY

To finalize the delegation to the Salt Spring Island Local Community Commission (LCC) of Salt Spring Island Electoral Area grant-in-aid (GIA) approval.

BACKGROUND

The Capital Regional District (CRD) has converted the function of making GIA to three separate services exercised under establishing bylaws for each electoral area (EA), as detailed in the report contained in Appendix A.

Before exercising GIA power, the CRD must receive written consent from the relevant EA Director. In 2023, the residents of Salt Spring Island requested the CRD create the LCC to broaden elected oversight and administration of certain Salt Spring Island local services, so that decisions regarding these services are more locally transparent and reflect the local public interest. GIA requests have been going to the LCC for review and approval however, the requirement for EA Director approval prior to issuing a GIA could allow the EA Director to veto an LCC vote, contrary to the intent of the EA Director and the LCC.

The GIA power was converted to three separate services for the purpose of transferring the SSI Electoral Area Director's power of decision to the SSI LCC.

An amending bylaw has been prepared (Appendix B), Bylaw No. 4718, "Capital Regional District Delegation Bylaw No. 1, 2017, Amendment Bylaw No. 6, 2025". Appendix C provides a redline version of the bylaw amendments.

ALTERNATIVES

Alternative 1

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

1. That Bylaw No. 4718, "Capital Regional District Delegation Bylaw No. 1, 2017, Amendment Bylaw No. 6, 2025", be introduced and read a first, second, and third time;
2. That Bylaw No. 4718 be adopted.

Alternative 2

That this report be referred back to staff for additional information.

IMPLICATIONS

Alignment with Existing Plans & Strategies

Removal of the requirement of EA Director approval from the establishing bylaws has occurred to allow the Board to delegate approval of Salt Spring Island GIAs to the LCC, which is closely aligned

with the purpose of the local commission and avoid the risk of a Salt Spring Island EA Director “veto” of an LCC decision.

CONCLUSION

Adoption of Bylaw No. 4718 is the culmination of the Board’s intention to convert the electoral area grant-in-aid powers to three separate service establishing bylaws and serves to empower the Salt Spring Island Local Community Commission to make decisions on such grants on behalf of the Salt Spring Island community.

RECOMMENDATION

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

1. That Bylaw No. 4718, “Capital Regional District Delegation Bylaw No. 1, 2017, Amendment Bylaw No. 6, 2025”, be introduced and read a first, second, and third time;
2. That Bylaw No. 4718 be adopted.

Submitted by:	Steven N. Carey, B.Sc., J.D., Senior Manager, Legal Services and Risk Management
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Stephen Henderson, MBA, BSc., General Manager, Electoral Area Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance & IT
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Staff Report June 11, 2025 – Electoral Grants-in-Aid Conversion of Letters Patent to Establishing Bylaws

Appendix B: Bylaw No. 4718, “Capital Regional District Delegation Bylaw No. 1, 2017, Amendment Bylaw No. 6, 2025”

Appendix C: Bylaw No. 4186, “Capital Regional District Delegation Bylaw No. 1, 2017” (Unofficial Redlined Consolidation)

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, JUNE 11, 2025**

SUBJECT **Bylaws No. 4696, 4697, 4698 Electoral Area Grants-in-Aid: Conversion of Letters Patent to Establishing Bylaws**

ISSUE SUMMARY

To convert the function of making grants-in-aid (GIA), currently operated under Supplementary Letters Patent (SLP), to three separate services exercised under establishing bylaws for each electoral area (EA), and to ensure the Salt Spring Island Local Community Commission (LCC) must consent when an SSI GIA is made.

BACKGROUND

By SLP Division XIX, OIC 1013/1977, as amended by OIC 722/1985, the Capital Regional District (CRD) was given the authority to make a GIA to any organization deemed by the Board to be contributing to the general interests and advantage of the service areas. The only remaining participants in the service are the Salt Spring Island, Juan de Fuca, and Southern Gulf Islands Electoral Areas.

The GIA function provides critical support to community initiatives, in cases where no other community funding source exists, from funding non-profit organizations' day-to-day work to ensuring projects benefitting the community can be completed, from playgrounds to public works.

Before exercising GIA power, the CRD must receive written consent from the relevant Electoral Area Director. In 2023, the residents of Salt Spring Island requested CRD create the SSI LCC to broaden elected oversight and administration of certain Salt Spring Island local services, so that decisions regarding these services are more locally transparent and reflect the local public interest. GIA requests have been going to the LCC for review and approval however, the requirement for EA Director approval prior to issuing a GIA effectively allows the EA Director to veto an LCC vote, contrary to the intent of the EA Director and the LCC.

Finally, the GIA service has three EAs contained within it – three services in one – which is not a typical way of organizing modern regional district services. Over the years, other issues have been experienced relating to the exercise of this power and other amendments have been proposed to make clear that a GIA may be used to assist with operating and capital expenses; may be applied for more than once, or even on a multi-year basis (subject to the approved annual financial plan and the ability of the Board to cancel a grant agreement); and may be awarded to an individual, an unincorporated association, or a corporation.

Before amending these powers, the *Local Government Act* requires the Board to convert the Service currently operated under the SLP, as amended, to a service exercised under the authority of an establishing bylaw. The bylaws before the Board set out the separation of the services; the removal of the requirement for EA Director consent (to be moved to Bylaw No. 4186, as amended for the LCC); and clarifications on who may receive GIA funding and what the funding may be used for.

ALTERNATIVES

Alternative 1

That the Electoral Areas Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4696, “Juan de Fuca Grant-In-Aid Service Conversion Bylaw No. 1, 2025”, be read a first, second, and third time;
2. That Bylaw No. 4697, “Salt Spring Island Grant-In-Aid Service Conversion Bylaw No. 1, 2025”, be read a first, second, and third time;
3. That Bylaw No. 4698, “Southern Gulf Islands Grant-In-Aid Services Conversion Bylaw No. 1, 2025”, be read a first, second, and third time;
4. That participating area approval to the conversion of SLP Division XIX, OIC 1013/1977 and OIC722/1985 in Bylaws No. 4696, 4697, and 4698, be obtained by Electoral Area Director Consent on behalf;
5. That if successful, Bylaws No. 4696, 4697, and 4698 be forwarded to the Inspector of Municipalities for review and approval.

Alternative 2

That this report be referred back to staff for additional information.

IMPLICATIONS

Alignment with Existing Plans & Strategies

Removal of the requirement of EA Director approval from the establishment bylaws will allow the Board to delegate approval of SSI GIAs to the LCC, which is closely aligned with the purpose of the local commission and avoid the risk of an SSI EA Director “veto” of an LCC decision. It will also modernize the GIA powers by splitting each service by EA, and clarify the purpose and use of GIA funding. The new service authority continues to permit more than one EA to contribute to a project benefitting more than one electoral area. The delegation will now occur in CRD’s Bylaw No. 4186, “Capital Regional District Delegation Bylaw No. 1, 2017”, with an amendment to be put forward once the bylaws received Inspector of Municipalities approval.

Legal Implications

Modernizing the SLP to three separate service establishing bylaws will allow the CRD the ability to amend the services on an as needed basis to better meet the needs of EA residents. As this is a single SLP being converted to multiple services, the consent of each Electoral Area Director is required for each proposed bylaw, to meet the two-thirds consent requirement of conversion under the *Local Government Act*. Future amendments to the power, if any, will only require one Electoral Area Director (as applicable).

Financial Implications

The GIA function supports organizations outside of existing CRD services and funds a variety of projects that benefit the community. Under the current SLP, the maximum requisition is \$0.05 per \$1,000 assessed value. This rate has been deemed sufficient for the proposed establishment

bylaws based on historical GIA spending and potential future service growth in each of the 3 electoral areas. Modernizing the establishing bylaws will also permit services to raise funds not only by requisition, but also by way of donations and grants.

CONCLUSION

The three separate bylaws allow the CRD to convert the SLP function of grant-in-aid to services exercised under Establishment Bylaws and remove the requirement for the Board to obtain written approval from the EA Director, allowing approval authority to be exercised by a local commission.

RECOMMENDATION

That the Electoral Areas Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4696, “Juan de Fuca Grant-In-Aid Service Conversion Bylaw No. 1, 2025”, be read a first, second, and third time;
2. That Bylaw No. 4697, “Salt Spring Island Grant-In-Aid Service Conversion Bylaw No. 1, 2025”, be read a first, second, and third time;
3. That Bylaw No. 4698, “Southern Gulf Islands Grant-In-Aid Service Conversion Bylaw No. 1, 2025”, be read a first, second, and third time;
4. That participating area approval to the conversion of SLP Division XIX, OIC 1013/1977 and OIC722/1985 in Bylaw No. 4696, 4697, and 4698, be obtained by Electoral Area Director Consent on behalf;
5. That if successful, Bylaws No. 4696, 4697, and 4698 be forwarded to the Inspector of Municipalities for review and approval.

Submitted by:	Steven N. Carey, B.Sc., J.D., Senior Manager, Legal Services and Risk Management
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance & IT
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Bylaw No. 4696, “Juan de Fuca Grant-In-Aid Service Conversion Bylaw No. 1, 2025”

Appendix B: Bylaw No. 4697, “Salt Spring Island Grant-In-Aid Service Conversion Bylaw No. 1, 2025”

Appendix C: Bylaw No. 4698, “Southern Gulf Islands Grant-In-Aid Service Conversion Bylaw No. 1, 2025”

Appendix D: SLP Division XIX, OIC 1013/1977 and OIC 722/1985

Appendix E: DRAFT Bylaw No. 4186, “Capital Regional District Delegation Bylaw No. 1, 2017” language

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4718

A BYLAW TO AMEND THE DELEGATION OF AUTHORITY FOR APPROVAL OF
ELECTORAL AREA GRANTS IN AID (BYLAW NO. 4186)

WHEREAS:

- A. Under Bylaw No. 4186, “Capital Regional District Delegation Bylaw No. 1, 2017”, the Capital Regional District Board delegated the transactional authority for electoral area grants-in-aid to the Chief Administrative Officer and the Chief Financial Officer, only to be made with the applicable electoral area director’s written approval; and
- B. The Board wishes to amend Bylaw No. 4186 to affirm the Salt Spring Island Local Community Commission is empowered with endorsing Salt Spring Island Electoral Area grants-in-aid, in place of the Salt Spring Island Electoral Area Director;

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

- 1. Bylaw No. 4186, “Capital Regional District Delegation Bylaw No. 1, 2017”, is hereby amended by replacing clause 7.1(b) in its entirety as follows:

7.1 (b) No grant-in-aid shall be made

- i) for the Southern Gulf Islands Electoral Area or the Juan de Fuca Electoral Area, without the applicable electoral area director’s prior written approval; or
- ii) for the Salt Spring Island Electoral Area, without a resolution in support from the Salt Spring Island Local Community Commission.

- 2. This bylaw may be cited for all purposes as “Capital Regional District Delegation Bylaw No. 1, 2017, Amendment Bylaw No. 6, 2025”.

READ A FIRST TIME THIS	th	day of	20__
READ A SECOND TIME THIS	th	day of	20__
READ A THIRD TIME THIS	th	day of	20__
ADOPTED THIS	th	day of	20__

CHAIR

CORPORATE OFFICER



BYLAW NO. 4186

CAPITAL REGIONAL DISTRICT DELEGATION BYLAW NO. 1, 2017

**Consolidated for Public Convenience
(This bylaw is for reference purposes only)**

ORIGINALLY ADOPTED MAY 10, 2017
(Consolidated with Amending Bylaws 4295, 4310, 4348, 4429, 4668, **4671**)

For reference to original bylaws or further details, please contact the Capital Regional District,
Legislative Services Department, 625 Fisgard St., PO Box 1000, Victoria BC V8W 2S6
T: (250) 360-3127, F: (250) 360-3130, Email: legserv@crd.bc.ca, Web: www.crd.bc.ca

**CAPITAL REGIONAL
DISTRICT BYLAW NO. 4186**

**A BYLAW TO DELEGATE POWERS, DUTIES & FUNCTIONS
OF THE CAPITAL REGIONAL DISTRICT BOARD**

WHEREAS under section 263(1)(e) and 229(1) of the *Local Government Act* the Board may, by bylaw adopted by at least two thirds of the votes cast, delegate its powers, duties and functions, including those specifically established by an enactment, to its officers and employees, its committees or its members, or to other bodies established by the Board;

AND WHEREAS the Board of the Capital Regional District wishes to delegate certain powers, duties and functions;

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

Definitions

1. In this Bylaw

- (a) "Act" means the *Local Government Act*;
- (b) "District" means the Capital Regional District, a regional district incorporated under the *Local Government Act*;
- (c) "Board" means the Board of the Capital Regional District;
- (d) "Charge" means a charge as defined in the *Land Title Act* (British Columbia);
- (e) "General Manager" means an Officer designated as a General Manager in Bylaw No. 3343;
- (f) "Land and Land Use Agreement" means an instrument, deed or other agreement affecting title to or granting a right in relation to the use of real property and improvements including:
 - i. a transfer of a fee simple interest in real property;
 - ii. the creation, modification, assignment, or release of a charge;
 - iii. a licence or permit;
- (g) "Total Purchase Price" means the total purchase price payable for goods, services, and construction under the contract over the entire term of the contract (but not including options to purchase additional goods or services during the term which may or may not be exercised and not including applicable taxes).

Delegation Includes Deputy or Acting

2. (a) A delegation of a power, duty, or function under this bylaw includes a delegation to a person who is from time to time the deputy or the delegate or is appointed by the Board to act in the capacity of the delegate in the delegate's absence.
- (b) For certainty, a delegation of authority under subsection (a) includes a delegation to a person appointed to a position held on an interim basis.

(Bylaw 4348)

Delegation of Purchasing Power

3. (a) The Board hereby delegates to the District's Chief Administrative Officer and Chief Financial Officer all of the powers, duties and functions of the Board under section 263(1)(a) and 263(1)(b) of the Act to make agreements respecting the District's activities, works or services, but subject to the approved annual financial plan.
- (b) The Board hereby delegates to the District's officers, employees, and volunteers, the authority to acquire and purchase goods and services on behalf of the District, subject to the District's purchasing policies and procedures, the approved annual financial plan, and the following Total Purchase Price limits:
 - (i) for the Chief Administrative Officer: \$5,000,000;
 - (ii) for the Chief Financial Officer: \$500,000;
 - (iii) for General Managers: \$500,000; and
 - (iv) for all other staff and volunteers, subject to the approval of the applicable General Manager and/or the Chief Financial Officer, the lesser of \$100,000 or the amount listed on their approved signing authority form held by the department of Finance & Technology.
- (c) Notwithstanding section 3(b) of this Bylaw, Chief Administrative Officer has authority to increase a contract or agreement by way of a change order or amendment provided that the Total Purchase Price of the contract or agreement including all change orders or amendments in any given calendar year does not exceed the funding available in the approved annual financial plan.

(Bylaw 4348)

(Bylaw 4348)

Delegation of Authority in Relation to Land and Land Use Agreements

4. (a) The Board hereby delegates to the District's officers and employees listed below all of the powers, duties and functions on behalf of the Board under section 263 (1)(d) of the Act to acquire, hold, manage and dispose of land or improvements or any interest or right in or with respect to that property in connection with the District's activities, works or services, but subject to the approved annual financial plan, the District's purchasing policies and procedures, and the following signing authority limitations:
 - (i) for the Chief Administrative Officer: \$500,000;
 - (ii) Chief Financial Officer and General Managers: \$100,000.

- (b) The Board hereby delegates to the District's staff and volunteers, subject to the approval of the applicable General Manager, the power to approve and execute Land Use Agreements for recreation centres, community centres, and parks facilities, provided the term of the agreement is less than 30 days and the value does not exceed \$5,000.
- (c) The power delegated under section 4(a) includes the power to execute Land and Land Use Agreements on behalf of the District and all agreements, instruments and documents, including amendments.
- (d) The power delegated in section 4(a) includes the power to agree on behalf of the District to the creation of covenants registrable under s.219 of the *Land Title Act*.

Delegation to Commissions and Committees

5. (a) The Board hereby delegates to the Board Commissions listed below, all of the powers, duties and functions of the Board under section 263(1)(a) and 263(1)(b)(i) of the Act to make agreements respecting the District's activities, works or services relating to the service administered by the Commission to the extent that such authority is not delegated under section 3, provided that the revenue or expenditure is included in the approved annual financial plan:
 - (i) Regional Water Supply Commission
 - (ii) Juan de Fuca Water Distribution Commission
 - (iii) Saanich Peninsula Water Commission
 - (iv) Saanich Peninsula Wastewater Commission
 - (v) Peninsula Recreation Commission
- (b) The Board hereby delegates to the Board Commissions listed below, all of the powers, duties and functions of the Board on behalf of the District under section 263(1)(d) of the Act to acquire, hold, manage and dispose of land or improvements or any interest or right in or with respect to that property in connection with the operation of any service or services administered by the Commission to the extent that such authority has not been delegated under section 4 of this bylaw, provided that the revenue or expenditure is included in the approved annual financial plan and subject to the District's purchasing policies and procedures:
 - (i) Regional Water Supply Commission
 - (ii) Juan de Fuca Water Distribution Commission
 - (iii) Saanich Peninsula Water Commission
 - (iv) Saanich Peninsula Wastewater Commission
 - (v) Peninsula Recreation Commission
- (c) Where a Commission is delegated the authority under this section, the Commission Chair and the applicable General Manager are authorized to execute an agreement approved by the Commission.

Delegation of Hearings

6. The Board hereby delegates to the Electoral Area Services Committee the powers, duties, and functions of the Board:
- (a) under sections 57 and 58 of the *Community Charter*, including the power to hold a hearing in relation to the matter;
 - (b) to agree on behalf of the District to the modification, assignment or release of covenants registrable under section 219 of the *Land Title Act*.
- 6.1 The Board hereby delegates to the Juan de Fuca Land Use Committee the powers, duties, and functions of the Board pursuant to the *Liquor Control and Licensing Act*, SBC 2015, c 19 and the *Cannabis Control and Licensing Act*, SBC 2018, c 29, to give comments and recommendations as required and gather the views of residents by one or more of the methods permitted by enactment. (Bylaw 4310)

Delegation of Authority in Relation to Grant Applications

7. (a) Subject to subsection (b), the Board hereby delegates to the District's officers and employees listed below all of the Board's powers, duties and functions under section 263(1)(a) and 263(1)(b) to make grant applications and enter into agreements respecting the receipt and use of grants:
- The Chief Administrative Officer, the Chief Financial Officer, and all General Managers, to a maximum of \$500,000 where this is consistent with the approved financial plan of the Capital Regional District.
- (b) The authority under subsection (a) does not include authority delegated under section 5(a) of this Bylaw.

Delegation of Electoral Area Grants-in-Aid

- 7.1 (a) The Board delegates to the officers and employees below all of its powers, duties, and functions to provide assistance under section 263(1)(c) in the form of an electoral area grant-in-aid:
- the Chief Administrative Officer; and
the Chief Financial Officer.
- (b) ~~No grant-in-aid shall be made without the applicable electoral area director's prior written approval. No grant-in-aid shall be made~~
- i) for the Southern Gulf Islands Electoral Area or the Juan de Fuca Electoral Area, without the applicable electoral area director's prior written approval; or
- ii) for the Salt Spring Island Electoral Area, without a resolution in support from the Salt Spring Island Local Community Commission.
- (c) The authority under this section does not include the provision of assistance to business, unless permitted by the *Local Government Act*. (Bylaw 4295, 4718)

Delegation of legal settlement authority

- 7.2 The Board delegates to the Chief Administrative Officer the ability to settle any action, claim, or demand up to a maximum value of \$2-million per claim. (Bylaw 4429)

Delegation of Authority in Relation to Community Works Fund Agreements

7.3

- (a) The Board delegates to the Chief Administrative Officer and the Chief Financial Officer the decision-making authority of the Board to allocate Community Works Fund contributions under agreement with the Union of British Columbia Municipalities. (Bylaw 4668)
- (b) No allocation shall be made without the applicable Electoral Area Director's prior written approval. (Bylaw 4668)

Delegation to Fire Chiefs

8. The Board hereby delegates to the District's Fire Chiefs, for fire departments operating under the authority of the Board, all of the powers, duties and functions of the Board under section 263(1)(a) of the Act to make agreements to participate as required in the Ministry of Forests' "Operating Guidelines for Wildfire Suppression with Local Governments" and with the Provincial Emergency Program for road rescue services, but subject to the approved financial plan.

Delegation of Contract Signing Authority-Electoral Areas

9. An Electoral Area Director is authorized to execute a contract approved by the Board in place of the Board Chair where the contract affects only the interests of the Electoral Area represented by that Director.

Delegation of Authority in Relation to Appointments of Officials under the *Environmental Management Act*

10. The Board hereby delegates to the Board Chair all of the Board's powers, duties and functions to appoint, and to rescind appointments of, a Deputy Sewage Control Manager and a Municipal Sewage Control Officer under Section 29 of the *Environmental Management Act*.

Scope of Bylaw

11. For clarity, subject to the Act, unless a power, duty or function of the Board has been expressly delegated by this Bylaw or another District bylaw, all of the powers, duties and functions of the Board remain with the Board.

No Delegation by a Delegate

12. For clarity, a person to whom a power, duty or function has been delegated under this Bylaw has no authority to further delegate to another person any power, duty or function that has been delegated by this Bylaw.

Repeal

13. Bylaw No. 2864, the "Capital Regional District Delegation Bylaw No. 1, 2001" is

hereby repealed.

Citation

14. This Bylaw may be cited as "Capital Regional District Delegation Bylaw No. 1, 2017".

READ A FIRST TIME THIS	10th	day of	May	2017
READ A SECOND TIME THIS	10th	day of	May	2017
READ A THIRD TIME THIS	10th	day of	May	2017
ADOPTED by 2/3 of the votes cast this	10th	day of	May	2017

CHAIR

CORPORATE OFFICER

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 12, 2025**

SUBJECT: Bylaw No. 4721 to Amend Bylaw No. 3654 – Fire Commissions

ISSUE SUMMARY

To introduce an amendment to Bylaw No. 3654 – Fire Commissions, to enable the conversion of some Capital Regional District (CRD) electoral area fire chiefs to CRD employees, and to consolidate the governance and operation of the North and South Galiano Local Fire Services Areas.

BACKGROUND

On February 10, 2021, the CRD Board directed staff to report back with operational, administrative and governance strategies to meet and sustain regulatory compliance for fire services in the CRD electoral areas.

In November 2022, the CRD procured contractor Tim Pley & Associates to facilitate a review of roles, responsibilities and governance models in CRD fire services.

In October 2023, the Fire Services Governance Report was released, including 36 recommendations. Staff were directed to distribute the report and to engage the fire commissions and fire societies and to report back to the Committee with an implementation plan.

On May 8, 2024, the implementation plan found in Appendix A was approved by the Board.

On October 8, 2025, the Otter Point Fire Protection and Emergency Response Services Commissions passed the following motion:

That the Board amend Bylaw 3654 to change the authority for the Otter Point Fire Protection and Emergency Response Service Commission from Administrative to Advisory regarding the Appointment of a Fire Chief and Deputy Fire Chief.

On October 26, 2025, the North Galiano Fire Protection and Emergency Response Services Commission passed the following motions:

1. *That the Board amend Bylaw 3654 to change the authority for the North Galiano Fire Protection and Emergency Response Service Commission from Administrative to Advisory regarding the Appointment of Chief Fire Officers.*
2. *That the Board amend Bylaw 3654 to change the name of the North Galiano Fire Protection and Emergency Response Service Commission to Galiano Island Fire Protection and Emergency Response Service Commission, and that its service area represent both the North and South Galiano local fire service areas effective January 1, 2026.*

Amending Bylaw No. 4721 enables for the conversion of some electoral area fire chiefs to CRD employees. It also enables the consolidation of the North and South Galiano local fire service areas to be represented by one commission and one fire department. The amendments to Bylaw No. 3654 are effective January 1, 2026.

ALTERNATIVES

Alternative 1

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

1. That Bylaw No. 4721, “Fire Protection and Emergency Response Service Commissions Bylaw, 2010, Amendment Bylaw No. 3, 2025” be introduced and read a first, second and third time; and
2. That Bylaw No. 4721 be adopted.

Alternative 2

That this report be referred to staff for additional information based on Electoral Areas Committee direction.

IMPLICATIONS

Alignment with Board & Corporate Priorities

A CRD Board priority for the 2023-2026 term is the effective advocacy, coordinated and collaborative governance, and leadership in organizational performance and service delivery:

- Initiative 16e-3 in the CRD Corporate Plan is to continue to review committees and commissions to find efficiencies and improve consistency.
- Initiative 16g-3 is to review and modernize fire and emergency management programs.

Financial Implications

The conversions of fire chiefs to CRD staff, and the consolidation of the two Galiano Island local fire Service areas, have been addressed through the annual financial planning process for each service area.

Service Delivery Implications

The proposed shift of the responsibility for fire operations to CRD staff while the fire commissions retain oversight of the remaining fire service responsibilities and governance was the result of the consultations with the fire commission’s membership.

Amending Bylaw No. 4721 will result in the sustainable delivery of fire protection services to Galiano Island in a manner compliant with regulatory requirements, which provides the highest possible level of safety for firefighters and residents.

Social Implications

The delivery of fire services in the electoral areas is community driven and there has been extensive communication and engagement with stakeholders in the Otter Point and North and South Galiano Local Fire Service Areas.

CONCLUSION

The amendment changes the authority of the Otter Point and North Galiano Fire Commissions to Advisory regarding the appointment of a fire chief. It also enables the consolidation of the North and South Galiano local fire service areas to be represented by one commission and one fire department. The bylaw amendments would be effective January 1, 2026.

RECOMMENDATION

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

1. That Bylaw No. 4721, “Fire Protection and Emergency Response Service Commissions Bylaw, 2010, Amendment Bylaw No. 3, 2025” be introduced and read a first, second and third time; and
2. That Bylaw No. 4721 be adopted.

Submitted by:	Shawn Carby, Senior Manager, Protective Services
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

- Appendix A: Fire Services Governance Review – Recommendations
- Appendix B: Bylaw No. 4721, “A Bylaw to Amend Advisory and Administrative Authority of Certain Fire Commissions”
- Appendix C: Consolidated Bylaw No. 3654, Including Amendments of Bylaw No. 4721 – Redlined

FIRE SERVICES GOVERNANCE REVIEW RECOMMENDATIONS

Year	Recommendation Topic	Number	Notes
2024	Occupational Health & Safety Programs	1 to 5, 11 & 20	Complete
	CVRD/Malahat Service Agreement	13	Complete
	Bylaw No. 3654 Amendment	14, 15, 17	Complete
	Fire Chiefs reporting to CRD Manager	18	Complete
	Fire Chiefs Employment Status	19	Underway
	South Galiano Service Agreement	22	Complete
	Create CRD Manager, Fire Services Position	25	Complete
	North Galiano Station 2 Ownership	28	Complete
	Status of Paid on Call firefighters	32	Complete
2025	Response to <i>Fire Safety Act</i> Update	7 to 9	Underway
	CRD Fire Service Operational Powers Bylaw	6 & 16	Underway
	Pender Island Service Agreement	21	Underway
	Expand Fire Admin Assistant to Full Time	26	Complete
	Pacheedaht First Nation Service Agreement	29 to 31	Not started
	Risk Assessment – Training Centres	33 & 34	Underway
	Saturna Island Service Agreement	35 & 36	Underway
2026	Galiano Island Consolidated Fire Service	23	Underway
2027	Durrance Road Service Agreement	12	Not started
	Create Fire Coordination/Training Position	27	Underway
Recommendations Not Included in the Current Implementation Plan			
	Consolidation of Fire Commissions	24	No support from Commissions

as of November 2025

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4721

**A BYLAW TO AMEND ADVISORY AND ADMINISTRATIVE AUTHORITY OF
CERTAIN FIRE COMMISSIONS**

WHEREAS:

- A. Under Bylaw No. 3654, “Fire Protection and Emergency Response Service Commissions Bylaw, 2010”, the Capital Regional District established or continued a number of fire protection and emergency response service commissions and established a consolidated bylaw for local fire protection and emergency response commissions;
- B. In 2023, the Capital Regional District conducted consultations and studies relating to modernizing fire protection and emergency service delivery and continues to draft and consult modernization bylaws, but is engaged in modernization of certain services commissions that desire to proceed with hiring and consolidation activities while consultations continue;
- C. The Board wishes to amend Bylaw No. 3654 to make minor changes to advisory and administrative authority of certain fire commissions, as well as other changes, to begin the process of fire service and emergency response modernization;

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

- 1. Bylaw No. 3654, “Fire Protection and Emergency Response Service Commissions Bylaw, 2010” is hereby amended as follows:
 - (a) By inserting into section 9, Advisory Authority of a Commission, after section 9(2), the following:
 - (3) The Otter Point Fire Protection and Emergency Response Service Commission and the North Galiano Fire Protection and Emergency Response Service Commission shall advise on the appointment of a Fire Chief.
 - (b) By inserting into section 10, Administrative Authority of a Commission, after section 10(2), as section 10(3), the following:
 - (3) Section 10(1)(a) [*Confirm Fire Chief Appointment*] does not apply to the Otter Point Fire Protection and Emergency Response Service Commission and the North Galiano Fire Protection and Emergency Response Service Commission.
- 4. Schedule “F” – North Galiano, of Bylaw No. 3654 is hereby amended as follows:
 - (a) By inserting as section 2.1, Transitional - Membership, the following

2.1 Transitional - Membership

- (a) As of January 1, 2026, the Commission shall represent both the service areas of both Bylaw No. 1852, "North Galiano Island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1990" and Bylaw No. 2148, "South Galiano Island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1993".
- (b) Despite section 3(a) and (b) of this bylaw, and section 2 of this Schedule, as of January 1, 2026, Commission membership, the Commission's membership shall consist of seven (7) members as follows:
 - a. The Director representing the Electoral Area; and
 - b. Six (6) individuals appointed by Resolution of the Regional Board or as deemed appointed under this Schedule who must have the following qualities:
 - i. Up to three individuals representing the North Galiano Fire Protection Service Area, who own property or reside in that area;
 - ii. Up to three individuals representing the South Galiano Fire Protection Service Area, who own property or reside in that area;
- (c) Despite 2.1(b), only one member of the Volunteer Fire Department may be a member of the Commission. None of the Commission members shall be the fire chief or any officer.
- (d) Unless otherwise appointed or replaced by resolution of the Board, the transitional directors for a two-year term of the combined Galiano Fire Commission as of January 1, 2026 shall be as follows:
 - a. Three individuals, selected by resolution from among their number by the North Galiano Fire Commission, who would otherwise qualify under this Schedule;
 - b. Three individuals, selected by resolution from among their number by the directors of the South Galiano Fire Society, who would otherwise qualify under this Schedule;
- (e) The individuals serving as transitional commissioners must accept their nomination in writing in advance of or by appearance at the first combined commission meeting.

5. Effective January 1, 2026, Bylaw No. 3654 is hereby amended as follows:

- (a) By inserting as section 2, Volunteer Fire Department Commission, 2(f), the following:

2(f) As of January 1, 2026, the North Galiano Fire Protection and Emergency Response Service Commission shall be known as the Galiano Island Fire Protection and Emergency Response Service Commission, and its Service Area shall be those local service areas set out in Bylaws No. 1852, "North Galiano Island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1990" and Bylaws No. 2148, "South

Galiano Island Fire Protection and Emergency Response Service
Establishment Bylaw No. 1, 1993".

- (b) By removing sections 3(c) and 3(d) and re-alphabetizing the remaining sub-paragraphs.
 - (c) In sections 9(3) and 10(3), by replacing reference to "North Galiano Fire Protection and Emergency Response Service Commission" with "Galiano Island Fire Protection and Emergency Response Service Commission".
6. Effective January 1, 2026, Schedule "F" – North Galiano, of Bylaw No. 3654 is hereby amended as follows:
- (a) Replace the definition of "COMMISSION" with the following:

"COMMISSION" means the Galiano Island Fire Protection and Emergency Response Service Commission.
 - (b) Replace the definition of "SERVICE AREA" with the following:

"SERVICE AREA" means the area comprising the North Galiano Fire Protection Service Area as described in Bylaw No. 1852, "North Galiano island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1990", and the area comprising the South Galiano Fire Protection Service Area as described in Bylaw No. 2148, "South Galiano Island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1993";
 - (c) Replace the definition of "VOLUNTEER FIRE DEPARTMENT" with the following:

"VOLUNTEER FIRE DEPARTMENT" means the Galiano Island Volunteer Fire Department.
7. This Bylaw may be cited for all purposes as Bylaw No. 4721, "Fire Protection and Emergency Response Service Commissions Bylaw, 2010, Amendment Bylaw No. 3, 2025".

READ A FIRST TIME THIS	12 th	day of	November	2025
READ A SECOND TIME THIS	12 th	day of	November	2025
READ A THIRD TIME THIS	12 th	day of	November	2025
ADOPTED THIS	12 th	day of	November	2025

CHAIR

CORPORATE OFFICER



BYLAW NO. 3654

FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE
COMMISSIONS BYLAW, 2010

Consolidated for Public Convenience
(This bylaw is for reference purposes only)

ORIGINALLY ADOPTED
(Consolidated with Amending Bylaws 3707, ~~and 4608~~, ~~and 4721~~³⁴)

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 3654**

**A BYLAW TO CONVERT LOCAL FIRE PROTECTION AND EMERGENCY RESPONSE
SERVICE COMMITTEES INTO COMMISSIONS AND TO ESTABLISH A CONSOLIDATED
BYLAW FOR EXISTING LOCAL FIRE PROTECTION AND EMERGENCY RESPONSE
SERVICE COMMISSIONS AND CONVERTED COMMITTEES**

WHEREAS:

- A. The Regional Board may establish a commission under section 176 (1)(g) of the *Local Government Act* to operate Regional District Services, undertake operation and enforcement in relation to the Regional Board's exercise of its regulatory authority, and manage property or an interest in property held by the Regional District;
- B. The Regional Board established Committees to operate Volunteer Fire Departments and wishes to convert the Committees to Commissions under section 176(1) (g) of the *Local Government Act*; and
- C. The Capital Regional District wishes to establish a consolidated bylaw for the management of Electoral Area Volunteer Fire Departments.

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

1. Interpretation

- (a) This bylaw includes the Schedules annexed hereto and the Schedules are hereby declared to form part of this bylaw.
- (b) Definitions

In this bylaw unless the context otherwise requires:

“ADMINISTRATIVE AUTHORITY” means the ability to administer the service within the existing framework of bylaws and policies established by the Board;
(Bylaw 4608)

“ADVISORY AUTHORITY” means a commission may only make recommendations to the Board through the appropriate standing committee; (Bylaw 4608)

“BUDGET” means the 5-year financial plan (operating and capital) in respect of a service;

“COMMISSION” means a commission established by the Regional District under this Bylaw, or another Bylaw of the Regional District;

“COMMITTEE” means a committee established by the Regional District under this Bylaw, or another Bylaw of the Regional District for the operation of a service referred to in Schedules A to E of this bylaw;

“CORPORATE OFFICER” means the person having responsibility for corporate administration under section 198 of the *Local Government Act*.

“DIRECTOR” means the Electoral Area Director for the Electoral Area in which the Commission is established;

“FINANCIAL OFFICER” means the person having responsibility for financial administration under section 199 of the *Local Government Act*;

“OVERSEE” means to provide oversight, watch or supervise that the operational, maintenance, and regulatory functions of the service is performed in conformance with Regional District Policy or government regulation; (Bylaw 4608)

“REGIONAL BOARD” means the Board of Directors of the Capital Regional District Board;

“REGIONAL DISTRICT” means the Capital Regional District;

“SCHEDULES” means the schedules or a schedule attached to and forming part of this Bylaw;

“SERVICE AREA” means the area designated to a Commission in the Schedules;

“STAFF” means the CRD employees assigned by the applicable General Manager to oversee and supervise the operational, maintenance, and regulatory functions of the applicable Fire Services, in accordance with applicable laws and CRD policies and procedures; (Bylaw 4608)

“VOLUNTEER FIRE DEPARTMENT” means a volunteer fire department established by the Regional District under this bylaw, or another bylaw of the Regional District to carry out the function contemplated in the establishing bylaw for the service.

2. Volunteer Fire Department Commission

- (a) The Committees established under the “Committee Establishing Bylaws” listed below in column 1 are continued and renamed as per “New, Renamed Commissions” set out in column 2:

Committee Establishing Bylaw	New, Renamed Commission
East Sooke Fire Protection Service Area Management Bylaw No. 1, 2007	East Sooke Fire Protection and Emergency Response Service Commission
Otter Point Fire Protection Service Area Management Bylaw No. 1, 2003	Otter Point Fire Protection and Emergency Response Service Commission
Port Renfrew Fire Protection Local Service Area Fire Department Management By-law No. 1, 1990	Port Renfrew Fire Protection and Emergency Response Service Commission (Bylaw 3707)
Port Renfrew Local Community Services Committee Bylaw No. 1, 2005 and any amendments thereto	
Shirley Fire Protection Service Area Management Bylaw No. 1, 2008	Shirley Fire Protection and Emergency Response Service Commission
Willis Point Fire Protection Facilities Local Service Area Management Bylaw, 1995	Willis Point Fire Protection and Recreation Facilities Commission
North Galiano Fire Protection Service Area Management Bylaw No. 1, 2004	North -Galiano <u>Island</u> Fire Protection and Emergency Response Service Commission <u>(Bylaw 472134)</u>

- (b) The Commission established by Willis Point Fire Protection and Recreation Facility Commission Bylaw No. 1, 1995 is dissolved and discontinued.
- (c) The Fire Protection Local Service Commission established by Shirley Fire Protection Service Area Management Bylaw No. 1, 2008 is hereby continued and known as the “Shirley Fire Protection and Emergency Response Service Commission”.
- (d) The Regional Board hereby establishes a Commission in each of the Service Areas named in the Schedules to manage a Volunteer Fire Department in that Service Area.
- (e) The terms of office of the existing members of the Commissions shall continue until their expiry under Bylaw No. 3399; Bylaw No. 3173; Bylaw No. 3115; Bylaw No. 3280 and any amendments thereto; Bylaw No. 3584; and Bylaw No. 2336.
- (f) As of January 1, 2026, the North Galiano Fire Protection and Emergency Response Service Commission shall be known as the Galiano Island Fire Protection and Emergency Response Service Commission, and its Service Area shall be those local service areas set out in Bylaws No. 1852, “North Galiano Island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1990” and Bylaws No. 2148, “South Galiano Island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1993”.
(Bylaw ~~472134~~ 472134)

3. Membership

- (a) Unless otherwise specified in the Schedules, a Commission shall consist of seven (7) members as follows:
 - (i) The Director representing the Electoral Area; and
 - (ii) Six (6) individuals appointed by resolution of the Regional Board and representing the Service Area; only one member of the Volunteer Fire Department in the Service Area may be a member of the Commission, but none of the aforesaid Commission members shall be the fire chief or any officer.
 - (b) Despite subsection 3(a)(ii) and any Schedule to this bylaw, only in Service Areas with an estimated census population of 750 persons or less, a maximum of two (2) members of the Volunteer Fire Department in the Service Area may be members of the Commission but none of the aforesaid Commission members shall be the fire chief or any officer.
 - ~~(c) Despite subsection 3(a), and any Schedule to this bylaw, the number of members of a Commission continues to be the number serving as of the date of the adoption of this bylaw until such time as the appointment of members under a previous bylaw expires, at which time the Commission shall consist of seven (7) members.~~
 - ~~(d) In the case of the Committee established by North Galiano Fire Protection Service Area Management Bylaw No. 1, 2004 and renamed the North Galiano Fire Protection and Emergency Response Service Commission, the term of office for members with a term set to expire on June 30th is hereby extended to December 31st of the same year.~~
- (Bylaw 472134)*
- (e) Other than the Director, Commission members shall be persons owning property or residing within the Service Area.
 - (f) The Corporate Officer shall, following each census, determine the estimated population of the service area for the purpose of this section.

4. Term of Office

The term of office for a member of a Commission other than the Director representing the Electoral Area shall be for a two (2) year period commencing the first day of January following each such appointment or until their successors are appointed.

5. Nominations

- (a) A Commission shall hold an Annual General Meeting on or before the last day of November in each year to which the owners or occupiers of real property within a

Service Area shall be invited to attend by written notice posted at least 30 days prior to the date of the Annual General Meeting.

- (b) A Commission must accept nominations for the members of the Commission to be appointed effective the following 1st of January from individuals present at the Annual General Meeting, and if more nominations are received than there are positions to fill, a Commission must poll the owners or occupiers of real property within the Service Area who are present at the meeting.
- (c) The names of persons nominated or the results of the poll under subsection (b) must be forwarded immediately after the Annual General Meeting to the Electoral Area Director of the Regional District.

6. Appointment

- (a) All vacancies on a Commission must be advertised or posted locally at least thirty (30) days in advance of the Annual General Meeting.
- (b) The Director shall seek recommendations for all appointments from the Commission but is not bound by a Commission's recommendation and may consult with other persons.
- (c) The Director must provide the name of a person to the Board to fill a vacancy or in the case of a person whose appointment is to expire.
- (d) Before the 1st of January every year, the Regional Board shall appoint or re-appoint members to a Commission to fill the terms of office of the members whose terms expire as of the 31st of December in each year.
- (e) In the event of death, resignation or disqualification of a member of a Commission, the Regional Board shall appoint a successor for the remainder of such member's term.
- (f) The Board may terminate the appointment of a Commission member who fails to attend three (3) consecutive regular meetings without the permission of a Commission.
- (g) Without limiting paragraph (f), the Board may terminate the appointment of a Commission member who moves from the Service Area or ceases to own property in the Service Area where such person has ceased to attend at least one half of the regular meetings of the Commission.

7. Commission Procedure

- (a) A Commission must, at its first meeting in January of each year, by secret ballot, elect a Chair and Vice Chair from among its members.
- (b) For the conduct of business each member of a Commission shall have one vote.
- (c) The rules, policies, procedures and the Delegation Bylaw which govern the Regional Board shall apply to a Commission where applicable.

- (d) Meetings are open to the public.
- (e) A quorum of a Commission is a majority of its members.
- (f) If, as a result of members of a Commission declaring a conflict of interest in relation to a matter and, as a consequence, there is no longer a quorum of members of the Commission to decide on a particular issue, the issue shall be referred to the Regional Board for a decision.

8. Delegation of Powers and Duties

- (a) The Regional Board hereby delegates to a Commission, subject to: (a) the policies and procedures of the Regional Board; and (b) limitations in the Capital Regional District Delegation Bylaw, a combination of administrative and advisory powers of the Regional Board, described in sections 9 and 10, respectively relating to the development, maintenance and operation of a volunteer fire department within the Service Area whether acquired before or after the adoption of this bylaw.
(Bylaw 4608)
- (b) The operational, maintenance and regulatory functions of this service shall be performed in conformance with Regional District policy or government regulation.
- (c) For clarity, subject to the Local Government Act, RSBC 2015 c 1, unless a power, duty or function of the Capital Regional District Board has been expressly delegated by this bylaw or another CRD bylaw, all the powers, duties and functions of the CRD Board remain with the CRD Board, and the Commission may not further delegate powers, duties, or functions to another individual or body. Individual Commissioners have no delegated authority outside the body of the Commission in open meeting assembled, acting as a whole.
(Bylaw 4608)

9. Advisory Authority of the Commission

- (1) In collaboration and by consensus with staff, a Commission shall:
 - (a) Identify and advise on any contracted services necessary to run the day-to-day operations of the service;
 - (b) Set the size of the fire force for the Volunteer Fire Department within the Local Service Area;
 - (c) Review five-year financial operating and capital budgets and submit to the Regional District in the manner required by Section 12;
 - (d) Encourage the Fire Chief and members of the fire department to attend commission meetings to provide input to the decision making process; and
 - (e) Propose amendments of service levels for the Service Area.
(Bylaw 4608)

- (2) For clarity, advisory authority includes advising on the needs of the Volunteer Fire Department, as well as providing advice and recommendations on matters related to the Fire Service referred by the Fire Chief, CRD Staff, or the Regional Board. It does not include service delivery decisions which are otherwise managed or delivered by the Fire Chief, the Volunteer Fire Department, or CRD Staff.

(Bylaw 4608)

- (3) The Otter Point Fire Protection and Emergency Response Service Commission and the North Galiano Island Fire Protection and Emergency Response Service Commission shall advise on the appointment of a Fire Chief.

(Bylaw 472134)

10. Administrative Authority of a Commission

- 1) A Commission shall, in the administration of a Volunteer Fire Department:
- a) Confirm the appointment of a Fire Chief;
 - b) Not expend any funds whatsoever except those first approved by the Regional Board under Section 12;
 - c) Review and adopt operational rules and procedures for the organization and conduct of the Fire Protection Service, which rules and procedures shall be proposed by the Fire Chief and with the concurrence of Staff; and
 - d) Review and adopt procedures and allocations of funds required for the maintenance and upkeep of the Fire Hall and any and all firefighting machinery, equipment and protective clothing, which procedures and allocations of funds shall be proposed by the Fire Chief and with the concurrence of Staff.
- (Bylaw 4608)
- 2) For clarity, administrative authority means acting as the directing mind for those aspects of the service delegated by the Regional Board to the Commission. It does not include service delivery decisions which are otherwise managed or delivered by the Fire Chief, the Volunteer Fire Department, or CRD Staff, nor may it be exercised in a manner inconsistent with CRD policies, procedures, or other delegation instruments.
- (Bylaw 4608)

- 3) Section 10(1)(a) [Confirm Fire Chief Appointment] does not apply to the Otter Point Fire Protection and Emergency Response Service Commission and the North Galiano Island Fire Protection and Emergency Response Service Commission

(Bylaw 472134)

11. Reporting

A Commission shall,

- (a) By the 30th day of November in each year, submit a written report to the Board of the Regional District outlining the operation the Volunteer Fire Department for that calendar year; and
- (a) By December 31 of each year, submit to the Board the minutes of the annual general meeting.

12. Budget

- (a) A Commission shall, per the timeline established by the Financial Officer in each year, submit five-year operating and capital budgets covering all anticipated costs and revenues of the Volunteer Fire Department in the operation and maintenance of the assets of the Capital Regional District utilized by the Volunteer Fire Department. *(Bylaw 4608)*
- (b) The Budget shall:
 - (i) Be prepared by the Fire Chief with the concurrence of staff in a form approved by the Financial Officer; *(Bylaw 4608)*
 - (ii) Provide for the necessary funds for the administration, development, training, maintenance, debt servicing and operational expenses of the Volunteer Fire Department;
 - (iii) Allow for contributions to reserve funds recommended by the Finance Officer;
 - (iv) Be submitted for consideration of the Regional Board; and
 - (v) If requested by the Regional Board, be altered to the satisfaction of the Board.

13. Unauthorized Expenditures

A Commission shall not authorize an expenditure other than an expenditure provided for in the Budget as included in the approved financial plan of the Regional District.

14. Borrowing and Additional Funding

A Commission shall not accept funds advanced from any source other than the Regional District without prior approval from the Regional District.

15. Facilities and Equipment

Any facilities or equipment acquired by the Commission shall be acquired in the name of the Regional District, shall be the property of the Regional District and shall not be disposed of without the approval of the Regional District.

16. Contracts

The Commission shall not enter into contracts on behalf of the Regional District except:

- (a) where the Commission has been granted authority to do so under the Delegation Bylaw; and
- (b) in the name of the Regional District.

17. Regional Board Responsibilities

The Regional Board:

- (a) may advance sums required under the approved budget for an expenditure in relation to the administration, development, maintenance and operation of the Volunteer Fire Department pending collection of any rate, tax or charge levied for the purpose of raising the necessary funds to meet the expenses set out in the approved budget; and
- (b) requisition the necessary funds under Section 806.1 of the *Local Government Act* within the fire regulation unit and Service Area.

18. Fire Chief Responsibilities

In addition to the duties customarily performed by a fire chief of a Volunteer Fire Department and as required by law, by employment or volunteer agreement, or CRD policy and procedure, the Fire Chief shall:

- (a) Appoint volunteer members to the Volunteer Fire Department;
- (b) Prepare the annual budget of the Service in collaboration with CRD Staff and the Commission;
- (c) Advise on matters relating to the operation, maintenance, and strategic development of the Service and Volunteer Fire Department; and
- (d) Discharge the duties of a Fire Chief consistent with all applicable laws and standards. (Bylaw 4608)

19. Staff Responsibilities

Staff shall:

- (a) Ensure the Fire Chief supervises, directs, controls and regulates the members of the Volunteer Fire Department subject to the provisions of the *Fire Services Act* and any applicable Provincial, Federal or Regional District enactments that apply;
- (b) Authorize expenditures on behalf of the Volunteer Fire Department as required for the operation of the Volunteer Fire Department which have first been approved by the Regional District under Section 12;
- (c) Oversee the preparation of five-year financial plans, provide advice to the Fire Chief and the Commission on the preparation and submission of five-year financial plans;

- (d) Oversee and assist with development and maintenance of long-term equipment replacement plans;
- (e) Oversee and support the Fire Chief in all areas of Volunteer Fire Department administration consistent with CRD policy, procedure, and applicable legislation;
- (f) Ensure the Volunteer Fire Department is compliant with all applicable enactments, including the *Fire Services (Safety) Act*, and *Workers Compensation Act*, RSBC 2019, c1, minimum training standards, including the Office of the Fire Commissioner Minimum Structure Firefighter Training Standard, and CRD policies and procedures;
- (g) Provide the Commission with financial expenditure reports for the purpose of Commission oversight of operating and capital expenditures;
- (h) Facilitate salaried employee and contractor recruitment processes, and supervise volunteer firefighter recruitment and appointment processes; and
- (i) Facilitate and assist with strategic planning processes. (Bylaw 4608)

20. Repeal

- (a) Bylaw No. 3399, cited as “East Sooke Fire Protection Service Area Management Bylaw No. 1, 2007” is hereby repealed;
- (b) Bylaw No. 3115, cited as “Otter Point Fire Protection Service Area Management Bylaw No. 1, 2003” is hereby repealed;
- (c) Bylaw No. 1806, cited as “Port Renfrew Fire Protection Local Service Area Fire Department Management By-law No.1, 1990” is hereby repealed;
- (d) Bylaw No. 3280, cited as “Port Renfrew Local Services Committee Bylaw No. 1, 2005” is hereby repealed;
- (e) Bylaw No. 3584, cited as “Shirley Fire Protection Service Area Management Bylaw No. 1, 2008” is hereby repealed;
- (f) Bylaw No. 2333, cited as “Willis Point Fire Protection and Recreation Facility Commission Bylaw No. 1, 1995” is hereby repealed;
- (g) Bylaw No. 2336, cited as “Willis Point Fire Protection Facilities Local Service Area Management Bylaw, 1995” is hereby repealed;
- (h) Bylaw No. 3173, cited as “North Galiano Fire Protection Service Area Management Bylaw No. 1, 2004” is hereby repealed.

21. Citation

This bylaw may be cited as “Fire Protection and Emergency Response Service Commissions Bylaw, 2010”. (Bylaw 3707)

READ A FIRST TIME THIS	14 th	day of	April	2010
READ A SECOND TIME THIS	14 th	day of	April	2010
READ A THIRD TIME THIS	14 th	day of	April	2010
ADOPTED THIS	14 th	day of	April	2010

Original signed by Geoff Young
CHAIR

Original signed by Carmen Thiel
CORPORATE OFFICER

Schedule "A" - East Sooke

1. Definitions

In this bylaw, as applies to the East Sooke Fire Protection and Emergency Response Service Commission, unless context otherwise requires:

"DIRECTOR" means the Electoral Area Director for Juan de Fuca;

"EAST SOOKE COMMUNITY HALL" means the former fire station building located at 1397 Coppermine Road, East Sooke and owned by the CRD;

(Bylaw 4608)

"COMMISSION" means the East Sooke Fire Protection and Emergency Response Service Commission;

"SERVICE AREA" means the East Sooke Fire Protection Service Area as more particularly described in East Sooke Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 2006;

"VOLUNTEER FIRE DEPARTMENT" means the East Sooke Volunteer Fire Department.

2. Membership

Despite Section 3 (a) of this bylaw, membership shall consist of eight (8) members as follows:

- (a) The Director representing the Electoral Area; and
- (b) Seven (7) individuals appointed by resolution of the Regional Board and representing the Service Area. Only one member of the Volunteer Fire Department in the Service Area may be a member of the Commission, but none of the aforesaid Commission members shall be the fire chief or any officer.

3. Delegation of Powers and Duties

- (a) In addition to the powers delegated in Section 8 of this bylaw, the Regional Board hereby delegates to the Commission, subject to the policies and procedures of the Regional Board and limitations defined in the Capital Regional Delegation Bylaw, administrative powers of the Regional Board with respect to the equipment, maintenance, management and operation of the East Sooke Community Hall, and without limiting the generality of the foregoing, the Commission shall establish a scale of admission charges, appoint staff, determine operational rules, procedures and recreational programs and the collection of all revenues from, and payment of expenses of, the said operation.
- (b) Notwithstanding the provisions of (a) above, the Regional Board retains the right of approval of the operational rules, procedures and policies. *(Bylaw 4608)*

4. Administration

In addition to the provisions of Section 10 of this bylaw, the Commission shall:

- (a) review and adopt operational rules and procedures for the organization and operation of the East Sooke Community Hall; and
- (b) review and adopt procedures and allocation of funds required for the maintenance and upkeep of the East Sooke Community Hall and any and all machinery, equipment, furniture and fixtures in conjunction with it. *(Bylaw 4608)*

5. Budget

In addition to the provisions of Section 12 of this bylaw, the Budget shall provide for the necessary funds for the administration, development, maintenance and operational expenses of the East Sooke Community Hall. *(Bylaw 4608)*

Schedule "B" - Otter Point

1. Definitions

In this bylaw, as applies to the Otter Point Fire Protection Commission, unless context otherwise requires:

"DIRECTOR" means the Electoral Area Director for Juan de Fuca;

"COMMISSION" means the Otter Point Fire Protection and Emergency Response Service Commission;

"SERVICE AREA" means the Otter Point Fire Protection Local Service Area as more particularly described in Otter Point Fire Protection and Emergency Response Local Service Establishment Bylaw No. 1, 1992, as amended;

"VOLUNTEER FIRE DEPARTMENT" means the Otter Point Volunteer Fire Department.

2. Membership

Despite Section 3 (a) of this bylaw, membership shall consist of eight (8) members as follows:

- (a) The Director representing the Electoral Area; and
- (b) Seven (7) individuals appointed by resolution of the Regional Board and representing the Service Area. Only one member of the Volunteer Fire Department in the Service Area may be a member of the Commission, but none of the aforesaid Commission members shall be the fire chief or any officer.

1. Definitions

In this bylaw, as applies to the Port Renfrew Fire Protection and Emergency Response Service Commission, unless context otherwise requires:

"DIRECTOR" means the Electoral Area Director for Juan de Fuca;

"COMMISSION" means the Port Renfrew Fire Protection and Emergency Response Service Commission;

"SERVICE AREA" means the Port Renfrew Fire Protection Local Service Area as more particularly described in Port Renfrew Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1989, as amended;

"VOLUNTEER FIRE DEPARTMENT" means the Port Renfrew Volunteer Fire Department.

2. Membership

Despite Section 3 of this bylaw, membership shall consist of seven (7) members as follows:

- (a) The Director representing the Electoral Area;
- (b) Three (3) individuals who shall be owners of real property within the Fire Protection and Emergency Response Local Service Area;
- (c) Three (3) individuals who may be owners of real property, or residents within the Fire Protection and Emergency Response Local Service Area. One (1) of these individuals shall represent the Pacheedaht First Nation when service agreements for fire protection and/or solid waste are in place with the Pacheedaht and there have been no violations to the terms and conditions of the agreements.
- (d) For Service Areas with an estimated census population of 750 persons or less, a maximum of two (2) members of the Volunteer Fire Department in the Service Area may be members of the Commission, but none of the aforesaid Commission members shall be the fire chief or any officer.

3. Nomination

Despite Section 5(b) of this bylaw:

- (a) The Commission shall, at its regularly scheduled meeting in September:
 - (i) Submit to the Electoral Area Director its nominations for the members of the committee for the following term, with the exception of the Pacheedaht representative;

- (ii) Invite residents or owners of real property in the Fire Protection and Emergency Response Local Service Area to submit additional nominations, on forms provided at the meeting, to the Electoral Area Director on or before 14 days from the date of the meeting; and
 - (iii) Schedule the Annual General Meeting which shall be held no sooner than 15 days from the date of the meeting, but in all cases shall be before the last day of October.
- (b) The Pacheedaht First Nation shall submit their nomination for the member representing the band to the Electoral Area Director, the first appointment to be effective immediately with a term to expire on December 31, 2010.

4. Procedure

In accordance with Section 7 of this bylaw, the Commission shall:

- (a) Hold a meeting quarterly or at the call of the Chair. In January of each year, establish a schedule of meetings which shall be posted on the community notice board situated at the transfer station, the post office and on the CRD website.

Schedule "D" - Shirley

1. Definitions

In this bylaw, as applies to the Shirley Fire Protection and Emergency Response Service Commission, unless context otherwise requires:

"DIRECTOR" means the Electoral Area Director for Juan de Fuca;

"COMMISSION" means the Shirley Fire Protection and Emergency Response Service Commission;

"SERVICE AREA" means the Shirley Fire Protection and Emergency Response service Area as more particularly described in Shirley Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1991;

"VOLUNTEER FIRE DEPARTMENT" means the Shirley Volunteer Fire Department.

Schedule "E" - Willis Point

1. Definitions

In this bylaw, as applies to the Willis Point Fire Protection and Recreation Facilities Commission, unless context otherwise requires:

"DIRECTOR" means the Electoral Area Director for Juan de Fuca;

"COMMISSION" means the Willis Point Fire Protection and Recreation Facilities Commission;

"SERVICE AREA" means the Willis Point Local Service Area created under Willis Point Fire Protection, Emergency Response and Recreation Service Establishment Bylaw No. 1, 1991;

"VOLUNTEER FIRE DEPARTMENT" means the Willis Point Volunteer Fire Department;

"WILLIS POINT COMMUNITY CENTRE" means the recreation facilities adjoining the fire hall in the Service Area and owned by the Regional District.

2. Membership

Despite Section 3 of this bylaw, membership shall consist of eight (8) members as follows:

- (a) The Director representing the Electoral Area;
- (b) Seven (7) individuals appointed by resolution of the Regional Board and representing the Service Area;
- (c) For Service Areas with an estimated census population of 750 persons or less, a maximum of two (2) members of the Volunteer Fire Department in the Service Area may be members of the Commission, but none of the aforesaid Commission members shall be the fire chief or any officer.
- (d) Other than the Director, Commission members shall be persons owning property or residing within the Service Area.

3. Delegation of Powers and Duties

- (a) In addition to the powers delegated in Section 8 of this bylaw, the Regional Board hereby delegates to the Commission, subject to the policies and procedures of the Regional Board and limitations defined in the Capital Regional Delegation Bylaw, administrative powers of the Regional Board with respect to the equipment, maintenance, management and operation of the Willis Point Community Centre, and without limiting the generality of the foregoing, the Commission shall establish a scale of admission charges, appoint staff, determine operational rules, procedures and recreational programs and the collection of all revenues from, and payment of expenses of, the said operation.

- (b) Notwithstanding the provisions of (a) above, the Regional Board retains the right of approval of the operational rules, procedures and policies.

4. Administration

In addition to the provisions of Section 10 of this bylaw, the Commission shall:

- (a) review and adopt operational rules and procedures for the organization and operation of the Willis Point Community Centre; and
- (b) review and adopt procedures and allocation of funds required for the maintenance and upkeep of the Willis Point Community Centre and any and all machinery, equipment, furniture and fixtures in conjunction with it.

5. Budget

In addition to the provisions of Section 12 of this bylaw, the Budget shall provide for the necessary funds for the administration, development, maintenance and operational expenses of the Willis Point Community Centre.

Schedule "F" - North Galiano

1. Definitions

In this bylaw, as applies to the ~~North~~-Galiano Island Fire Protection and Emergency Response Service Commission, unless context otherwise requires:

"DIRECTOR" means the Electoral Area Director for the Southern Gulf Islands;

"COMMISSION" means the ~~North~~-Galiano Fire Protection and Emergency Response Service Commission;

(Bylaw 4734)

~~"SERVICE AREA" means the North Galiano Fire Protection Local Service Area as more particularly described in North Galiano Island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1990, as amended; means the area comprising the North Galiano Fire Protection Service Area, as described in Bylaw No. 1852, "North Galiano Island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1990", and the area comprising the South Galiano Fire Protection Service Area, as described in Bylaw No. 2148, "South Galiano Island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1993";~~

"VOLUNTEER FIRE DEPARTMENT" means the ~~North~~-Galiano Island Volunteer Fire Department.

(Bylaw 4734)

2. Membership

Despite Section 3 (a) and (b) of this bylaw, membership shall consist of seven (7) members as follows:

- (a) The Director representing the Electoral Area; and
- (b) Six (6) individuals appointed by resolution of the Regional Board and representing the Service Area. Only one member of the Volunteer Fire Department in the Service Area may be a member of the Commission, but none of the aforesaid Commission members shall be the fire chief or any officer.

2.1 Transitional – Membership

- (a) As of January 1, 2026, the Commission shall represent both the service areas of both Bylaw No. 1852, "North Galiano Island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1990" and Bylaw No. 2148, "South Galiano Island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1993".
- (b) Despite section 3(a) and (b) of this bylaw, and section 2 of this Schedule, as of January 1, 2026, Commission membership, the Commission's membership shall consist of seven (7) members as follows:
 - a. The Director representing the Electoral Area; and

- ~~b. As~~ Six (6) individuals appointed by Resolution of the Regional Board or as deemed appointed under this Schedule who must have the following qualities:
 - i. Up to three individuals representing the North Galiano Fire Protection Service Area, who own property or reside in that area;
 - ii. Up to three individuals representing the South Galiano Fire Protection Service Area, who own property or reside in that area;
 - (c) Despite 2.1(b), only one member of the Volunteer Fire Department may be a member of the Commission. None of the Commission members shall be the fire chief or any officer.
 - (d) Unless otherwise appointed or replaced by resolution of the Board, the transitional directors for a two-year term of the combined Galiano Fire Commission as of January 1, 2026 shall be as follows:
 - a. Three individuals, selected by resolution from among their number by the North Galiano Fire Commission, who would otherwise qualify under this Schedule;
 - b. Three individuals, selected by resolution from among their number by the directors of the South Galiano Fire Society, who would otherwise qualify under this Schedule;
 - (e) The individuals serving as transitional commissioners must accept their nomination in writing in advance of or by appearance at the first combined commission meeting.

(Bylaw 4734)

3. Commission Procedure

Despite Section 7 (a) of this bylaw, a Commission must, at its first meeting in January of each year, by secret ballot, elect a Chair, Vice Chair and Treasurer from among its members.



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REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, NOVEMBER 12, 2025

SUBJECT **Community Resiliency Initiative Grant: 2026 FireSmart Community Funding and Supports**

ISSUE SUMMARY

The Capital Regional District (CRD) assists Electoral Area (EA) communities in reducing their wildfire risk through first responder coordination, public education, emergency planning and agency cross-training. The CRD is applying to the Union of British Columbia Municipalities (UBCM) for funding to increase EA community wildfire resiliency activities (see Appendix A for application guide). UBCM requires that all grant applications be accompanied by a motion of support from the local government.

BACKGROUND

Over several years, UBCM has provided funding for a range of community-based projects, including wildfire preparedness through the FireSmart Grant, of which the CRD has been the successful recipient. Looking to continue this success, the Protective Service Division has expressed interest in the 2026 FireSmart grant and is seeking approval to submit a full application. It is important to note that FireSmart activities are not an established service in the region and are wholly supported through grant funding.

The FireSmart Community Funding and Supports program supports activities that reduce community risk from wildfire. The CRD's FireSmart program is focused on the seven FireSmart disciplines: education, vegetation management, legislation and planning, development considerations, interagency cooperation, cross-training and emergency planning.

The CRD has applied for this grant to improve wildfire resiliency in rural EA communities through these eligible actions:

- a FireSmart public education campaign, with in-person and digital components
- continuation of the wood-chipping program that provides accessible alternatives to burning
- access to either:
 - a Home FireSmart assessment conducted by local qualified assessors; or
 - a Wildfire Mitigation Program assessment conducted by local qualified assessors for the purposes of obtaining a mitigation certificate that can also be shared with local insurance providers to showcase mitigation activities and potentially increase a homeowner's ability to maintain insurance coverage
- farm property assessments
- neighbourhood assessments
- a FireSmart rebate program for residents and farms; and
- continued dedicated wildfire training for first responders

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board:
That an application to the Union of British Columbia Municipalities Community Resiliency Initiative Fund for the FireSmart Community Funding and Supports program be supported and that staff be instructed to apply for, negotiate, and if successful, enter into an agreement, and do all such things necessary for accepting grant funds and overseeing grant management for the proposed project.

Alternative 2

That staff be directed to not submit the grant application to the Union of British Columbia Municipalities Community Resiliency Initiative FireSmart Community Funding and Supports program.

IMPLICATIONS

Alignment with Board & Corporate Priorities

- 3c Increase resilience, community and adaptation planning to address climate related risks and disasters
- 9a-2 Develop plans and implement actions consistent with regulatory requirements for local government and regional emergency management, including the new *Emergency Management Act* requirements
- 16g-1 Continue to implement wildfire resiliency activities
- 16g-3 Review and modernize fire and emergency programs

Alignment with Existing Plans & Strategies

Capacity generated by this grant is aligned with existing emergency preparedness activities and strategies.

Financial Implications

The grant will not alter CRD fire department or emergency program service budgets but provides an opportunity for additional projects that increase community resilience to wildfire, such as homeowner education and wood-chipping events. With an approved proposal, the funding would be apportioned in alignment with the grant terms and administered through the eligible actions above to the electoral areas. The design of UBCM's grant program offers a maximum of \$200,000 to the Regional District and \$50,000 per each electoral area, per year. It is the intention to apply for the maximum in each category, for an approximate total of \$350,000.

Intergovernmental Implications

A portion of this grant application is earmarked to support the Island Trust's effort to establish a Development Permit Area. This cross-jurisdictional collaboration supports intergovernmental alignment and coordination.

Electoral Areas Committee – November 12, 2025
Community Resiliency Initiative Grant: 2026 FireSmart Community Funding & Supports 3

Service Delivery Implications

The capacity created through administration of this grant enhances service support capability to the EAs, and to the CRD, during an emergency or disaster. Without this funding, FireSmart activities would cease.

CONCLUSION

The CRD supports community wildfire preparedness in its EAs through grants. The UBCM FireSmart Community Funding and Supports funding stream is an important resource to build wildfire resilience in the capital region. If supported by the CRD Board, UBCM will consider the CRD's grant application.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
That an application to the Union of British Columbia Municipalities Community Resiliency Initiative Fund for the FireSmart Community Funding and Supports program be supported and that staff be instructed to apply for, negotiate, and if successful, enter into an agreement, and do all such things necessary for accepting grant funds and overseeing grant management for the proposed project.

Submitted by:	Shawn Carby, C.D., BHSc., MAL, Senior Manager, Protective Services
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Housing, Planning and Protective Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer & General Manager, Finance & Technology
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Community Resiliency Investment Program: 2026 FireSmart Community Funding and Supports – Allocation-based Funding for FireSmart Activities, Program and Application Guide

Community Resiliency Investment Program

2026 FireSmart™ Community Funding and Supports

Allocation-based Funding for FireSmart Activities (Base Funding)

Program and Application Guide – Updated September 2025

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1. Introduction

The 2026 Allocation-based FireSmart Funding for FireSmart Activities funding stream will have an open intake. Funding permitting, eligible applicants can submit one application between October 1, 2025 and September 30, 2026 using the [LGPS Online Application Tool](#). Applicants are encouraged to engage with the BC Wildfire Service and/or First Nations' Emergency Services Society while at the initial planning stages of their application.

Community Resiliency Investment program

The [Community Resiliency Investment](#) (CRI) program was announced by the provincial government in 2018 and is intended to reduce the risk of wildfires and mitigate their impacts on communities, First Nations and local governments.

As of September 2025, CRI includes two streams:

- Stream 1: FireSmart Community Funding and Supports, administered by the Union of BC Municipalities (UBCM):
 - FireSmart Activities (Base Funding): limited to FireSmart activities and Community Wildfire Resiliency Plans (CWRPs)
 - New in 2026 - Additional Funding for Fuel Management
- Stream 2: [Crown Land Wildfire Risk Reduction](#), allocation-based program administered internally by the Ministry of Forests.

Please refer to [Appendix 1](#) for definitions of terms used in this guide. All defined terms are in **bold** in the program guide.

FireSmart Community Funding and Supports

The FireSmart Community Funding and Supports program provides funding to First Nations and local governments in BC to increase community resiliency by undertaking community-based FireSmart™¹ planning and activities that reduce the community's risk from wildfire. To date, 280 eligible applicants have received funding, including 132 First Nations and 148 local governments.

The First Nations' Emergency Services Society (FNESS) and the Union of BC Municipalities (UBCM) work with the Ministry of Forests (Ministry) to deliver the FireSmart Community Funding and Supports program.

Allocation-based Funding for FireSmart Activities (Base Funding)

First Nations and local governments with a higher risk of wildfire, generally demonstrated by [Wildland Urban Interface \(WUI\) Risk Class](#) 1 to 3, that have a FireSmart Position, participate in a [Community FireSmart and Resiliency Collaborative](#) (CFRC) and have an acceptable CWRP or Community Wildfire Protection Plan (CWPP) are eligible to receive FireSmart Community Funding and Supports funding for FireSmart activities only through the [Allocation-based Funding for FireSmart Activities](#).



¹ FireSmart, Intelli-feu and other associated Marks are trademarks of the Canadian Interagency Forest Fire Centre.

Under the allocation-based model, recipients are required to submit an Allocation Funding Request Worksheet (and any required attachments) in order to confirm that the eligibility criteria have been met. If approved, recipients will receive an approval agreement which includes the terms and conditions of the grant.

Note: CWRPs and CWPPs must be complete and acceptable to the BC Wildfire Service (BCWS), FNESS and/or BC Parks (where applicable). To be considered acceptable, plans must be developed in accordance with the CWRP template and guidance document and must include assessment and identification of FireSmart and fuel management priorities. Please refer to [Appendix 3](#) for more information on when CWRPs should be amended or replaced with a new plan.

Application-based Funding for FireSmart Activities (Base Funding)

First Nations and local governments with lower risk of wildfire, generally demonstrated by WUI Risk Class 4 and 5, or with a higher risk of wildfire, generally demonstrated by WUI Risk Class 1 to 3, that do not have a FireSmart Position, participate in a Community FireSmart and Resiliency Committee and have an acceptable CWRP/CWPP can apply through [Application-based Funding for FireSmart Activities](#).

2. Eligible Recipients for Allocation-based Funding

All First Nations (bands, modern Treaty First Nations with treaties that are in effect, and Indigenous National Governments with authority for lands and resources) and local governments (municipalities and regional districts) in BC that meet the following criteria are eligible to be recipients of Allocation-based Funding for FireSmart Activities:

- Higher risk of wildfire, generally demonstrated by [WUI Risk Class](#) 1 to 3.
- Have a FireSmart Position.
- Host or participate in a [Community FireSmart and Resiliency Collaborative](#).
- Have an acceptable CWRP/CWPP.

For the purpose of the FireSmart Community Funding and Supports program the following are also able to act as a **primary applicant**:

- An emergency management organization that is created by a regional district bylaw and approved by the Province of BC may act as the **primary applicant** on behalf of eligible applicants that participate in the established emergency management service. When acting as a **primary applicant** on behalf of eligible applicants, the regional emergency management organization may submit more than one application per funding stream intake provided that each eligible First Nation or local government that is included as a **sub-applicant** is only funded once per intake.
- An Indigenous governing body with authority for emergency management may act as the **primary applicant** on behalf of eligible First Nations. The Indigenous governing body may submit more than one application per funding stream intake provided that each eligible First Nation that is included as a **sub-applicant** is only funded once per intake.

Emergency management organizations created by a regional district and Indigenous governing bodies that are interested in submitting an application to act as the **primary applicant** must contact UBCM first and will be required to provide appropriate documentation related to membership, authority, and area of service.

3. Grant Maximum: Base Funding and Additional Funding

New in 2026 - For all eligible applicants, under Application-based Funding for FireSmart Activities or Allocation-based Funding for FireSmart Activities, base funding is limited to Worksheet 1: FireSmart activities and Worksheet 3: CWRPs.

New in 2026 - Funding for fuel management remains an eligible activity, however, the application process has changed to separate the funding, application process and required reporting for FireSmart activities and CWRPs from fuel management activities.

In order to ensure transparency and accountability in the expenditure of public funds, all other financial contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant. This includes any other grant funding and any revenue (e.g., sale of forest products) that is generated from activities that are funded by the FireSmart Community Funding and Supports program.

Allocation Base Funding for First Nations and Municipalities

Eligible recipients have the option to request one-year or two-year funding. First Nations and municipalities can request a maximum of \$200,000 per year (for up to two years).

Allocation Base Funding for Regional Districts

Eligible recipients have the option to request one-year or two-year funding. Regional districts can request a maximum of \$200,000 per year (for up to two years) plus up to \$50,000 per year (for up to two years) for each electoral area that is included in the application

New in 2026 – Regional districts will not be required to apply or report per electoral area. A separate Worksheet 3: CWRPs will be required for each CWRP that is proposed in a regional district application.

Additional Funding for Impact from Wildfires

Updated in 2026 - Eligible recipients with an existing FireSmart program that were directly impacted during the 2025 wildfire season or by wildfire(s) during the course of the **approved project** may apply to exceed the base funding maximum in order to support incremental FireSmart Activities due to increased local demand for wildfire risk reduction. This additional funding is limited to \$100,000 per year.

Refer to [Appendix 2](#) for more information. Worksheet 4: Impact from Wildfires is required to be submitted for consideration of additional funding. This worksheet will be reviewed by the BCWS and/or FNESS.

Additional Funding for Fuel Management

New in 2026 – Funding for fuel management remains an eligible activity under the 2026 FireSmart Community Funding and Supports program, however, the application process has changed to separate the funding and required application and reporting processes for FireSmart activities (including CWRPs) from fuel management activities.

Starting in 2026, fuel management activities will be applied for under a separate application from FireSmart activities as follows:

- Eligible applicants must have an approved 2026 application under the Application-based Funding for FireSmart Activities or Allocation-based Funding for FireSmart Activities, either as a **primary applicant** or **sub-applicant**.
- Eligible applicant must have the required FireSmart foundations (refer to [Section 5](#)).
- The application process identified in [Application-based Funding for Fuel Management Activities](#) must be followed.

- When approved, fuel management activities will be a separate **approved project** from FireSmart activities and will have a separate approval agreement, **approved project start date** and **approved project end date**.
- Updated September 2025 - Costs related to FireSmart positions are eligible under the Application-based Funding for Fuel Management program. However, applicants should carefully review all costs for FireSmart positions that are included in their approved FireSmart application to ensure that costs related to FireSmart positions are distinct between the two funding streams and, when combined, do not exceed the actual salary cost.

The Indigenous Engagement Requirements Funding Program provides funding for the implementation of the Indigenous Engagement Requirements within the *Emergency and Disaster Management Act*. For more information visit the Province of BC's [website](#) or contact: EMCR.IERFunding@gov.bc.ca.

4. Eligible Projects and Regional Applications

To be eligible for funding under the FireSmart Community Funding and Supports program, applications must demonstrate that proposed activities will increase community resiliency by undertaking community-based FireSmart planning and activities that reduce the community's risk from wildfire.

New in 2026 - Eligible recipients must choose to apply either as a single applicant (i.e., no sub-applicants) or as either a **primary applicant** or **sub-applicant** in a regional project.

Funding requests from two or more eligible recipients for regional projects may be submitted as a single allocation request for eligible, collaborative projects. For regional projects under allocation-based funding, the **primary applicant** and **sub-applicant(s)** must meet all eligibility criteria in [Section 2](#).

In this case, the maximum base funding per year would be calculated by the number of eligible recipients included in the application and the associated risk class of each. Funding requests for regional projects for multiple eligible applicants must include FireSmart activities Worksheet 1: FireSmart Activities and may include Worksheet 3: CWRPs and Worksheet 4: Impact from wildfire(s).

The **primary applicant** submitting the application for a regional project is required to submit a resolution as outlined in [Section 7](#) of this guide. Each **sub-applicant** is required to submit a resolution that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.

It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

5. Requirements for Funding

As part of both the development of the application package and the delivery of the **approved project**, local governments are encouraged to proactively engage with local First Nations and Indigenous organizations, such as Friendship Centres and Métis Chartered Communities. Engagement by local governments both locally and regionally can help build relationships with First Nations, benefit both communities and enhance reconciliation. More information on engagement best practices is available on the following Province of BC webpage: [Local government and First Nations engagement](#).

Reporting for Prior Projects

In order to request funding under the 2026 Allocation-based Funding for FireSmart Activities funding stream:

- All activities funded under the 2021 and 2022 FireSmart Community Funding and Supports program must be complete and the final report must be submitted in full.
- All activities funded under the 2023 FireSmart Community Funding and Supports program must be complete and the final report must be submitted in full (unless a project extension has been approved).

- All activities funded under the 2024 and 2025 FireSmart Community Funding and Supports program must either be:
 - Complete and the final report is submitted, OR
 - Within 120 days of the **approved project end date** and the [Interim Report Form](#) has been submitted.

Upon receipt of the Interim Report Form, UBCM will confirm the updated **approved project end date** and the updated final report deadline. At this time, recipients may submit their allocation request for 2026 base funding. UBCM will undertake the normal review process, however the 2026 base funding allocation request will not be approved until the complete 2024 or 2025 final report is submitted.

If there is a possibility that your project will end sooner or later than the **approved project end date**, please contact UBCM as soon as possible to discuss options.

Additional Funding Requirements

To qualify for funding, all eligible activities must:

- Generally speaking, be located within the applicant's administrative boundary and/or for assets or infrastructure that are owned by the **primary applicant** or **sub-applicant**.
- Include new activities or represent a new phase of an existing project (retroactive funding is not available unless specifically identified in this guide).
- Be capable of completion by the applicant by the **approved project end date**.
- Where applicable, be completed by a qualified professional that is accredited by their professional association.
- Ensure compliance with applicable federal and provincial legislation and regulations and local authority (e.g., burning bylaws or other bylaws or plans).
- Where applicable, be eligible for required approvals for authorizations and/or permits from the **Provincial Crown Land Manager** (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails) and/or other land managers (e.g., Indigenous Services Canada).

6. Eligible and Ineligible Costs and Activities

Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Unless otherwise noted, eligible costs can only be incurred from the date of application submission until the final report is submitted.

[Table 1](#) identifies the activities that are eligible for funding and provides annual cost maximums for those activities. Refer to the Final Report Worksheet for required submissions for each proposed activity. For regional district applications that include electoral areas, the cost maximums are annual cost maximums for eligible activities per electoral area.

Updated in 2026 - Recipients are required to expend allocation-based funding within the cost maximums. However, unless noted otherwise in Table 1, recipients with mitigating circumstances (e.g., remote community) can propose costs higher than the maximums if a rationale (e.g., increased shipping costs, additional travel costs) is provided and accepted. In all cases, eligible activities must be cost-effective.

Where applicable, applicants are encouraged to collaborate on proposed activities with **Provincial Crown Land Manager** (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails) and/or other land managers (e.g., Indigenous Services Canada).

Table 1: FireSmart Activities Eligible for Funding

1. FIRESMART POSITIONS

In order to increase local capacity, applicants are required to have a FireSmart position to oversee eligible activities applied for in Worksheet (WS) 1, 2, 3 and/or 4 and to establish a sustainable FireSmart program. Applicants are required to have a FireSmart position in their community.

Eligible Activities	Cost Maximums and Guidance
<p>A. Incremental FireSmart positions (e.g., creating a new position or adding new responsibilities to an existing position), based on the recommended job descriptions:</p> <ul style="list-style-type: none"> • FireSmart Coordinator • Local FireSmart Representative • Wildfire Mitigation Specialist • Wildfire Forest Professional 	<p><i>The primary focus of FireSmart positions is to support eligible FireSmart activities but other activities related to emergency management (i.e., EOC, ESS, evacuations), structural fire and/or forestry (i.e., Indigenous Guardians) are eligible as no more than 20% of job duties.</i></p>
<p>B. Seasonal FireSmart positions based on the recommended job descriptions:</p> <ul style="list-style-type: none"> • <u>New in 2026</u> - Junior FireSmart Coordinator (Summer Students/youth position) • FireSmart Crew Member 	<p><i>Seasonal positions do not meet the required FireSmart foundation for having a FireSmart position.</i></p>

2. EDUCATION (Required in all applications)

Public education and outreach play a critical role in helping communities prepare for wildfire by promoting a sense of empowerment and shared responsibility. All applications are required to include an education component in this section. For costs associated with the purchase of FireSmart resources, please visit Resources on [FireSmartBC.ca](https://www.fire-smart-bc.ca).

Eligible Activities	Cost Maximums and Guidance
<p>A. Update signage, social media, applicant websites and/or newsletters, and community education materials or displays related to a proposed activity in categories 2 through 12 below. <i>Note: Ember mascots will be available on a limited basis and regional allocation will be considered before approval.</i></p>	<ul style="list-style-type: none"> • Banners: up to \$1,800 (total order per year) • Posters: \$275 (total order per year) • Videos specific to community wildfire resiliency: up to \$11,775 each per year • Tents, including walls: up to \$2,450 each • Vehicle decals: up to \$830 (total order per year) • T-shirts: up to \$1,230 (total order per year) • Ember mascot: up to \$9,200
<p>B. Promote/distribute FireSmart educational resources, such as FireSmart 101, Wildfire Risk Reduction Basics, FireSmart Canada Ambassador training, Local FireSmart Representative training, FireSmart Begins at Home app, social media, FireSmart BC materials.</p>	

Eligible Activities (Education – Cont'd)	Cost Maximums and Guidance
C. Organize, host or support FireSmart events: Wildfire Community Preparedness Day, Farm and Ranch Wildfire Preparedness workshop, Neighbourhood Champion workshop (Collective Advocate Workshop), community FireSmart day, and/or wildfire season open houses.	Up to \$6,140 per event
D. Support the FireSmart BC Education Program at local school districts. This includes promotional materials for contests, banners, and targeted education events at schools to promote the education program curriculum.	Up to \$615 per school per year
E. Support the FireSmart BC Library Program at local/regional libraries. This program includes Wildfire Resiliency Literacy Kits, Ember Activity Packages, Colouring Contest materials, and access to Storytime Videos with Ember.	Up to \$615 per branch or \$2,050 per independent library to support the whole Library Program, or, Up to \$310 per branch for the purchase of books from the Wildfire Resiliency Literacy Kit
F. Support the FireSmart BC Plant Program at local garden centres or nurseries. Includes plant tags, banners, staff buttons and in-store advertising.	Up to \$2,765 per location
G. Targeted public education to support implementation of fuel management activities, including cultural burning, prescribed fire and wildland live fire training.	
3. COMMUNITY PLANNING <i>Community planning is a very effective tool for reducing wildfire risk for lands and buildings within the administrative boundaries of First Nation communities and local governments.</i> <i>Refer to the Wildfire-Resilience Best Practice Checklist for Home Construction, Renovation and Landscaping or FireSmart BC Landscaping Hub.</i>	
Eligible Activities	Cost Maximums and Guidance
A. Amend existing CWRPs that are less than 5 years old. <i>Refer to Appendix 3 for more information on amending a CWRP.</i>	Up to \$17,950 (depending on Area of Interest (AOI) and proposed activities in the Eligible WUI) and with required cost estimate in WS3. <i>Recipients with an acceptable plan that would like to amend a CWRP must contact UBCM before commencing the project.</i>
B. <i>New in 2026</i> - Develop or amend bylaws related to open fires as defined in the <i>Wildfire Act</i> .	Up to \$11,880 <i>Bylaws must address aspect(s) of open fire that a local government or a First Nation is responsible for regulating. Section 4 of the Wildfire Act divides responsibility for wildfire prevention between the provincial and local governments.</i>
C. Develop FireSmart policies and practices for the design and maintenance of First Nations land and publicly owned land , such as parks and open spaces.	

Eligible Activities (Community Planning – Cont'd)	Cost Maximums and Guidance
D. Develop FireSmart policies and practices for the design and maintenance of First Nations owned buildings and publicly owned buildings .	
<p>E. Complete FireSmart assessments for community buildings, structures and/or land, limited to First Nation owned buildings, publicly owned buildings, publicly and First Nations owned critical infrastructure, cultural sites and/or green spaces.</p> <p><i>A list of buildings, assets and/or locations that are proposed to be assessed, and the ownership of each is required to be submitted to UBCM prior to commencing work.</i></p>	<p><i>Refer to Sec. 8 of Table 1 for assessment and mitigation of eligible critical infrastructure.</i></p> <p><i>Refer to Sec. 9 of Table 1 for assessment and mitigation of eligible community assets.</i></p> <p><i>Refer to Sec 10 of Table 1 for assessment and mitigation of eligible cultural sites.</i></p> <p><i>Refer to Sec 11 of Table 1 to apply for assessment and mitigation of eligible green spaces.</i></p> <p><i>Refer to Sec. 12 of Table 1 to apply for assessments for homes and properties.</i></p>
<ul style="list-style-type: none"> • FireSmart Home Ignition Zone (HIZ) Assessment 	Up to \$275 per structure (generally 1 to 3 hours to complete)
<ul style="list-style-type: none"> • FireSmart Critical Infrastructure Assessment 	Up to \$945 per structure (generally 4 to 8 hours to complete)
<ul style="list-style-type: none"> • Wildfire Mitigation Program Assessment 	Initial assessment – Up to \$370 per structure (generally 2 to 4 hours to complete)
<ul style="list-style-type: none"> • Checklist for CRI Requirements for Fuel Management Prescription (<i>Updated September 2025</i> - required to be completed by applicant and BCWS or FNESS before Cultural Sites and Green Spaces Assessment is started). 	Up to \$275 per location/structure (generally 1 to 3 hours to complete)
<ul style="list-style-type: none"> • FireSmart Cultural Sites and Green Spaces Assessment (<i>Updated September 2025</i> - only eligible if the checklist confirms that the proposed area meets the requirements for funding for Cultural Sites or Green Spaces). 	Up to \$945 per structure/location (generally 4 to 8 hours to complete)
<p>4. DEVELOPMENT CONSIDERATIONS</p> <p><i>Community land use and development in wildfire-prone areas affects the susceptibility of the community at different scales and in terms of where and how a community is, or will be, developed.</i></p> <p><i>Refer to the Wildfire-Resilience Best Practice Checklist for Home Construction, Renovation and Landscaping, FireSmart BC Landscaping Hub and Wildfire Development Permit Areas: non-technical guide for FireSmart Coordinators in British Columbia.</i></p>	
Eligible Activities	Cost Maximums and Guidance
A. Amend Official Community Plans, Comprehensive Community Plans and/or land use, engineering and public works bylaws to incorporate FireSmart principles.	Up to \$11,880
B. Revise landscaping requirements in zoning and development permit documents to incorporate FireSmart principles.	Up to \$11,880
C. Establish or revise Development Permit Areas for Wildfire Hazard to incorporate FireSmart principles.	Up to \$11,880

Eligible Activities (Development Considerations – Cont'd)	Cost Maximums and Guidance
D. Amend referral processes for new developments to ensure multiple departments, including the fire department and/or emergency management personnel, are included.	Up to \$11,880
5. INTERAGENCY CO-OPERATION <i>Interagency cooperation may include local fire departments, First Nation and/or local government staff and elected officials, Provincial Crown Land Manager (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails) and/or other land managers (e.g., Indigenous Services Canada), provincial ministries (e.g., EMCR and BCWS), industry representatives and other stakeholders.</i>	
Eligible Activities	Cost Maximums and Guidance
A. Coordinate a Community FireSmart and Resiliency Collaborative (CFRC) <u>as the lead agency</u> . <i>Note: eligible costs include coordination, administration, and travel. Staff wages and costs related to back-filling positions are not eligible for funding.</i>	Up to \$2,450 per meeting or up to \$12,090 per year
B. Participate in a CFRC that is led by another agency.	Up to \$1,230 per meeting or up to \$6,145 per year
C. Participate in an integrated fuel management, cultural burning and/or prescribed fire planning table (generally led by Ministry staff in collaboration with communities) to support the integration of fuel management planning across jurisdictional boundaries.	Up to \$1,230 per meeting
D. Provide Indigenous cultural safety and humility training to emergency management personnel in order to more effectively partner with, and provide assistance to, Indigenous communities for both wildfire prevention and suppression.	
E. Attend the Wildfire Resiliency and Training Summit. <i>Note: eligible costs include conference fee and travel (including accommodations and per diems). Staff wages and costs related to back-filling positions are not eligible for funding.</i>	Up to four staff per eligible applicant, up to \$2,250 per attendee per year
6. EMERGENCY PLANNING <i>Community preparations for a wildfire emergency require a multi-pronged approach in order for a community to respond effectively to the threat of wildfires as a whole.</i>	
Eligible Activities	Cost Maximums and Guidance
A. Develop and/or participate in cross-jurisdictional meetings and <u>tabletop exercises</u> specifically focused on wildfire preparedness and suppression, including seasonal wildfire readiness meetings.	Up to \$2,455 per meeting

Eligible Activities (Emergency Planning – Cont'd)	Cost Maximums and Guidance
<p>B. Assess community water delivery ability as required for suppression activities as follows:</p> <p>For areas serviced by a municipal/regional water system: Assess community water delivery ability as required for suppression activities, limited to current water system evaluation and available flow analysis.</p> <p>For areas not serviced municipal/regional water system: Assess community water delivery options as required for suppression activities.</p>	Up to \$11,880
<p>C. Assess, inventory and <u>purchase</u> FireSmart structure protection equipment.</p> <p>Refer to Appendix 4 for more information on the eligible FireSmart Structure Protection Unit expenditures.</p>	<i>Updated in 2026</i> - Up to \$50,000 per year (note: higher funding requests will not be considered)
<p>D. Use and/or promote EMCR Wildfire Preparedness Guide and/or Wildfire Evacuation Checklist for community emergency preparedness events focused on wildfire.</p>	Up to \$6,145 per event
<p>7. FIRESMART TRAINING AND CROSS TRAINING</p> <p><i>Updated September 2025 - Cross-training fire department members, emergency management personnel and, where supported by the approved applicant, cooperative community wildfire response organizations, supports local FireSmart activities, including a safe and effective wildfire response.</i></p> <p><i>For all virtual courses, eligible costs include course fee, required course materials, and travel (including accommodations and per diems) only if required for internet connection or access to necessary technology. For all in-person courses, eligible costs include course fee, required course materials, and travel (including accommodations and per diems).</i></p> <p><i>Staff wages and costs related to back-filling positions are not eligible for funding.</i></p>	
Eligible Activities	Cost Maximums and Guidance
<p>A. Training for FireSmart Positions.</p> <p>Refer to the recommended job descriptions for the training required for each position. Only qualifications identified in the job descriptions are eligible for funding.</p>	
<p>B. Local FireSmart Representative training (free, online).</p>	
<p>C. Wildfire Mitigation Program – Wildfire Mitigation Specialist (WMS) training <u>for new applicants to the WMP program</u>.</p> <p><i>To become a WMS, the WMP workshop (max. 14 attendees) must be completed.</i></p> <p><i>If training is delivered by Provincial FireSmart BC Wildfire Mitigation Program Administrators, the workshop instructor cost and course fees are \$2,500 and the local cost (facility rentals, coordination, etc.) is up to \$2,000.</i></p> <p><i>If the training is delivered by a certified WMS trainer (see row D below) the local cost (facility rentals, coordination, etc.) is up to \$2,000.</i></p> <p><i>Note: eligible costs can include travel expenses to attend training outside of community (including accommodations and per diems).</i></p> <p>Refer to Appendix 5 for more information on the WMP program.</p>	<p>Up to \$4,500 per workshop, depending on workshop instructor</p> <p>Up to four staff per eligible applicant to travel to workshop outside of their community</p>

Eligible Activities (Training and Cross-Training – Cont'd)	Cost Maximums and Guidance
<p>D. <u>New in 2026</u> - Wildfire Mitigation Specialist 'Train the Trainer'</p> <p>This course is available for active WMS to become a certified WMS trainer that can instruct WMS training (as in row C above) to staff <u>within their community or neighbouring communities</u>.</p> <p><i>Note: eligible costs can include travel expenses to attend a workshop outside of community (including accommodations and per diems). Refer to Appendix 5 for more information.</i></p>	<p>Up to \$2,000 for local costs (facility rentals, coordination, etc.)</p> <p>Up to two staff per eligible applicant to travel to workshop outside of their community</p>
E. <u>New in 2026</u> - FireSmart BC Farm and Ranch training (free, online course for FireSmart positions) that is required in order to conduct Farm and Ranch Assessments.	
F. <u>New in 2026</u> - FireSmart BC Landscaping Course (free, online course for public works, lands, and/or parks staff).	
G. Crosstrain <u>fire department members</u> in wildland urban interface (WUI) training. The following are the <u>only</u> courses eligible for funding:	
<ul style="list-style-type: none"> • Wildfire Risk Reduction Basics Course (free, online course for non-forest professionals that provides an introduction to the key concepts to minimize the negative impacts of wildfires in BC.) 	
<ul style="list-style-type: none"> • Fire Life & Safety Educator (public education course for fire safety education). 	
<ul style="list-style-type: none"> • ICS-100 (Incident Command System - introduction to an effective system for command, control, and coordination of response at an emergency site; available online). 	
<ul style="list-style-type: none"> • SPP-WFF1 Wildland Firefighter Level 1 (includes S-100, S-185). 	
<ul style="list-style-type: none"> • S-100 Basic fire suppression and safety (basic fire suppression training) and S-100A (annual refresher). 	
<ul style="list-style-type: none"> • S-185 Fire entrapment avoidance and safety (general knowledge course on wildfire safety and entrapment avoidance for local governments, contract crews, and First Nations). 	
<ul style="list-style-type: none"> • S-231 Engine Boss (training for structure defense program in a WUI event). 	
<ul style="list-style-type: none"> • SPP-115 Structure Protection Program (training for structure protection within the WUI). 	
<ul style="list-style-type: none"> • WSPP-WFF1 Trainer (train the trainer for WFF1). 	
<ul style="list-style-type: none"> • Task Force Leader (TFL) (for structure defense only; course for structural fire personnel to monitor and assess specialty resources that work together to accomplish a common task). 	
<ul style="list-style-type: none"> • Division/Group Supervisor (DIVS) (for structure defense only; course for structural fire personnel to implement assigned portion of the Incident Action Plan and be responsible for all operations conducted in the division/group). 	

Eligible Activities (Training and Cross-Training – Cont'd)	Cost Maximums and Guidance
H. <i>Updated September 2025</i> - Cross-train cooperative community wildfire response organizations . The following are the <u>only</u> courses eligible for funding:	
<ul style="list-style-type: none"> • S-100 Basic fire suppression and safety (basic fire suppression training) and S-100A (annual refresher). 	Required cost estimate in WS1
<ul style="list-style-type: none"> • S-185 Fire entrapment avoidance and safety (general knowledge course on wildfire safety and entrapment avoidance for local governments, contract crews, and First Nations). 	Required cost estimate in WS1
<ul style="list-style-type: none"> • ICS-100 (Incident Command System - introduction to an effective system for command, control, and coordination of response at an emergency site; available online). 	Required cost estimate in WS1
<ul style="list-style-type: none"> • SPP-115 Structure Protection Program (training for structure protection within the WUI). 	Required cost estimate in WS1
<ul style="list-style-type: none"> • Wildfire Risk Reduction Basics Course (free, online course for non-forest professionals that provides an introduction to the key concepts to minimize the negative impacts of wildfires in BC.) 	Required cost estimate in WS1
I. Cross-train emergency management personnel: <ul style="list-style-type: none"> • Introduction to Emergency Management in Canada (basic concepts and structure of emergency management). • ICS-100 (introduction to an effective system for incident command, control, and coordination of response at an emergency site; available online). 	
J. <i>New in 2026</i> - Training to develop cultural and prescribed fire practitioners: <ul style="list-style-type: none"> • BCTREX - Prescribed Fire Training Exchange (collaborative, hands-on training event designed to bring together firefighters, land managers, researchers, and other stakeholders to conduct prescribed burns while gaining experience and exchanging knowledge). • RX310 Introduction to Fire Effects - An introduction to fire effects that offers an overview of the fundamental principles and ecological impacts of fire across diverse ecosystems. • S-211 The Fire Environment for Firefighters and Dispatchers - An introduction to the influences of weather, topography, and fuels on wildland fire behavior to support safe and effective fire management decisions. • S-290 Principals of Fire Behaviour – An intermediate-level instruction on the factors that influence wildland fire behavior, including fuels, weather, and topography, to support predictive decision-making in fire operations. • S-291 Understanding the Fire Weather Index Systems - Introduces the components and application of the Canadian Fire Weather Index (FWI) System for evaluating and predicting fire danger conditions. 	<p><i>BCTREX is limited to one staff person per year.</i></p> <p><i>Note: The above S-series courses will become available for eligible applicants to access starting in Fall 2025.</i></p>

Eligible Activities (Training and Cross-Training – Cont'd)	Cost Maximums and Guidance
<p>K. <u>New in 2026</u> - Wildland Live Fire Training. Eligible applicants must work with BCWS zone staff to:</p> <ul style="list-style-type: none"> Identify suitable location, for live fire training burns Obtain necessary authorizations Develop burn plans Implement the live fire training burn Debrief to inform future training and project planning <p><i>Proposed projects must be discussed with a BCWS Wildfire Prevention Officer or Prevention Specialist and/or FNESS Wildfire Resiliency Advisor.</i></p> <p>Refer to Appendix 6 for more information on Wildland Live Fire Training.</p>	<p><i>Project description and budget is required to be submitted and confirmation of approval in principle from BCWS Zone staff is required prior to commencing work.</i></p>
<p>8. FIRESMART PROJECTS FOR CRITICAL INFRASTRUCTURE</p> <p><i>Implementing recommended FireSmart improvements to local critical infrastructure demonstrates wildfire prevention principles and best practices to community members and other stakeholders.</i></p> <p><u>Updated September 2025</u> - To be eligible for funding, recipients must provide a completed FireSmart assessment, confirmation of ownership and description of role in emergency response to a wildfire event for all proposed critical infrastructure projects prior to commencing work. Refer to Appendix 7 for funding requirements for critical infrastructure.</p> <p><i>If mitigation work is not being proposed, assessment(s) should be applied for under Section 3E of Table 1.</i></p>	
Eligible Activities	Cost Maximums and Guidance
<p>A. Complete an initial FireSmart Critical Infrastructure Assessment before mitigation work is started (completed assessment must be submitted prior to commencing work but the cost is an eligible expense provided the assessment is completed within six months prior to the allocation-based funding request).</p>	<p>Up to \$945 per structure (generally 4 to 8 hours)</p> <p><i>Refer to Section 3 of Table 1 to apply for FireSmart assessments for community buildings, structures and/or land.</i></p>
<p>B. Complete recommended mitigation activities identified in the assessment, limited to labour and material costs required to complete activities outlined in Table 8 (Appendix 7).</p> <p><i>The completed FireSmart assessment must be submitted to UBCM prior to commencing work.</i></p>	<p><u>Updated in 2026</u> - Up to \$50,000 per eligible structure, including building materials and labour (note: higher funding requests will not be considered)</p>
<p>C. Complete second FireSmart Critical Infrastructure Assessment after mitigation work is complete (required).</p>	<p>Up to \$945 per structure (generally 4 to 8 hours)</p>
<p>9. FIRESMART PROJECTS FOR COMMUNITY ASSETS</p> <p><i>Implementing recommended FireSmart improvements to local community assets demonstrating wildfire prevention principles and best practices to community members and other stakeholders.</i></p> <p><u>Updated September 2025</u> - To be eligible for funding, recipients must provide a completed FireSmart assessment, confirmation of ownership and description of role in emergency response to a wildfire event for all proposed community asset projects prior to commencing work. Refer to Appendix 7 for funding requirements for critical infrastructure.</p> <p><i>If mitigation work is not being proposed, assessment(s) should be applied for under Section 3E of Table 1.</i></p>	

Eligible Activities (Community Assets – cont'd)	Cost Maximums and Guidance
<p>A. Complete an initial FireSmart Critical Infrastructure Assessment for the proposed community asset before mitigation work is started (completed assessment must be submitted prior to commencing work but the cost is an eligible expense provided the assessment is completed within six months prior to the date of allocation-based funding request).</p>	<p>Up to \$945 per structure (generally 4 to 8 hours) <i>Refer to Section 3 of Table 1 to apply for FireSmart assessments for community buildings, structures and/or land.</i></p>
<p>B. Complete recommended mitigation activities identified in the assessment, limited to labour and material costs required to complete activities outlined in Table 8 (Appendix 7). <i>The completed FireSmart assessment must be submitted to UBCM prior to commencing work.</i></p>	<p><i>Updated in 2026</i> - Up to \$50,000 per eligible structure, including building materials and labour (note: higher funding requests will not be considered)</p>
<p>C. Complete second FireSmart Critical Infrastructure Assessment after mitigation work is complete (required).</p>	<p>Up to \$945 per structure (generally 4 to 8 hours)</p>
<p>10. FIRESMART PROJECTS FOR CULTURAL SITES</p> <p>Cultural Sites are locations of historical and cultural importance to Indigenous communities, preserving their heritage, traditions, and connection to the land. These include, but are not limited, to culturally modified trees, traditional dwellings, burial sites, and ceremonial sites.</p> <p><i>Updated September 2025</i> - To be eligible for funding, all projects must have a completed Checklist for CRI Requirements for Fuel Management Prescription, with Section B completed by BCWS or FNESS, and, if the checklist confirms the proposed area meets the requirements for funding, a completed FireSmart Cultural Sites and Green Spaces (CSGS) Assessment must be submitted to UBCM prior to commencing work.</p> <p>In cases where cultural sites are located on Provincial Crown Land, confirmation that the proposed activities are supported will be required from Provincial Crown Land Manager (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails) and must be submitted to UBCM prior to commencing work.</p> <p>If mitigation work is not being proposed, assessment(s) should be applied for under Section 3E of Table 1. Refer to Appendix 8 for complete funding requirements for cultural sites.</p>	
Eligible Activities	Cost Maximums and Guidance
<p>A. Complete Checklist for CRI Requirements for Fuel Management Prescription before CSGS Assessment is started (completed checklist must be submitted prior to commencing work but the cost is an eligible expense provided the assessment is completed within six months prior to the date of application submission).</p> <p><i>Updated September 2025</i> – the checklist is required to be completed by the applicant and BCWS or FNESS before the Cultural Sites Assessment is started.</p>	<p>Up to \$275 per location/structure (generally 1 to 3 hours to complete)</p>
<p>B. Complete initial FireSmart CSGS Assessment for the proposed cultural site before mitigation work is started (completed assessment must be submitted prior to commencing work but the cost is an eligible expense provided the assessment is completed within six months prior to the date of application submission).</p> <p><i>Updated September 2025</i> – the completion of the FireSmart CSGS Assessment is only eligible if the checklist confirms that the proposed area meets the requirements for funding for Cultural Sites.</p>	<p>Up to \$945 per location/structure (generally 4 to 8 hours to complete)</p>

Eligible Activities (Cultural Sites – Cont'd)	Cost Maximums and Guidance
C. Complete recommended mitigation activities identified in the FireSmart CSGS Assessment , limited to labour and material costs required to complete activities outlined in Table 9 (Appendix 8) .	<i>Updated in 2026</i> - Up to \$25,000 per eligible location, including building materials and labour
D. Complete second FireSmart CSGS Assessment after mitigation work is complete (required).	Up to \$945 per location/structure (generally 4 to 8 hours to complete)
11. FIRESMART PROJECTS FOR GREEN SPACES Green spaces include parks, gardens, cemeteries, naturalized spaces, trails and pathways, linear parks and greenways, rights-of-way and boulevards. Green spaces are limited to First Nations owned land or publicly owned land . <i>Updated September 2025</i> - To be eligible for funding, all projects must have a completed Checklist for CRI Requirements for Fuel Management Prescription, with Section B completed by BCWS or FNESS, and if the checklist confirms the proposed area meets the requirements for funding, a completed FireSmart Cultural Sites and Green Spaces (CSGS) Assessment must be submitted to UBCM prior to commencing work. If mitigation work is not being proposed, assessment(s) should be applied for under Section 3E of Table 1 . Refer to Appendix 8 for funding requirements for green spaces.	
Eligible Activities	Cost Maximums and Guidance
A. Complete Checklist for CRI Requirements for Fuel Management Prescription before CSGS Assessment is started (completed checklist must be submitted prior to commencing work but the cost is an eligible expense provided the assessment is completed within six months prior to the date of application submission). <i>Updated September 2025</i> – the checklist is required to be completed by the applicant and BCWS or FNESS before the Green Spaces Assessment is started.	Up to \$275 per location/structure (generally 1 to 3 hours to complete)
B. Complete initial FireSmart CSGS Assessment for the proposed green space before work is started (completed assessment must be submitted prior to commencing work but the cost is an eligible expense provided the assessment is completed within six months prior to the date of application submission). <i>Updated September 2025</i> – the completion of the FireSmart CSGS Assessment is only eligible if the checklist confirms that the proposed area meets the requirements for funding for green spaces .	Up to \$945 per location/structure (generally 4 to 8 hours to complete)
C. Complete recommended mitigation activities identified in the FireSmart CSGS Assessment , limited to labour and material costs required to complete activities outlined in Table 9 (Appendix 8) .	<i>Updated in 2026</i> - Up to \$25,000 per eligible location, including building materials and labour (note: higher funding requests will not be considered)
D. Complete second FireSmart CSGS Assessment after mitigation work is complete (required).	Up to \$945 per location (generally 4 to 8 hours to complete)

12. FIRESMART ACTIVITIES FOR HOMES AND PROPERTIES

First Nations and local governments have a key role to play in supporting residents, homeowners and property owners, including farms and ranches, to undertake FireSmart activities that demonstrate wildfire prevention principles and best practices.

To be eligible for funding, all FireSmart activities must be located in the [FireSmart Home Ignition Zone](#) (with home and/or property owner's written consent).

Eligible Activities	Cost Maximums and Guidance
A. FireSmart Activities for Homes and Properties.	<i>Refer to Section 3E of Table 1 to apply for FireSmart assessments for community buildings, structures and/or land.</i>
<ul style="list-style-type: none"> Conduct FireSmart HIZ Assessments for homes and properties, limited to: <ul style="list-style-type: none"> Data collection activities using HIZ assessment. Digitizing HIZ assessment information. Simple reporting (for community members, Council, etc.). Basic mapping for PDF product. 	Up to \$275 per structure (generally 1 to 3 hours to complete)
<ul style="list-style-type: none"> Offer local rebate programs to home and property owners that complete eligible FireSmart activities. <i>Refer to Appendix 9 for more information.</i> 	<i>Updated in 2026</i> - Rebates are limited to 50% of the total cost of the eligible activities identified in Table 10 (Appendix 9) and up to \$5,000 per property (note: higher funding requests will not be considered)
<ul style="list-style-type: none"> Completion of recommended mitigation activities identified in a completed FireSmart Assessment, limited to labour costs required to complete activities outlined in Table 10 (see Appendix 9) for: <ul style="list-style-type: none"> Homes and properties owned by seniors (65 years of age or older), elders, people with limited mobility or vulnerable populations who cannot undertake mitigation activities themselves. Band owned housing occupied by elders, people with limited mobility or vulnerable populations and who cannot undertake mitigation activities themselves. 	
B. <i>New in 2026</i> - FireSmart Activities for Farms and Ranches	<i>Refer to Section 3 of Table 1 to apply for FireSmart assessments for community buildings, structures and/or land.</i>
<ul style="list-style-type: none"> Conduct Farm and Ranch Assessments for farms and ranches, limited to: <ul style="list-style-type: none"> Data collection activities using Farm and Ranch Assessment. Digitizing Farm and Ranch Assessment information. Simple reporting (for community members, Council, etc.). Basic mapping for PDF product. Facilitating Farm and Ranch Wildfire Plan preparation utilizing the Farm and Ranch Guide. 	Up to \$275 per structure (generally 1 to 3 hours per structure to complete)

Eligible Activities (Homes and Properties – Cont'd)	Cost Maximums and Guidance
<ul style="list-style-type: none"> Offer local rebate programs to farm and ranch property owners that complete eligible FireSmart activities. <i>Refer to Appendix 9 for more information.</i> 	<p><i>Updated in 2026</i> - Rebates are limited to 50% of the total cost of the eligible activities identified in Table 10 (Appendix 9) and up to \$5,000 per property (note: higher funding requests will not be considered)</p>
<p>C. FireSmart Neighbourhood Recognition Programs (FireSmart Canada Neighbourhood Recognition Program or FireSmart BC Local FireSmart Collective Program). <i>Refer to Appendix 5 for requirements for funding this activity and note that the assessment and plan are required to be completed in the same intake.</i></p>	<p>Neighbourhood Wildfire Hazard Assessments (Local FireSmart Collective Assessment) – Up to \$515 per neighbourhood (collective) (generally 3 – 4 hours to complete) FireSmart Neighbourhood Plans (Collective Action Plan) - Up to \$1,230 per neighbourhood (collective)</p>
<p>D. Conduct Wildfire Mitigation Program Assessments for individual homes or properties, <u>limited to</u>:</p> <ul style="list-style-type: none"> Upon completion of certification, receipt of a Wildfire Mitigation Program driveway sign. Data collection and management using WMP data base. Simple reporting (for community members, Council, etc.). Basic mapping for PDF product. <p><i>Refer to Appendix 5 for requirements for funding.</i></p>	<p>Initial assessment – Up to \$370 per structure (generally 2 to 4 hours to complete) Follow-up inspection – Up to \$185 per structure (generally 1 to 2 hours to complete)</p>
<p>E. Provide off-site vegetative debris disposal for home and properties where FireSmart vegetation management has been undertaken, including:</p> <ul style="list-style-type: none"> Provide sharpening services for gardening hand tools. Provide a dumpster, chipper or other collection method. Waive tipping fees. Provide curbside debris pick-up. <p>Refer to Additional Information on the Use and Disposal of Wood Chips Generated by FCFS-Funded Projects.</p>	<p>Refer to Additional Information on the Use and Disposal of Wood Chips Generated by FCFS-Funded Projects.</p>

Additional Eligible Costs and Activities

In addition to the activities identified in [Table 1](#), the following expenditures are also eligible provided they relate directly to eligible activities:

- Incremental applicant staff costs (e.g., creating a new position or adding new responsibilities to an existing position). Eligible expenses include wages/salary, mandatory employment related costs as required by federal or provincial law, and other employment related costs as required by the approved applicant.
- New in 2026* - Incremental administrative and/or operating costs that are directly related to eligible activities (cell phone plans and/or software licenses for FireSmart positions, lease and insurance costs for storage of FireSmart materials, insurance for vehicles for FireSmart positions, etc.).
- Consultant/contractor costs. Please note: if you intend to hire a professional (planner, forester) to support proposed activities, professional consultant rates will only be considered for activities that represent respective professions. For other activities (e.g., social media, event planning, or administering rebate programs) consultant rates are expected to be commensurate with the type of activity being undertaken.

- Honoraria for cultural leaders, Elders, Indigenous knowledge keepers, and/or cultural keepers when they are scheduled to speak, present, or teach. Note: these honoraria should reflect the role of Indigenous Peoples as subject matter experts and be equitable to consultant rates.
- Expenses related to local cultural protocols (e.g., gifts, cultural ceremonies).
- Translation costs and the development of culturally appropriate education, awareness, or engagement materials.
- Identification of community and cultural values through engagement. This includes seeking advice from Indigenous Knowledge Holders and other experts (e.g., health authorities, First Nations Health Authority, biologists, etc.) and engaging the community (e.g., equity-denied populations, Indigenous organizations, such as Friendship Centres and Métis Chartered Communities), Indigenous Nations, local governments, agricultural sector, critical infrastructure owners, etc.
- Updated in 2026 - Purchase of tools (e.g., hand saws, loppers), power tools (e.g., chainsaws, brush saws, walk-behind lawnmowers, string trimmers), and/or drones that do not require pilot certificate or registration (i.e., microdrones that are less than 250 grams) required for eligible activities (up to \$5,000 per eligible applicant per year).
- Purchase of IT equipment (limited to tablet computers, compatible Satellite Emergency Notification Devices, Global Positioning System trackers and required accessories) required for eligible activities (up to \$5,000 per eligible applicant per year).
- New in 2026 - Expenses related to first aid training and kits that are incremental to the [Occupational Health and Safety Regulation](#) requirements for a workplace/employer and that are required specifically for eligible activities.
- Lease of equipment and/or vehicles (with the exception of trailers or equipment for FireSmart structure protection).
- Presentation to Band Council, or modern Treaty First Nation government, local government Council, Board, community organizations, etc.
- Public information costs (e.g., workshops, printed materials) that align with the intent of the funding stream and provide benefit to the community at large.

Ineligible Costs and Activities

Any activity that is not outlined in [Table 1](#) or is not directly connected to activities approved in the application is not eligible for grant funding. This includes:

- Routine or ongoing operating and/or planning costs or activities that are not incremental to the project or not directly related to eligible activities.
- Development or amendment of plans or maps primarily intended for emergency response.
- Development of databases.
- Purchase of software, software licences, service subscriptions, or membership fees.
- Development of FireSmart plans (with the exception of CWRPs, amendments to existing CWRPs and [FireSmart Neighbourhood Plans \(Collective Action Plans\)](#)).
- Development or update of feasibility studies (including water tank location analysis).
- Purchase, construction, siting or maintenance of Fire Danger rating signs.
- Purchase of vehicles/trailers (with the exception of trailers for FireSmart structure protection).
- Purchase of non-[FireSmart BC](#) branded items for community events and/or recruitment/retention of volunteers.
- Purchase of emergency supplies (e.g., first aid kits, evacuation supplies) for community members or households.
- New in 2026 - First aid training and kits that are required to meet [Occupational Health and Safety Regulation](#) requirements for a workplace/employer.

- Wildfire threat assessments and fuel treatment unit identification on **private land**. Private Managed Forest Land (PMFL) wildfire threat assessments may be eligible if located within the **Eligible WUI** and the PMFL owner has consented in writing.
- Generally speaking, wildfire threat assessments and fuel treatment unit identification outside of the **Eligible WUI**.
- For FireSmart crew activities only:
 - Purchase of machinery and/or livestock for grazing.
 - Work undertaken by the Ministry of Forests, including Provincial **prescribed fire** staff support.
 - Any third-party requirements to address hazard abatement under the *Wildfire Act*.
 - Hazard abatement activities related to existing or decommissioned saw mills (e.g., removal of slabs and/or sawdust).

7. Allocation Request Requirements and Process

The [LGPS Online Application Tool](#) is required to be used. Refer to [Appendix 10](#) for full information.

Allocation Request Deadline

The 2026 Allocation-based Funding for FireSmart Activities funding stream will have an open intake. Funding permitting, eligible recipients can submit one allocation request between October 1, 2025 and September 30, 2026.

Recipients will be advised of the status of their application within 60 days of submitting a complete, eligible request.

Required Allocation Request Contents

All recipients are required to complete the LGPS Online Application Form and submit the Allocation-based Funding Worksheet as outlined in Table 2:

Table 2: Required Allocation Request Contents and Related Attachments	
Required Submissions	Related Attachments (as required)
Allocation-based Funding Worksheet	<ul style="list-style-type: none"> • If available, workplans, budgets or other documents with information on anticipated FireSmart activities, such as completed FireSmart Assessments. • Completed CWPP or CWRP (if not previously submitted).
For Amended CWRPs only <i>Recipients with an acceptable plan that would like to amend a CWRP must contact UBCM before commencing the project.</i>	<ul style="list-style-type: none"> • Worksheet 3 can be submitted with the application or at a later date. • <i>Updated September 2025</i> - PDF map <u>and</u> Google Earth compatible KML file, at appropriate scale, outlining the AOI and Eligible WUI. All maps must meet the general requirements for all maps outlined in Section B of Appendix 11. • In cases where the applicant proposes risk assessments in Eligible WUI outside of the AOI, confirmation that the proposed risk assessments activities are supported will be required <u>at the time of submission of Worksheet 3</u> from Provincial Crown Land Manager (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails), other land managers (e.g., Indigenous Services Canada, local governments) and/or First Nations (where overlap on reserves and/or traditional territories may exist). This is limited to exceptional circumstances only.

Required Submissions	Related Attachments (as required)
	<ul style="list-style-type: none"> In cases where the applicant proposes threat assessment in the Eligible WUI in Private Managed Forest Land (PMFL), confirmation that the proposed threat assessments activities are supported will be required <u>at the time of submission of Worksheet 3</u> from the PMFL.
Band Council, Treaty First Nation, or local government Council or Board resolution, (<u>or</u> letter of support from Band Manager, CAO, or CFO when the request is under \$50,000 only), indicating support for the current proposed activities and willingness to provide overall grant management.	
<u>For regional projects only:</u> Council, Board, or Band Council resolution, from each sub-applicant that clearly states approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.	

Additional Funding for Fuel Management or Recipients Impacted by Wildfires

In order to apply for fuel management or additional funds for recipients impacted by wildfires, refer to Table 3.

Table 3: Additional Contents and Related Attachments	
Required Submissions	Related Attachments (as required)
Worksheet 2: Fuel Management	<ul style="list-style-type: none"> Refer to Application-based Funding for Fuel Management Activities program guide. Worksheet 2 can be submitted with the Allocation-based Funding Worksheet or at a later date.
Worksheet 4: Additional Funding for Applicants Impacted by Wildfires	<ul style="list-style-type: none"> Worksheet 4 can be submitted with the application or at a later date. Community Planning – A list of buildings, assets and/or locations that are proposed to be assessed and the ownership of each.

Submissions Required to Support FireSmart Activities

The submissions identified in Table 4 are not required to be submitted with the Allocation-based Funding Worksheet, but are required to be submitted to UBCM prior to commencing work.

Please refer to the Allocation Interim/Final Report Form for more information on the submissions that will be required for claims and/or final reporting.

Table 4: Related Attachments for FireSmart Activities	
Required Submissions	Related Attachments (as required)
<p>Prior to commencing FireSmart Activities (as required)</p> <p><i>Recipients are advised to contact UBCM to discuss when related attachments should be submitted for allocation-based funding.</i></p>	<ul style="list-style-type: none"> Community Planning – List of buildings, assets and/or locations that are proposed to be assessed and the ownership of each. Cross Training – Training breakdown for each FireSmart position with cost calculation; project description and budget for wildland live fire training; <u>and</u> confirmation of approval in principle from BCWS Zone staff is required to be submitted before commencing training.

Required Submissions	Related Attachments (as required)
	<ul style="list-style-type: none"> • <u>Updated September 2025</u> - FireSmart Projects for Critical Infrastructure - Confirmation of ownership, description of role in emergency response to a wildfire event and completed initial FireSmart Critical Infrastructure Assessment(s). • <u>Updated September 2025</u> - FireSmart Projects for Community Assets - Confirmation of ownership, description of role in emergency response to a wildfire event and completed initial FireSmart Critical Infrastructure Assessment(s). • <u>Updated September 2025</u> - FireSmart Projects for Cultural Sites – Completed checklist(s) with Section B completed BCWS or FNESS; completed initial FireSmart Cultural Sites and Green Spaces Assessment(s) • <u>Updated September 2025</u> - FireSmart Projects for Green Spaces - Completed checklist(s) with Section B completed BCWS or FNESS; completed initial FireSmart Cultural Sites and Green Spaces Assessment(s) • In cases where critical infrastructure, community assets or cultural sites are located on Provincial Crown Land, confirmation that the proposed activities are supported will be required from Provincial Crown Land Manager.

Submission of Allocation Request

Allocation requests are required to be submitted in two steps prior to the application deadline:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Allocation-based Funding Worksheet that must be completed as part of Step 2.
2. Allocation-based Funding Worksheet: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

Refer to [Appendix 10](#) for more information on the process and the information that will be required to be submitted during each step, including all application questions.

All application materials may be shared with the Province of BC, First Nations' Emergency Services Society and FireSmart BC.

8. Grant Management and Applicant Responsibilities

Grants are awarded to eligible applicants only and, as such, the recipient is responsible for completion of the project and for meeting reporting requirements. Recipients are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision and Payments

All recipients will receive written notice of funding decisions. Recipients will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM.

Grants are awarded in two payments: 25% when the signed Approval Agreement has been returned to UBCM, and the eligible remainder when the project is complete and UBCM has received and approved the required final reporting.

Post-Grant Approval Meetings

As a requirement of grant funding, all approved recipients are required to meet with the BCWS Wildfire Prevention Officer/Prevention Specialist or FNESS Wildfire Resiliency Advisor, or designate, to discuss the **approved project** prior to commencing work.

In addition, where applicable, approved applicants are encouraged to meet with the Provincial Crown Land Manager (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails) and/or other land managers (e.g., Indigenous Services Canada) to discuss the project prior to commencing work.

Progress Payments (Claims)

Updated September 2025 - To request a progress payment, recipients are required to submit the [Allocation-based Funding Interim and Final Report Worksheet](#) (and all required attachments as outlined in [Table 5](#) for activities completed to date).

This will require completion of the Interim Report Worksheet and the completion/update of the relevant Worksheet 1 (Year 1/Year 2), Worksheet 3, and/or Worksheet 4.

Extensions to Project End Date

All activities are required to be completed within the time frame identified in the Approval Agreement and all extensions beyond this date must be requested in writing and be approved by UBCM.

The [Interim Report Form](#) must be submitted for all extensions request over six months. Extensions will not exceed one year from the date of the original final report deadline.

Recognition of Funding and Funders

When recognizing funding, please state that the FireSmart Community Funding and Supports funding stream is administered by the Union of BC Municipalities and funded by the Province of BC. UBCM is active on X, Bluesky, LinkedIn and Facebook. When possible, please mention or tag UBCM on social media posts that are related to projects that are funded by programs that UBCM administers.

Guidelines on using the BC logo, including downloadable files, are available [here](#).

9. Interim Reporting and Final Report Requirements and Process

Reporting requirements do not apply to any product, data or information which may include Indigenous knowledge. The Ministry of Forests respects the First Nations principles of OCAP®.

Recipients will be eligible to apply for future funding after the **approved project end date** of the 2026 project or, if approved by UBCM, after the complete 2026 final report is submitted.

Interim Reports for Two Year Projects

An interim report is required at 12 months for all two-year projects.

Updated September 2025 - To meet this requirement, recipients are required to submit the [Allocation-based Funding Interim and Final Report Worksheet](#) (and all required attachments as outlined in [Table 5](#) for activities completed to date). This will require completion of the Interim Report Worksheet and the completion of the Worksheet 1 (Year 1 only), Worksheet 3, and/or Worksheet 4.

When interim report requirements are met, a payment for the eligible claim amount will be issued.

Final Reports

An electronic copy of the complete final report package is required for all projects.

Updated September 2025 - To meet this requirement, recipients are required to submit the [Allocation-based Funding Interim and Final Report Worksheet](#) (and all required attachments as outlined in Table 5). This will require completion of the Final Report Worksheet and the completion/update of the relevant Worksheet 1 (Year 1/Year 2), Worksheet 3, and/or Worksheet 4.

When final report requirements are met, a payment for the eligible remaining grant amount will be issued.

Table 5: Summary of Required Interim and Final Report Contents and Related Attachments Refer to the Final Report Worksheets for required submissions for each proposed activity.	
Required Submissions	Related Attachments (as required)
Interim/Final Report Form	
Final Report Worksheet 1 (Year 1/Year 2): FireSmart Activities	<ul style="list-style-type: none"> • Education – Electronic samples of educational materials. • Community Planning – All updated/completed bylaws, policies, practices and plans; all completed checklists and assessments. • Development Considerations – All updated/completed bylaws, policies, practices and plans. • Emergency Planning – All updated/completed water delivery assessments; list of purchased FireSmart structure protection equipment. • Cross-Training – List of completed training for each FireSmart position with cost calculation; a project report and financial summary for wildland live fire training. • FireSmart Projects for Critical Infrastructure - Completed post-mitigation FireSmart Critical Infrastructure Assessment(s). • FireSmart Projects for Community Assets - Completed post-mitigation FireSmart Critical Infrastructure Assessment(s). • FireSmart Projects for Cultural Sites - Completed post-mitigation FireSmart Cultural Sites and Green Spaces Assessment(s). • FireSmart Projects for Green Spaces - Completed post-mitigation FireSmart Cultural Sites and Green Spaces Assessment(s). • FireSmart Activities for Homes and Properties – Summary report and sample of completed FireSmart HIZ Assessments and/or FireSmart Farm and Ranch Assessments; list of addresses that received a rebate and rebate amounts; list of addresses where eligible mitigation work was completed <u>and</u> general description of the work at each address; completed neighbourhood assessments and/or plans; summary report of completed WMP Assessments.
Final Report Worksheet 2: Fuel Management Activities	<ul style="list-style-type: none"> • Refer to the Application-based Funding for Fuel Management Activities program guide.
Final Report Worksheet 3: CWRP Updates	<ul style="list-style-type: none"> • Copy of the amended CWRP. • Completed Wildfire Threat Assessment Worksheet(s) and photos. • Maps and spatial data as outlined in Appendix 11.
Final Report Worksheet 4: Additional Funding for Applicants Directly Impacted by Wildfires	<ul style="list-style-type: none"> • Education – Electronic samples of educational materials. • Community Planning – All updated/completed bylaws, policies, practices and plans; all completed checklists and assessments.

Required Submissions	Related Attachments (as required)
Final Report Worksheet 4: Additional Funding for Applicants Directly Impacted by Wildfires (Cont'd)	<ul style="list-style-type: none"> Development Considerations – All updated/completed bylaws, policies, practices and plans. FireSmart activities for homes and properties – Summary report and sample of completed FireSmart HIZ Assessments and/or FireSmart Farm and Ranch Assessments; list of addresses that received a rebate and rebate amounts; list of addresses where eligible mitigation work was completed <u>and</u> general description of the work at each address; completed neighbourhood assessments and/or plans; summary report of completed WMP Assessments.
Copies, excerpts and/or links to all materials produced with grant funding.	
Photos of funded activities and/or completed projects and links to media directly related to the funded project.	

Submission of Interim Reporting and Final Reports

Interim and final reports should be submitted as Excel, Word, or PDF files. Total file size for email attachments cannot exceed 20 MB.

All interim and final reports should be submitted to Local Government Program Services, Union of BC Municipalities by email: cri@ubcm.ca.

Review of Interim Reporting and Final Reports

UBCM will perform a preliminary review of all reports to ensure the required report elements have been submitted. Following this, all complete final reports and deliverables may be reviewed by BCWS, FNESS and/or, where applicable, BC Parks before grant payment is released.

All final report materials may be shared with the Province of BC, First Nations' Emergency Services Society, and BC FireSmart Committee. The Province is moving towards a public dashboard that will highlight all plans and proposed/completed **fuel management treatments**. This would include spatial components and attributes and include changes to spatial requirements for CWRPs.

10. Additional Information

Union of BC Municipalities

Email: cri@ubcm.ca

Phone: 604-270-8226 ext. 220

Appendix 1: Definitions for FireSmart Community Funding and Supports Program

Approved project: Activities and costs included in the approved application that are to be completed from the **approved project start date** to the **approved project end date**.

Approved project start date: The date of the approval agreement for the approved project. However, eligible costs can be incurred from the date of application submission until the final report is submitted.

Approved project end date: The date identified in the approval agreement as the approved project end date. Generally speaking, this will be 12 months or 24 months from the date of the Approval Agreement depending on whether an applicant has applied for funding for one or two years.

Area of Interest (AOI): The AOI is the geographic scope of the CWRP. For the purpose of the FireSmart Community Funding and Supports program, the AOI is the area within the municipal boundary, regional district boundary, or boundary of **First Nations land**. Refer to [Appendix 3](#) and the CWRP instruction guide and template for more information.

***Updated September 2025* - Cooperative Community Wildfire Response (CCWR) organization:** For the purpose of the FireSmart Community Funding and Supports program, a CCWR organization is an incorporated business entity, such as a non-profit society or fire brigade, that has an accountable leadership structure, operates outside of structural fire protection jurisdiction and is willing to follow the command and direction of BC Wildfire Service.

Cultural Burning: A practice that has existed since time immemorial, with traditional knowledge passed down from generation to generation. It holds different meanings for different Indigenous communities but is often defined as the controlled application of fire on the landscape to achieve specific cultural objectives. These burns are typically implemented at low intensity, with guidance from an Elder or Fire Knowledge Keeper. Common objectives include, but are not limited to cultural and language preservation, fuel mitigation, food and medicinal plant revitalization, and habitat enhancement.

Cultural Sites: Locations of historical and cultural importance to Indigenous Nations preserving their heritage, traditions, and connection to the land. These include, but are not limited, to culturally modified trees, traditional dwellings, burial sites, and ceremonial sites.

Eligible Wildland Urban Interface (WUI): for the purpose of the FireSmart Community Funding and Supports program, the Eligible WUI is generally defined as a maximum of one kilometer from structures within the AOI with a structure density class greater than 6.

First Nations land: First Nation reserve land, land owned by a modern Treaty First Nation, land under the authority of an Indigenous National Government, or other land owned or governed by a First Nation or modern Treaty First Nation.

First Nations owned buildings: buildings owned by a modern Treaty First Nation or buildings owned by a First Nation band.

Green Spaces: for the purpose of FireSmart Community Funding and Supports program, green spaces are limited to **First Nations owned land** or **publicly owned land** and only include:

- Parks: open areas with lawns, trees, and amenities for recreation, including playgrounds, sports fields, and picnic areas.
- Gardens: spaces featuring a variety of plants and flowers, often with educational purposes.
- Cemeteries.
- Naturalized spaces: undeveloped areas within urban settings.
- Trails and Pathways: walking and biking routes connecting different parts of a city or town.
- Linear Parks and Greenways, including former railway lines.

- **Right-of-Ways and Boulevards:** landscaped roadside areas with trees and vegetation.

Neighbourhood/Collective: a neighbourhood or collective is considered to be an area of continuous land and structures that make logical sense to work together as community members. It may include homes, green spaces, farms/ranches, and/or other buildings and infrastructure.

Prescribed fire: The planned and deliberate application of fire to a specific land area to achieve a variety of land management objectives such as wildfire risk reduction, preserving Indigenous cultural values, improving wildlife habitat, and forest health.

Primary applicant: Eligible applicant that is the primary contact for the application and that is responsible for project oversight, grant management and all reporting requirements.

Private land: fee-simple land that is not owned by a level of government.

Provincial Crown Land: land (or land covered by water like rivers or lakes) that is owned by the Province of BC.

Publicly owned buildings: buildings owned by a local government or public institution (such as health authority or school district).

Updated September 2025 - **Publicly owned land:** Land owned by a local government or land owned by a public institution (such as a health authority or school district). For the purpose of the FireSmart Community Funding and Supports program, lands owned by colleges and universities are generally not considered publicly owned land. However, with rationale and support from FNESS and/or BCWS, land owned by a university identified in the *Universities Act*, *Thompson Rivers University Act* or *Royal Roads University Act* and/or land owned by a college identified in the *College and Institute Act* may be considered for funding for eligible fuel management activities.

Publicly and First Nations owned critical infrastructure: assets owned by a local government, public institution (such as health authority or school district), First Nation or modern Treaty First Nation that are either:

- Identified in a Local Authority Emergency Plan [Hazard, Risk & Vulnerability Analysis](#) and/or [Critical Infrastructure assessment](#) and/or
- Essential to the health, safety, security or economic wellbeing of the community and the effective functioning of government (such as fire halls, emergency operations centres, radio repeaters, etc.).

Sub-applicant(s): In the case of regional projects, the sub-applicants are eligible applicants that are included in an approved application.

Vegetation management: The general goal of **vegetation management** is to reduce the potential wildfire intensity and ember exposure to people, infrastructure, structures and other values through manipulation of both the natural and cultivated vegetation that is within or adjacent to a community.

Vegetation management can be accomplished at various scales:

1. **FireSmart vegetation management:** removal, reduction, or conversion of flammable vegetation in order to create more fire-resistant areas
2. **Fuel management treatments:** the manipulation or reduction of living or dead forest and grassland fuels to reduce the rate of spread and head fire intensity and enhance the likelihood of successful suppression.

Appendix 2: Additional Funding for Applicants Directly Impacted by Wildfires

Updated in 2026 - Eligible recipients with an existing FireSmart program that were directly impacted by the 2025 wildfire season or by wildfire(s) during the **approved project** may apply to exceed the base funding maximum in order to support incremental FireSmart activities due to increased local demand for wildfire risk reduction.

Additional funding for recipients directly impacted by wildfire is limited to:

- Communities that experienced, as a direct result of the 2025 wildfire season or wildfires during the **approved project**:
 - Structural impacts to homes;
 - Structural impacts to critical infrastructure; and/or
 - Evacuation alerts and/or orders on the recommendation of the BC Wildfire Service.
- Recipients that have an existing FireSmart program and can demonstrate an increase in demand for FireSmart activities since wildfire season.
- Activities identified in Table 6 that are incremental to any activities that have been approved under the FireSmart Community Funding and Supports program.
- No more than \$100,000 in additional funding per year.
- Single applicants (i.e., not as part of regional applications).

Updated September 2025 - In addition, in order to qualify for additional funds, the applicant must have an approved 2026 application under Application-based Funding for FireSmart Activities or Allocation-based Funding for FireSmart Activities, either as a primary applicant or sub-applicant or include the request for additional funds in their 2026 application.

Worksheet 4: Impact from Wildfires is required to be submitted for consideration of additional funding. This worksheet will be reviewed by the BCWS and/or FNESS.

Table 6: Activities Eligible for Funding for Applicants Directly Impacted by Wildfires	
1. FIRESMART POSITIONS	
Eligible Activities	Cost Maximums and Guidance
A. Incremental FireSmart positions (e.g., creating a new position or adding new responsibilities to an existing position), based on the recommended job descriptions : <ul style="list-style-type: none"> • FireSmart Coordinator • Local FireSmart Representative • Wildfire Mitigation Specialist • Wildfire Forest Professional 	Required cost estimate in WS4. <i>The primary focus of FireSmart positions is to support eligible FireSmart activities but other activities related to emergency management (i.e. EOC, ESS, evacuations), structural fire and/or forestry (i.e., Indigenous Guardians) are eligible as no more than 20% of job duties.</i>
B. Seasonal FireSmart positions based on the recommended job descriptions : <ul style="list-style-type: none"> • <u>New in 2026</u> - Junior FireSmart Coordinator (Summer Students/youth position) • FireSmart Crew Member 	<i>Seasonal positions do not meet the required FireSmart foundation for having a FireSmart position.</i>

2. EDUCATION	
Eligible Activities	Cost Maximums and Guidance
<p>A. Update signage, social media, applicant websites and/or newsletters, and community education materials or displays related to a proposed activity in categories 2 through 5 below. <i>Note: Ember mascots will be available on a limited basis and regional allocation will be considered before approval.</i></p>	<ul style="list-style-type: none"> • Banners: up to \$1,800 (total order per year) • Posters: \$275 (total order per year) • Videos specific to community wildfire resiliency: up to \$11,775 each per year • Tents, including walls: up to \$2,450 each • Vehicle decals: up to \$830 (total order per year) • T-shirts: up to \$1,230 (total order per year) • Ember mascot: up to \$9,200
<p>B. Promote/distribute FireSmart educational resources, such as FireSmart 101, Wildfire Risk Reduction Basics, FireSmart Canada Ambassador training, Local FireSmart Representative training, FireSmart Begins at Home app, social media, FireSmart BC materials.</p>	<p>Required cost estimate in WS4</p>
<p>C. Organize, host or support FireSmart events: Wildfire Community Preparedness Day, Farm and Ranch Wildfire Preparedness workshop, Neighbourhood Champion workshop (Collective Advocate Workshop), community FireSmart day, and/or wildfire season open houses.</p>	<p>Up to \$6,140 per event</p>
<p>D. Support the FireSmart BC Education Program at local school districts. This includes promotional materials for contests, banners, and targeted education events at schools to promote the education program curriculum.</p>	<p>Up to \$615 per school per year</p>
<p>E. Support the FireSmart BC Library Program at local/regional libraries. This program includes Wildfire Resiliency Literacy Kits, Ember Activity Packages, Colouring Contest materials, and access to Storytime Videos with Ember.</p>	<p>Up to \$615 per branch or \$2,050 per independent library to support the whole Library Program, or, Up to \$310 per branch for the purchase of books from the Wildfire Resiliency Literacy Kit</p>
<p>F. Support the FireSmart BC Plant Program at local garden centres or nurseries. Includes plant tags, banners, staff buttons and in-store advertising.</p>	<p>Up to \$2,765 per location</p>
<p>G. Targeted public education to support implementation of fuel management activities, including cultural burning, prescribed fire and wildland live fire training.</p>	<p>Required cost estimate in WS4</p>

3. COMMUNITY PLANNING

Community planning is a very effective tool for reducing wildfire risk for lands and buildings within the administrative boundaries of First Nation communities and local governments.

Refer to the [Wildfire-Resilience Best Practice Checklist for Home Construction, Renovation and Landscaping](#) or [FireSmart BC Landscaping Hub](#).

Eligible Activities	Cost Maximums and Guidance
A. Amend existing CWRPs that are less than 5 years old. <i>Refer to Appendix 3 for more information on amending a CWRP.</i>	Up to \$17,950 (depending on AOI and proposed activities in the Eligible WUI) and with required cost estimate in WS3. <i>Recipients with an acceptable plan that would like to amend a CWRP must contact UBCM before commencing the project.</i>
B. <i>New in 2026</i> - Develop or amend bylaws related to open fires as defined in the <i>Wildfire Act</i> .	Up to \$11,880 <i>Bylaws must address aspect(s) of open fire that a local government or a First Nation is responsible for regulating. Section 4 of the Wildfire Act divides responsibility for wildfire prevention between the Provincial and local governments.</i>
C. Develop FireSmart policies and practices for the design and maintenance of First Nations land and publicly owned land , such as parks and open spaces.	Required cost estimate in WS4
D. Develop FireSmart policies and practices for the design and maintenance of First Nations owned buildings and publicly owned buildings .	Required cost estimate in WS4
E. Complete FireSmart assessments for community buildings, structures and/or land, limited to First Nation owned buildings, publicly owned buildings, publicly and First Nations owned critical infrastructure, cultural sites and/or green spaces , including:	<i>Refer to Section 5 of Table 6 to apply for assessments for homes and properties</i>
<ul style="list-style-type: none"> • FireSmart Home Ignition Zone (HIZ) Assessment 	Up to \$275 per structure (generally 1 to 3 hours to complete)
<ul style="list-style-type: none"> • FireSmart Critical Infrastructure Assessment 	Up to \$945 per structure (generally 4 to 8 hours to complete) with required identification of buildings and ownership in WS4
<ul style="list-style-type: none"> • Wildfire Mitigation Program Assessment 	Initial assessment – Up to \$370 per structure (generally 2 to 4 hours to complete)
<ul style="list-style-type: none"> • Checklist for CRI Requirements for Fuel Management Prescription (<i>Updated September 2025</i> - required to be completed by applicant and BCWS or FNESS before Cultural Sites and Green Spaces Assessment is started.) 	Up to \$275 per location/structure (generally 1 to 3 hours to complete)

Eligible Activities (Community Planning – Cont'd)	Cost Maximums and Guidance
<ul style="list-style-type: none"> FireSmart Cultural Sites and Green Spaces Assessment (<i>Updated September 2025</i> - only eligible if the checklist confirms that the proposed area meets the requirements for funding for Cultural Sites or Green Spaces.) 	Up to \$945 per structure/location (generally 4 to 8 hours to complete) with ownership of land in WS4
4. DEVELOPMENT CONSIDERATIONS <i>Community land use and development in wildfire-prone areas affects the susceptibility of the community at different scales and in terms of where and how a community is, or will be, developed.</i> <i>Refer to the Wildfire-Resilience Best Practice Checklist for Home Construction, Renovation and Landscaping, FireSmart BC Landscaping Hub and Wildfire Development Permit Areas: non-technical guide for FireSmart Coordinators in British Columbia.</i>	
Eligible Activities	Cost Maximums and Guidance
A. Amend Official Community Plans, Comprehensive Community Plans and/or land use, engineering and public works bylaws to incorporate FireSmart principles.	Up to \$11,880
B. Revise landscaping requirements in zoning and development permit documents to incorporate FireSmart principles.	Up to \$11,880
C. Establish or revise Development Permit Areas for Wildfire Hazard to incorporate FireSmart principles.	Up to \$11,880
D. Amend referral processes for new developments to ensure multiple departments, including the fire department and/or emergency management personnel, are included.	Up to \$11,880
5. FIRESMART ACTIVITIES FOR HOMES AND PROPERTIES <i>First Nations and local governments have a key role to play in supporting residents, homeowners and property owners, including farms and ranches, to undertake FireSmart activities that demonstrate wildfire prevention principles and best practices.</i> <i>To be eligible for funding, all FireSmart activities must be located in the FireSmart Home Ignition Zone (with home and/or property owner's written consent).</i>	
Eligible Activities	Cost Maximums and Guidance
A. FireSmart Activities for Homes and Properties.	Refer to Section 3 of Table 1 to apply for FireSmart assessments for community buildings, structures and/or land.
<ul style="list-style-type: none"> Conduct FireSmart HIZ Assessments for homes and properties, limited to: <ul style="list-style-type: none"> Data collection activities using HIZ assessment. Digitizing HIZ assessment information. Simple reporting (for community members, Council, etc.). Basic mapping for PDF product. 	Up to \$275 per structure (generally 1 to 3 hours to complete)
<ul style="list-style-type: none"> Offer local rebate programs to home and property owners that complete eligible FireSmart activities. <i>Refer to Appendix 9 for more information.</i> 	<i>Updated in 2026</i> - Rebates are limited to 50% of the total cost of the eligible activities identified in Table 10 (Appendix 9) and up to \$5,000 per property (note: higher funding requests will not be considered)

Eligible Activities (Homes and Properties – Cont'd)	Cost Maximums and Guidance
<ul style="list-style-type: none"> Completion of recommended mitigation activities identified in a completed FireSmart Assessment, limited to labour costs required to complete activities outlined in Table 10 (see <i>Appendix 9</i>) for: 	Required cost estimate in WS4
<ul style="list-style-type: none"> Homes and properties owned by seniors (65 years of age or older), elders, people with limited mobility or vulnerable populations who cannot undertake mitigation activities themselves. Band owned housing occupied by elders, people with limited mobility or vulnerable populations and who cannot undertake mitigation activities themselves. 	
<p>B. <i>New in 2026</i> - FireSmart Activities for Farms and Ranches</p> <ul style="list-style-type: none"> Conduct Farm and Ranch Assessments for farms and ranches, limited to: <ul style="list-style-type: none"> Data collection activities using Farm and Ranch Assessment. Digitizing Farm and Ranch Assessment information. Simple reporting (for community members, Council, etc.). Basic mapping for PDF product. Facilitating Farm and Ranch Wildfire Plan preparation utilizing the Farm and Ranch Guide. 	<p>Up to \$275 per structure (generally 1 to 3 hours per structure to complete)</p> <p><i>Refer to Section 3 of Table 6 to apply for FireSmart assessments for community buildings, structures and/or land.</i></p>
<ul style="list-style-type: none"> Offer local rebate programs to farm and ranch property owners that complete eligible FireSmart activities. <i>Refer to Appendix 9 for more information.</i> 	<p><i>Updated in 2026</i> - Rebates are limited to 50% of the total cost of the eligible activities identified in Table 10 (Appendix 9) and up to \$5,000 per property (note: higher funding requests will not be considered)</p>
<p>C. FireSmart Neighbourhood Recognition Programs (FireSmart Canada Neighbourhood Recognition Program or FireSmart BC Local FireSmart Collective Program).</p> <p><i>Refer to Appendix 5 for requirements for funding this activity and note that the assessment and plan are required to be completed in the same intake.</i></p>	<p>Neighbourhood Wildfire Hazard Assessments (Local FireSmart Collective Assessment) – Up to \$515 per neighbourhood (collective) (generally 3 – 4 hours to complete)</p> <p>FireSmart Neighbourhood Plans (Collective Action Plan) - Up to \$1,230 per neighbourhood (collective)</p>
<p>D. Conduct Wildfire Mitigation Program Assessments for individual homes or properties, <u>limited to</u>:</p> <ul style="list-style-type: none"> Upon completion of certification, receipt of a Wildfire Mitigation Program driveway sign. Data collection and management using WMP database. Simple reporting (for community members, Council, etc.). Basic mapping for PDF product. <p><i>Refer to Appendix 5 for requirements for funding.</i></p>	<p>Initial assessment – Up to \$370 per structure (generally 2 to 4 hours to complete)</p> <p>Follow-up inspection – Up to \$185 per structure (generally 1 to 2 hours to complete)</p>

Eligible Activities (Homes and Properties – Cont'd)	Cost Maximums and Guidance
<p>E. Provide off-site vegetative debris disposal for home and properties where FireSmart vegetation management has been undertaken, including:</p> <ul style="list-style-type: none"> • Provide sharpening services for gardening hand tools. • Provide a dumpster, chipper or other collection method. • Waive tipping fees. • Provide curbside debris pick-up. 	<p>Required cost estimate in WS4</p> <p><i>Refer to Additional Information on the Use and Disposal of Wood Chips Generated by FCFS-Funded Projects.</i></p>

Appendix 3: Funding Requirements for Community Wildfire Resiliency Plans

For the purpose of the FireSmart Community Funding and Supports program, applicants are required to have a current and acceptable CWRP/CWPP for their community.

Note: CWRPs and CWPPs must be complete and acceptable to the BCWS, FNESS and/or BC Parks (where applicable). To be considered acceptable, plans must be developed in accordance with the CWRP template and guidance document and must include assessment and identification of FireSmart and fuel management priorities.

Eligible applicants are strongly encouraged to engage with BCWS or FNESS as early as possible when considering a new or amended CWRP.

NOTE: The province is moving towards a public dashboard that will highlight all plans and proposed/completed **fuel management treatments**. This would include spatial components and attributes and include changes to spatial requirements for CWRPs.

Community Wildfire Resiliency Plans

CWRPs are local and/or regional plans that are intended to increase communities' capacity and understanding of wildfire threat and risk by identifying achievable and accountable FireSmart action items that support wildfire risk reduction. The life span of a CWRP may vary in different communities. For the purpose of FireSmart Community Funding and Supports funding, there is not a set time that a CWRP is considered to be valid for.

To be considered acceptable, CWRPs must be developed in accordance with the [CWRP instruction guide and template](#). The CWRP instruction guide and template are intended to help communities develop a comprehensive and science-based approach to wildfire risk reduction that reflects local priorities and provincial goals for prevention and mitigation.

The CWRP instruction guide and template ensure that all FireSmart disciplines are well represented in the resiliency planning process are designed to empower communities to develop a CWRP in a collaborative, cost-effective, and time-efficient manner.

The FireSmart Coordinator is generally the project lead for CWRP development (or amendment), with support from external consultants and/or contractors when needed. The goal is to build capacity within the community for both the development and implementation of the CWRP.

Regional and local Community FireSmart and Resiliency Collaboratives (CFRC) also play a key role in the development, maintenance and implementation of the CWRP. CFRCs bring partners together under a common vision that reflect a comprehensive approach toward risk reduction and resiliency measures as outlined with CWRPs.

First Nations and local governments are encouraged to review their CWRPs annually and to amend the plan when there are local changes in community composition, forest health, wildfire risk, etc. If a CWRP does not exist, or BCWS, FNESS and/or BC Parks have identified that the current plan is no longer acceptable, eligible applicants can develop a new CWRP or, if the current plan is less than 5 years old, amend an existing plan to address the change in local conditions.

Developing a New CWRP

If an eligible applicant has identified the need to amend their current CWRP, or if BCWS, FNESS and/or BC Parks have identified that the current plan is no longer acceptable, existing CWRPs that are more than 5 years old must be replaced with a new CWRP.

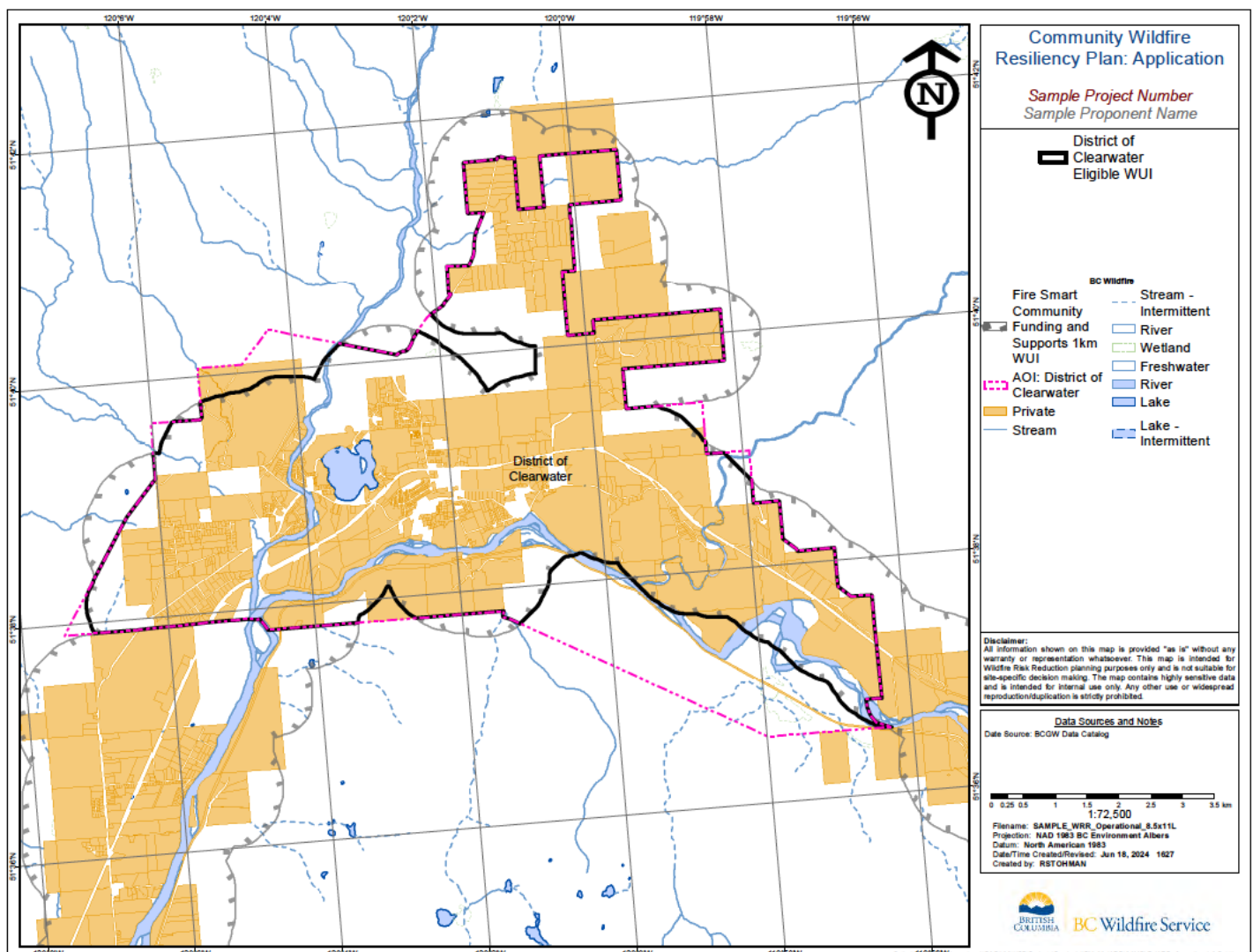
The **Area of Interest (AOI)** is the geographic scope of the CWRP. For the purpose of the FireSmart Community Funding and Supports program, the **AOI** is the area within the municipal boundary, regional district boundary, or boundary of **First Nations land**. For regional districts this could be the boundary of one or more electoral areas. The **AOI** could also include more than one neighbouring area. For example, a municipality and neighbouring electoral area could create a shared **AOI**.

Refer to the [CWRP instruction guide and template](#) for more information.

Risk and threat assessments are a critical component of CWRPs. When developing or amending a CWRP, risk and threat assessments are limited to the **Eligible WUI**, which for the purpose of the FireSmart Community Funding and Supports program, is generally defined as a maximum of one kilometer from structures within the AOI with a structure density class greater than 6. Structural data updates may be collected and/or assembled as part of a CWRP, although it is not required if existing data is available.

Map 1 provides an example of the **AOI** and **Eligible WUI**. A full-size version of this map is available [here](#).

Applicants are advised to use the [Province of BC Data Catalogue](#) for PSTA and WUI spatial data layers.



Map 1: Sample AOI and Eligible WUI

To be eligible for funding:

- Local government land and **First Nations land** within the **Eligible WUI** must be assessed, but risk assessments on **Provincial Crown Land** within the **Eligible WUI** is voluntary (but eligible for funding).
- In cases where the applicant proposes risk assessments in **Eligible WUI** outside of the **AOI**, confirmation that the proposed risk assessments activities are supported will be required at the time of application submission from **Provincial Crown Land** Manager (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails), other land managers (e.g., Indigenous Services Canada, local government) and/or First Nations (where overlap on reserves and/or traditional territories may exist). This is limited to exceptional circumstances only.
- In cases where the applicant proposes threat assessment in the **Eligible WUI** in Private Managed Forest Land (PMFL), confirmation that the proposed threat assessments activities are supported will be required at the time of application submission from the PMFL.

Amending an Existing CWRP

If an eligible applicant has identified the need to amend their current CWRP, or if BCWS, FNESS and/or BC Parks have identified that the current plan is no longer acceptable, existing CWRPs that are less than 5 years old can be amended to include/update:

- FireSmart Road Map.
- Recently acquired land or areas of new development, etc.
- Ground-truthing for new treatment units.
- Significant changes to forest stand composition and/or forest health changes or impacts.
- Integrating other plans or information.

Application Requirements

In addition to the required application materials for the FireSmart Community Funding and Supports program (refer to [Table 2](#)), applicants are required to submit:

- Worksheet 3: Proposed New or Amended CWRP.
- *Updated September 2025* - PDF map and Google Earth compatible KML file, at appropriate scale, outlining the **area of interest** and **Eligible WUI**. All maps must meet the general requirements for all maps outlined in Section B of [Appendix 11](#).
- In cases where the applicant proposes risk assessments in **Eligible WUI** outside of the **AOI**, confirmation that the proposed risk assessments activities are supported will be required at the time of application submission from **Provincial Crown Land** Manager (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails), other land managers (e.g., Indigenous Services Canada, local government) and/or First Nations (where overlap on reserves and/or traditional territories may exist). This is limited to exceptional circumstances only.
- In cases where the applicant proposes threat assessment in the **Eligible WUI** in Private Managed Forest Land (PMFL), confirmation that the proposed threat assessments activities are supported will be required at the time of application submission from the PMFL.

Final Report Requirements

In addition to the required final report materials for the FireSmart Community Funding and Supports program (refer to [Table 5](#)), applicants are required to submit:

- Copy of the completed CWRP.
- Completed Wildfire Threat Assessment Worksheet(s) and photos.
- *Updated September 2025* - Maps and spatial data as outlined in [Appendix 11](#). All maps must meet the general requirements for all maps outlined in Section B of [Appendix 11](#).

Appendix 4: Funding Requirements for FireSmart Structure Protection Units

Updated in 2026 - Applicants are eligible to purchase up to \$50,000 (per year) of eligible equipment for FireSmart Structure Protection Units (SPUs) limited to items listed in Table 7. For regional district applications that include electoral areas, the eligible purchase is up to \$50,000 (per year) per electoral area.

Table 7 provides specifications for eligible equipment and recommended quantities. Approved applicants can determine the amount and type of equipment to be purchased annually based on what is needed locally or regionally to enhance capacity.

In order to develop a local FireSmart SPU program, it is recommended that eligible applicants commit to completion of a FireSmart SPU and purchase initial equipment, start the process of [requesting a Structure Protection Community Assessment](#) (or have one incorporated within their CWRP), and train staff to support a structure protection program (refer to [Table 1](#) for training that is eligible for funding).

For more information on the SPU requirements and Structure Protection Community Assessments please contact the BCWS Fire Services at SPCO@gov.bc.ca

Requirements for Funding

- Only equipment purchases are eligible for funding. Renovation and/or repair of SPUs and leasing of SPUs or equipment is not eligible for funding.
- All equipment MUST be labeled with applicant name and contact information to prevent loss during local deployment at wildland-urban interface fires.
- The FireSmart SPU will remain a local resource and not be considered for provincial deployments under the BCWS/FCABC Interagency Agreement.

Table 7: Activities Eligible for Funding for FireSmart Structure Protection Units			
Category	Item	Description	Recommended Quantity
Trailer	20 feet (not including tongue) with a minimum of 9800 lbs GVW, containing one spare tire complete with rims, jack, tire wrench and roadside emergency markers (reflective triangles).		1 (max)
Pump Tool Kit boxes	Each box contains all the items in the SPU Pump Toolbox Content list below.		6
Pumps	High Pressure Mark 3 / Watson and Wick 375	Either: 6 Mark 3's / Watson or Wicks or 5 Mark 3's / Watsons or Wicks and 1 BB 4	6
Suction Hoses	2" / 51mm Suction hose x 10' / 3.2m	With aluminum foot valve and strainer	7
Fuel Cans	Fuel Cans	25 Litre Jerry Cans	12
Fuel Lines	Fuel Lines	Single Can	8 single lines total; 1 in each pump box and 2 spares
Fuel Lines, extra	Extra Fuel lines	Dual fuel line for pumps	7
Berms	Portable Berms	4' x 4' for pump site containment	2

Category	Item	Description	Recommended Quantity
Hose, BCT = BC Thread (see hose specifications below)	2.5" / 64mm diameter Non-percolating	50' / 15.2m BCT couplings 300 psi, 2100 kPa to BCWS specifications	20
Hose, QC = Quick Couple (see hose specifications below)	1.5" / 38mm diameter percolating	100' / 30.5m QC 300 psi to BCWS specifications 2100 kPa	25
	1.5" / 38mm diameter percolating	50' / 15.2m QC 300 psi to BCWS specifications 2100 kPa	50
Hose, GHT = Garden Hose Thread (see hose specifications below)	Econo 5/8" / 16mm or 3/4" / 19mm diameter hose	50' / 15.2m with 3/4" / 19mm GHT couplings 300 psi 2100 kPa	150
	Econo 5/8" / 16mm or 3/4" diameter hose	25' / 7.62m or 30' / 9.1m with 3/4" 19mm GHT couplings 300 psi 2100 kPa	100
Nozzles	3/4" / 19mm GHT thread	Brass	5
Valves	1.5" / 38mm	3 way QC with shutoff	30
Sprinklers	Roof butterfly 1/2" / 13mm head	39.5' / 1m overall length aluminum pole with 3/4" / 19mm M x FGHT threads (4.3 USGPM / 19.5 LPM @ 50 psi / 345 kPa = 26' / 7.9m wetted radius)	30
	Washing Machine Hoses	5' or 6'	15
	End Caps	3/4" FGHT	15
	Impact Sprinkler	Large 1" / 25mm or 3/4" / 19mm, 1/2" / 13mm steel dual step spike, brass head, full circle impact 7/32" / 5.6mm nozzle, 7.8 USGPM / 35.5 LPM @ 50 psi / 345 kPa = 55' / 16.8m wetted radius), or 3/16" / 4.8mm nozzle, 5.8 USGPM / 26.4 LPM @ 50 psi / 345 kPa = 51' / 15.5m wetted radius	50 (up to 25 can be offset sprinklers if have 50% as step spike, also can substitute medium for large)
	Impact Sprinkler	Small 1/2" / 13mm, steel dual step spike, brass head, full circle impact 5/32" / 4mm nozzle, 4.3 USGPM / 9.5 LPM 50 psi / 345 kPa = 41' / 12.5 m wetted radius) or	50 up to 25 can be offset sprinklers if have 50% as step spike; can substitute medium sprinklers for small but smaller nozzles are required

Category	Item	Description	Recommended Quantity
Sprinklers (Cont'd)	Impact Sprinkler (Cont'd)	764" / 2.8mm nozzle, 2.0 USGPM / 9.1 LPM @ 50 psi / 345 kPa = 36' / 11 m wetted radius	
	WASP Gutter Mount Sprinkler	Large, 5.0 USGPM @ 50 PSI Gutter Mount	25
	WASP Gutter Mount Bracket	Fascia/Fence Brackets	25
	Painter's Pole	Adjustable 12'	1
Water thieves	2.5" / 64mm M x F BAT thread x 1.5" / 38mm QC	Pyrolite	15
	1.5" / 38mm QC x 3/4" / 19mm male GHT with shutoff	Pyrolite or plastic	100
Adapters	Valves, couplers, wyes	2.5" / 64mm hydrant gate valve F x M BCT	2
		2.5" / 64mm BCT double female coupling	1
		2.5" / 64mm BCT double male coupling	1
		2.5" / 64mm BCT gated wye	1
		2.5" / 64mm BCT to 1.5" 38 mm QC	5
		Hydrant wrench	2
	Miscellaneous 3/4" / 19mm GHT (Econo)	3-way 3/4" / 19mm GHT individually gated	20
		3/4" / 19mm GHT double female adaptor	25
		1.5" / 38mm QC x 3/4" / 19mm GHT male reducers	5
		1.5" / 38mm QC x 3/4" / 19mm GHT female increasers	5
		3/4" / 19mm GHT Ball valve shutoffs	10
Portable Tank (Relay Tank)	Portable tank	2500 imperial gallon / 11,365 Litre	2
	Drain valve kit	3" / 76mm M to 2" / 64mm M drain valve assembly with shutoff	2
Ladders	Extension	24' / 7.3m Grade A	1

Category	Item	Description	Recommended Quantity
Lighting Kit	Generator	2,500 watts minimum	1
	Halogen or LED yard light	Double head with stand or similar	2
	Extension cord	50' / 15.2m 12 gauge	2
	Power bar	Exterior Rated	1
Fire Fighting tools	Shovel	Spade	1
	Pulaski		1
	McLeod Tool		1
	Axe	2.5 lb / 1.1kg 28" / 71cm handle	1
	Backpack pump	5 gal / 22L collapsible	1
Impact Tool Kit	Impact driver only	With case, charger, 2 batteries, bit set	2
Two Carpenters Tool Kits boxes: Each Tool Kit must contain these items in each box	Tool belt	4 pockets	1
	Claw hammer		1
	Pry bar	18" / 46cm	1
	Staple gun	(or hammer) with staples	1
	Pliers	Channel lock 10" / 25cm	1
	Screwdriver	Multi	1
	Wrench	Crescent 6" / 15cm	1
	Wrench	Crescent 10" / 25cm	1
	Wrench	Pipe 14" / 36cm	1
	Conduit clamps	50 – 3/8" / 9.5mm in bag 2 hole	4
	Pipe strapping	100 feet	1
	Tin snips	+/- 10" / 25cm	1
	Screws	100 – 1 3/4" / 44mm	4
	Screws	100 – 2 1/2" / 64mm	4
	Nails	50 – 2 1/2" / 64mm duplex	4
Poly	Rolls	2000 square foot 61m x 6 ml Heavy (roll is 20' x 100')	2
Sign boards	Chloroplast / Felt marking pens	2' / 61cm x 2' / 61cm blank	20
Tape	Flagging Tape Rolls	Red, orange, yellow, blue, green (2" including corresponding identification wording clearly legible "SPU" in black)	5 of each colour
	Teflon		2 rolls

Category	Item	Description	Recommended Quantity
Tape (Cont'd)	Duct		2 rolls
	Electrical		2 rolls
Rags	Rags	Box (1 kg)	2 boxes
Miscellaneous Tools	Rake	Leaf	1
	Broom	24" Push	1
	Cutters	Bolt 24" / 61cm or 36" / 91cm	1
	Saw	Carpenter hand	1
	Circular saw, wood	Electric - cordless	1
Trailer Misc.	Tie down straps	15" / 38cm bungee cords	5
		20" / 51cm bungee cords	5
		30" / 76cm bungee cords	5
		Cargo shelf strap 6' / 1.8m	5
		Ratchet (Pair)	1
Rope	Poly rope -3/8"/9.5mm	500' Roll	1
Safety items	Fire extinguisher	5 lb / 2.2 kg ABC	1
	First Aid Kit	Advanced First Aid Kit	1
	Cones	Safety marker 18" / 46cm	2
	PFDs	Personal Floatation Devices	2
Chainsaw Kit	Chainsaw	Min. 57 cc with 20" / 51cm bar	1
	Chainsaw gas can	5 L	1
	PPE	Chaps, regular with minimum 3600tcs	1
	Tool kit	Bar wrench, grease gun, spare spark plug, chain filing gauge	1
	Files	Chain & Raker	2
		Aluminum ball back check valve for discharge side of pump QC	
SPU Tool Box		Spark plug, spare for pump	1
		Rewind rope, spare for pump	1
		Mesh wire screen to wrap foot valve	1

Category	Item	Description	Recommended Quantity
SPU Tool Box (Cont'd)		Water thief 1.5" / 38mm QC to ¾" / 19mm GHT with shutoff	1
		¾" / 19 brass nozzle.	1
		1.5" / 38mm QC 10' 3.2m high pressure (450 psi 3150 kPa) "pony" hose for tandem hookup or first length before back check valve	1
		1.5"/38mm QC nozzle, 4 in 1 multi-orifice (i.e., Hansen)	1
		Priming bucket, collapsible	1
		3-way valve with shutoff 1.5" / 38mm QC	1
		Mini grease gun for pump	1
		Tool kit appropriate for pump	1
		Hose wrench for suction hose	1
		Tandem adaptor 2" / 51mm F NPSH x 1.5" QC to run 2 pumps in series	1
		1.5" / 38mm male adaptor NPSH x QC	1
		1.5" / 38mm female adaptor NPSH x QC	1
		Single fuel line for pump	1
		Gasket kit (spares for GHT fittings, pump, suction hose, discharge hoses)	1
Miscellaneous	Machete	24" / 60cm	1
	Wheelbarrow or Cart	Contractor Grade	1

As of March 2023, the following hose specification requirements must be met:

- 15 ft econo hose will no longer be accepted and hose length must be 25 foot or 30 foot.

Hose description specifications – 1 ½"

Hose must meet the following specifications:

- FIREBREAK II, percolating hose, manufactured by Mercedes Textiles Limited, is the current BCWS hose standard.
- Hose must be 38mm in diameter, 100% synthetic, percolating forestry hose and must meet ULC – S519.1-14 "Standard for Synthetic Percolating Forestry Hose".

- Hose must be in 30.5m lengths or 15.25m and coupled with two (2) forged, external-lug quarter turn couplings, complete with face washers and must meet ULC-S551-13 “Standard for Forged External-Lug, Quick Connect Couplings and Adapters for Forestry Fire Hose”. Couplings must have ULC Stamp.
- Hose must have a 27mm long expansion ring with back up and face washers for the couplings.
- Hose will have ULC stamp, hose type identification, the year of manufacture and batch number. The identifiers are to be placed immediately after the specification marking, approximately one meter from each end of the hose in addition to being placed at the center of the hose.

Hose description specifications – 2 ½”

Hose must meet the following specifications and other manufactured hose will not be considered.

- Each hose end must have: aluminum coupling 2 ½” X 2 ¾” BAT, (Right/Left set) one end is the Female threaded coupling and the other end is Male Threaded.
- FORESTGUARD II hose, manufactured by Mercedes Textiles Limited: is the current BCWS hose standard.

Specifications of this hose are:

- Hose must be 64mm in diameter, 100% synthetic, non-percolating forestry hose and must meet ULC – S518.1.
- Coupled with Two (2) extruded aluminum and hard coat anodized male & Female threaded couplings - 2½” X 2¾” BAT, (Right/Left set).

Structure Protection Community Assessment

The purpose of a Structure Protection Community Assessment is to create a pre-plan management template for use by BCWS Structure Protection Specialist (SPS) and the community that enhances response assessment to **WUI** events affecting small communities (> 1000 population), including First Nations, by:

1. Soliciting local information through a timely and simple process in a widely accessible medium.
2. Explicitly including the priorities of local communities.
3. Providing a means to pre-plan and share situational awareness in response planning with first responders who arrive at **WUI** events with limited understanding of local geographic, economic, environmental, and social/cultural issues.
4. Leveraging available technologies to achieve objectives 1-3 above.

Communities with a population greater than 1000 should incorporate pre-incident planning into their Community Wildfire Resiliency Plan to achieve the same goals as the Structure Protection Community Assessment.

The goal of this plan is to provide response agencies with a strategic framework to use for the protection of improved properties or other values at risk in the event of a significant wildfire. This plan is separated into two parts; the first includes general information intended for use prior to an incident. Information intended for review and implementation during non-emergency periods by local communities. The second is more specific information about each of the identified critical infrastructures, intended to provide an incoming Incident Management Team or SPS with accurate predetermined structural and cultural priorities requiring protection as well as to identify tactical and operational information, as necessary. This plan recognizes the capability of the local fire department and the contributions that can be made by local, regional and provincial fire service resources.

DISCLAIMER

The recommendations made in the Structure Protection Community Assessment are based on fire probabilities for the conditions observed at the time of the survey. It must be understood that all fire scenarios cannot be addressed and that the plan is not an absolute. The plan should be used as a guide and implemented in part or in whole as circumstances dictate. The key to continued credibility of a Structure Protection Community Assessment is the time and accuracy employed to maintain the information provided. The document should be reviewed by community officials or their designate and updated on an annual basis prior to wildfire season.

Communities looking for Community Structure Protection Assessments can contact BCWS Fire Services at SPCO@gov.bc.ca for further information.

Appendix 5: FireSmart Neighbourhood Recognition Programs (FireSmart Canada Neighbourhood Recognition Program or FireSmart BC Local FireSmart Collective Program) and Wildfire Mitigation Program

[The FireSmart Neighbourhood Recognition Programs](#) (FireSmart Canada Neighborhood Recognition Program or FireSmart BC Local FireSmart Collective Program) and the [Wildfire Mitigation Program](#) (WMP) are both excellent resources for communities and individual residents. However, it is important to understand the intent of each in order to apply for funding through the FireSmart Community Funding and Supports program.

Both the FireSmart Neighbourhood Recognition Programs and the Wildfire Mitigation Program can and should exist within a community. One focuses on **neighbourhood/collective** involvement, engagement and education and the WMP provides mitigation recommendations for the action of individual homeowners. Together the two programs can assist communities in becoming wildfire resilient.

FireSmart Neighbourhood Recognition Programs

Neighbourhood programs focus on engaging **neighbourhoods** and community organizations to encourage them to create a FireSmart action plan to protect their **neighbourhood** and/or shared spaces.

Additional information about the FireSmart BC Local FireSmart Collective Program is available at firesmartbc.ca.

Wildfire Mitigation Program

The Wildfire Mitigation Program is a collaboration between fire departments, local governments, Indigenous communities, the private sector and homeowners in B.C.

A Wildfire Mitigation Specialist (WMS) completes an assessment that provides residents with:

- An in-depth, on-site assessment conducted by experienced fire professionals.
- An opportunity for property owners to identify mitigation actions unique to their property.
- A detailed follow up report with customized mitigation actions designed to measurably reduce the wildfire risk to their property.
- An opportunity to earn FireSmart certification acknowledging mitigation achievements. The certificate is given upon successful completion of required mitigation actions and an on-site follow up inspection.
- This type of recognition can be used to enhance real estate transactions by reassuring prospective buyers that the appropriate level of wildfire risk reduction has been achieved on the property.
- The mitigation certificate can also be shared with local insurance providers to showcase mitigation activities and potentially increase a homeowner's ability to maintain insurance coverage.

Wildfire Mitigation Specialist "Train the Trainer"

New in 2026 - Introduced in 2025, the WMS "Train the Trainer" workshop is available to active WMS to be trained to instruct WMS workshops to staff within their community and neighbouring communities.

- Once a WMS has completed the WMS train the trainer workshop, they are certified as a WMS trainer.
- Certified trainers offer the training "in house" to staff from their community or neighbouring communities.
 - Up to \$2,000 can be applied for in order to cover local costs (facility rentals, coordination, etc.).
 - Up to four staff to travel to the workshop from outside the community (including accommodations and per diems).

- An approved applicant can only host two courses a year with a minimum of five participants per course.
- FNESS led training for First Nations
 - FNESS staff can deliver Wildfire Mitigation Specialist workshops during community visits at no cost to the community.
 - Up to \$2,000 can be applied for in order to cover local costs (facility rentals, coordination, etc.).
 - Participant's travel to attend a FNESS Wildfire Mitigation Specialist workshop from outside the community (including accommodations and per diems) is also eligible (up to four staff per eligible applicant).
- Under all circumstances, staff wages and costs related to back-filling positions are not eligible for funding.

Appendix 6: Funding Requirements for Wildland Live Fire Training

New in 2026 – Wildland Live Fire Training is an initiative designed to enhance cross-training and inter-agency collaboration between local fire services and BCWS. These projects are required to be developed in partnership with BCWS zone staff, who will assist in identifying suitable sites, securing necessary authorizations, developing burn plans, implementing live fire operations and completing a debrief to inform future training and project planning.

Approved applicants are responsible for ensuring compliance with all applicable legislative and regulatory requirements, including securing land use authorizations and burn approvals in accordance with the *Wildfire Act* and its regulations. All BCWS Prescribed fire processes and templates can be found on the [Planning a Burn](#) page.

The primary objectives of Wildland Live Fire Training are to:

- Strengthen cross-training and inter-agency collaboration between local fire services and BCWS.
- Build local capacity, operational knowledge, and response integration across jurisdictions.
- Support the coordination and delivery of prescribed burns while prioritizing the development and readiness of fire service personnel.
- Strengthen the development of localized cultural and prescribed fire burn programs.

Approved applicants are required to work in collaboration with BCWS zone staff to complete the following:

- Identify suitable site locations for training burns. Training sites do not need to overlap with areas designated for treatment in the CWRP. While sites must fall within the community's **AOI**, selection should prioritize safe, practical locations that support cross-training and hands-on learning.
- Obtain necessary authorizations to conduct burns from the designated land manager(s).
- Develop burn plans and secure all required approvals. Burn plans must be reviewed and endorsed by a CRx Wildfire Prevention Officer or BCWS certified Technical Specialist.
- Implement the burn project in coordination with BCWS and possibly other local fire departments. Local fire services may also partner through existing mutual aid agreements and utilize current systems to mobilize resources and support across communities.
- Complete a debrief or after-action review to evaluate training outcomes, identify lessons learned, and inform future training opportunities, project planning, and the development of regular maintenance or prescribed fire programs.

Site complexity will depend on the crew's experience, availability, capacity, and level of preparation. These small, prescribed burn projects typically target light, flashy fuels such as grass or needle cast. However, if a project involves more complex fuel structures and falls outside the scope of Wildland Live Fire Training objectives, it should be considered as a Fuel Management project under the Fuel Management Program Guide and would require submission and approval of Worksheet 2: Fuel Management Activities.

All proposed Wildland Live Fire Training projects must be discussed with a BCWS Wildfire Prevention Officer or Prevention Specialist and/or FNESS Wildfire Resiliency Advisor prior to submitting a request for allocation-based funding.

Application Requirements

Updated September 2025 - In addition to the required application materials for the FireSmart Community Funding and Supports program (refer to [Table 2](#)), applicants are required to submit:

- Project description for proposed wildland live fire activities, including location, rationale for selection of location (e.g., high-risk areas identified in CWRP) and readiness to implement (e.g., status of required authorizations and burn plan development).
- Learning objectives: describe the skills or competencies that participants will gain from the wildland live fire training as well as any other proposed learning objectives.

- Partnerships: provide information on local or regional fire departments that will participate.
- Budget for proposed wildland live fire activities.

Wildland Live Fire Training projects require preliminary approval in principle from BCWS Zone staff to confirm alignment with authorizations, resource capacity, connectivity to existing initiatives, and overall feasibility. Confirmation of approval in principle from BCWS Zone staff is required to be submitted before commencing work.

Final Report Requirements

Updated September 2025 - In addition to the required final report materials for the FireSmart Community Funding and Supports program (refer to [Table 5](#)), applicants are required to submit:

- Project summary of completed wildland live fire activities, including:
 - Overview: completed activities, lessons learned and summary of challenges and successes.
 - Fuel management: if the project included fuel management treatment prior to the training burn, provide a description of the fuel management that was undertaken and the total hectares treated.
 - Area burned: provide the total land area burned as part of wildland live fire training.
 - Training outcomes: describe the skills or competencies that participants gained from the wildland live fire training and the extent to which learning objectives were met.
 - Partnerships: provide information on local or regional fire departments that participated in the completed activities, including information on any mutual-aid agreements that may be in place.
 - Community impact: describe how the wildland live fire training provided broader benefits (e.g., increased community confidence, awareness or readiness) and how the completed project will contribute to long-term fire response capacity and readiness.
- Google Earth compatible KML file of boundary of total land area burned.
- Financial summary, based on approved budget, for completed wildland live fire activities.

Appendix 7: Funding Requirements for FireSmart Projects for Critical Infrastructure and Community Assets

For the purpose of funding, the following are not eligible as FireSmart Projects for Critical Infrastructure: roads and bridges, gas stations, hotels and transfer stations.

For critical infrastructure, eligible projects must be **First Nations owned buildings, publicly owned buildings or publicly or First Nations owned critical infrastructure** that are currently designated as critical to support effective emergency response to a wildfire event. This includes structures designated as Emergency Operations Centres or Emergency Support Services facilities (e.g., reception centres, group lodging locations for evacuees), water pump stations, communications towers, and electrical generating stations, but does not include all critical infrastructure identified through the Local Authority Emergency Plan.

For community assets, eligible projects must be buildings or properties owned by local non-profit groups or community associations that are currently designated as critical to support effective emergency response to a wildfire event. This includes structures designated as Emergency Operations Centres or Emergency Support Services facilities (i.e., reception centres, group lodging locations for evacuees).

In cases where critical infrastructure or community assets are located on **Provincial Crown Land** confirmation that the proposed activities are supported will be required from Provincial Crown Land Manager (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails) to UBCM prior to commencing work.

FireSmart Projects for Critical Infrastructure and Community Assets can include:

- Completion of required initial [FireSmart Critical Infrastructure Assessment](#) before mitigation work is started (completed assessment must be submitted prior to commencing work but the cost is an eligible expense provided the assessment is completed within six months prior to the date of submission of allocation-based funding request).
- Retrofitting existing structures/properties.
- New construction, provided that:
 - Construction was completed within past 12 months from date of application.
 - Construction follows the [Wildfire-Resilience best-practice checklist for home construction, renovation and landscaping](#).
 - Only incremental FireSmart expenditures, limited to activities identified in Table 8, are eligible.
 - An eligible assessment is completed when construction is complete.
- Completion of a second required [FireSmart Critical Infrastructure Assessment](#) after mitigation work is complete.

Please note that all assessments must be conducted by a qualified Local FireSmart Representative (LFR) or a qualified Wildfire Mitigation Specialist (WMS).

Table 8: Eligible Activities FireSmart Projects for Critical Infrastructure and Community Assets		
Buildings		
1	Roof material and construction	<ul style="list-style-type: none">• Install class A UL/ASTM fire rated roof covering (e.g., Metal, rated hot lay, clay tile or asphalt shingles)• Remove unrated roof covering (including wood shakes and wood shingle roofs)

Buildings (Cont'd)		
2	Roof covering	<ul style="list-style-type: none"> Ensure there are no gaps, openings that expose combustible building components, or enclosed spaces where embers could accumulate, lodge, or penetrate.
3	Gutters (combustible or non-combustible)	<ul style="list-style-type: none"> Ensure there are non-combustible gutters (metal or aluminum, no exposed combustible fascia/roof covering above gutters, or no gutters). Remove combustible gutters (plastic, vinyl, wood) and/or exposed combustible fascia/roof covering above gutter. Install metal angle flashing or drip edge where gutters are installed to protect the roof and any exposed fascia from ignition.
4	Cleanliness of roof and gutters	<ul style="list-style-type: none"> Remove all needles, leaves, or other combustible materials.
5	Eaves	<ul style="list-style-type: none"> Ensure all eaves are closed or no eaves/no gaps or holes/no unprotected areas to attic/interior of building, vents with 3 mm (1/8") non-combustible screening, operational louvres and flaps/ASTM ember resistant rated vents.
6	HVAC/active ventilation systems	<ul style="list-style-type: none"> Ensure all HVAC/active ventilation systems have 24-hour onsite operator, or remote shut-down capability.
7	Exterior siding	<ul style="list-style-type: none"> Install ignition resistant (cement fibre board, log) or non-combustible siding (stucco, metals, concrete, brick/stone).
		<ul style="list-style-type: none"> Ensure there are no gaps or cracks, missing siding, or holes.
8	Walls	<ul style="list-style-type: none"> Ensure there is no less than 15 centimetres non-combustible vertical ground-to-siding surface consistently around the building.
9	Fire resistant windows or doors (including large doors/garage doors)	<ul style="list-style-type: none"> Install tempered glass in all doors and windows and have no gaps in ANY doors, OR no windows.
10	Underside of the balcony, deck, porch, other building extensions or open foundation	<ul style="list-style-type: none"> Ensure balcony, deck, porch, or other building extensions/open foundations are sheathed in with fire resistant/non-combustible materials, or non-combustible siding, no gaps or cracks, OR open heavy timber, non-combustible or fire-rated construction OR non-combustible surface and no combustible debris under deck/extension AND treated Immediate, Intermediate, and Extended Zones and slope set-back (if applicable).
11	Building set back from the edge of a slope	<ul style="list-style-type: none"> Ensure the building is located on flat ground that extends to the full distance of the Extended Zone.
Critical Structures – Utility Poles, Communications Towers, Pipeline Valve Stations		
12	Valve station/substation/propane tanks	<ul style="list-style-type: none"> Ensure a non-combustible surface is continuous under all combustible infrastructure.
13	Utility line poles	<ul style="list-style-type: none"> Ensure poles/support structures are constructed of non-combustible material (metal or concrete).
		<ul style="list-style-type: none"> Ensure non-combustible or combustible poles or support structures are free of petroleum/accelerant-based coatings, cracks, and gaps where embers may accumulate, lodge, or penetrate and a non-combustible surface is continuous under all combustible infrastructure.

Critical Structures – Utility Poles, Communications Towers, Pipeline Valve Stations (Cont'd)		
14	Critical component (weather stations, antennae masts)	<ul style="list-style-type: none">Ensure critical components are not constructed of materials that are susceptible to damage from significant radiant or convective heat fluxes or critical components are constructed of materials that are susceptible to damage from significant radiant or convective heat fluxes and Immediate Zone, Intermediate Zone and/or Extended Zones are treated.
		<ul style="list-style-type: none">Ensure critical components are not constructed of materials that are susceptible to damage from embers or critical components are constructed of materials that are susceptible to damage from embers but are free of any gaps, holes or areas where embers could accumulate, lodge, or penetrate.
FireSmart Immediate Zone (0 to 1.5 metres)		
15	1.5 metres from furthest extent of critical building or structure (includes overhangs, extensions and decks)	<ul style="list-style-type: none">Replace combustible surfaces with non-combustible surfaces (mineral soil, gravel, paving stones etc.).Remove or mitigate combustible debris, materials, fences, or vegetation.
FireSmart Intermediate Zone (1.5 to 10 metres)		
16	Non-critical buildings and flammable substances or other combustible materials (vehicles, flammable liquids, debris, construction material etc.)	<ul style="list-style-type: none">Ensure flammable substances are moved outside of the Intermediate Zone, or placed in an approved fire-resistant storage container.Ensure outbuildings and other combustible materials are mitigated to meet FireSmart guidelines or if left unmitigated, moved outside of the Intermediate Zone to a minimum of 15 m (50 feet).
17	Trees	<ul style="list-style-type: none">Remove coniferous trees from this zone or mitigate mature conifers (limb to 2 metres or ⅓ of canopy, whichever is less, and ensure 3 metres crown spacing where ecologically appropriate).Promote deciduous trees that are resistant to wildfires.
18	Surface vegetation and combustible materials	<ul style="list-style-type: none">Cut and maintain grass to less than 10 centimetres.Plant low-growing, well-spaced, fire-resistant plants and shrubs, avoid having any woody debris, including mulch.Ensure surface debris is kept to a minimum. Remove dead branches, excessive build-up of pine needles, and heavy accumulation of grass.
FireSmart Extended Zone (10 to 30 metres)		
19	Surface Vegetation	<ul style="list-style-type: none">Reduce surface vegetation - long grass and flammable shrubs.Reduce accumulations of branches, logs and debris.Promote the growth of deciduous trees in this zone, or ensure that conifers are separated to 3 meters of crown spacing (where ecologically appropriate), and limbed to a minimum of 2 meters or ⅓ of canopy, whichever is less.

Appendix 8: Funding Requirements for FireSmart Projects for Cultural Sites and Green Spaces

Eligible applicants are strongly encouraged to engage with BCWS or FNESS as early as possible when considering FireSmart projects for **green spaces** or for **cultural sites**. Depending on the location, proposed activities, and size of treatment area, fuel management may need to be considered instead of **FireSmart vegetation management**.

Cultural Sites are locations of historical and cultural importance to Indigenous communities, preserving their heritage, traditions, and connection to the land. These include, but are not limited to, culturally modified trees, traditional dwellings, burial sites, and ceremonial sites.

In cases where **Cultural Sites** are located on **Provincial Crown Land** confirmation that the proposed activities are supported will be required from Provincial Crown Land Manager (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails) and must be submitted to UBCM prior to commencing work.

Green spaces include parks, gardens, cemeteries, naturalized spaces, trails and pathways, linear parks and greenways, rights-of-way and boulevards. **Green spaces** are limited to **First Nations owned land** or **publicly owned land**.

Updated in 2026 - For both cultural sites and green spaces, project locations are not required to be within the **Eligible WUI**.

Updated September 2025 - To be eligible for funding, all FireSmart Projects for Cultural Sites and Green Spaces projects must have a completed Checklist for CRI Requirements for Fuel Management Prescription, with Section B completed by BCWS or FNESS, and, if the checklist confirms the proposed area meets the requirements for funding, a completed FireSmart Cultural Sites and Green Spaces (CSGS) Assessment.

FireSmart Projects for **Cultural Sites** and **Green Spaces** include:

- [Checklist for CRI Requirements for Fuel Management Prescription](#) is required to be completed before CSGS Assessment is started (completed checklist must be submitted prior to commencing work but the cost is an eligible expense provided the assessment is completed within six months prior to the date of allocation-based funding request).
- Completion of [FireSmart CSGS Assessment](#) before mitigation work is started (completed assessment must be submitted prior to commencing work but the cost is an eligible expense provided the assessment is completed within six months prior to the date of allocation-based funding request).
- **FireSmart vegetation management** practices to decrease CSGS wildfire risk.
- Only incremental FireSmart expenditures, limited to activities identified in [Table 9](#), are eligible.

All assessments for CSGS are required to follow the [CSGS Guide](#) and be completed on the [CSGS Assessment](#) form before mitigation work begins. A secondary assessment is required to be completed after mitigation activities are undertaken.

Please note that all CSGS Assessments must be conducted by a qualified Wildfire Mitigation Specialist (WMS) that has current training qualifications from FireSmart BC or by a Forest Professional with LFR training, that is working within their scope of practice.

Table 9: Eligible Activities FireSmart Projects for Cultural Sites and Green Spaces

Cultural Site or Green Space		
1	Brushing of trees and shrubs	<ul style="list-style-type: none"> Remove conifers that are no greater than 2 metres in height. Ensure shrubs are spaced either individually or as clusters to break up fuel continuity. Ensure surface fuels are mitigated by removing heavy accumulation of dead branches, logs, leaves or needles, and wood chips.
2	Pruning of trees and shrubs	<ul style="list-style-type: none"> Ensure conifer trees are pruned to 2 metres above ground or $\frac{1}{3}$ of canopy, whichever is less. Ensure flammable shrubs and excessive build up is removed from tree drip line.
3	Plant selection	<ul style="list-style-type: none"> Ensure there is a mix of deciduous and coniferous trees present if possible. Ensure flammable shrub species are replaced with FireSmart plant guide species (if culturally and/or ecologically appropriate). Prioritize native species to reduce maintenance and water use if replacing existing plants.
4	Hardscaping	<ul style="list-style-type: none"> Ensure landscaping timbers are properly mitigated, i.e., replace wooden ties with non-combustible material. Ensure bark mulch is replaced with non-combustible material.
5	Slope	<ul style="list-style-type: none"> Ensure extra measures are taken when CSGS has slope as a contributing risk factor (slope of 10% or greater could require a slope adjustment, whereby the zone distances with their corresponding mitigation requirements are doubled). Ensure horizontal and vertical vegetation fuels are broken up with appropriate spacing 3 meters of crown spacing (where ecologically appropriate), and limbed to a minimum of 2 metres or $\frac{1}{3}$ of canopy, whichever is less. On steep slopes, the height of limbing requirements may increase.
Cultural Site (with a precise focal point)		
FireSmart Immediate Zone (0 to 1.5 meters)		
6	1.5 meters from furthest extent of focal point or specific value	<ul style="list-style-type: none"> Replace combustible surfaces with non-combustible surfaces. Remove combustible debris, materials, fences, or vegetation.
FireSmart Intermediate Zone (1.5 to 10 meters)		
7	Trees	<ul style="list-style-type: none"> Remove coniferous trees from this zone or mitigate mature conifers (limb to 2 metres and ensure 3 metres crown spacing where ecologically appropriate). Promote deciduous trees that are resistant to wildfires.

FireSmart Intermediate Zone (1.5 to 10 meters) – cont'd		
8	Surface vegetation and combustible materials	<ul style="list-style-type: none"> • Cut and maintain grass to less than 10 centimetres. • Plant low-growing, well-spaced, fire-resistant plants and shrubs. Avoid having any woody debris, including mulch. • Ensure surface debris is kept to a minimum. Remove dead branches, excessive build-up of pine needles, and heavy accumulation of grass.
FireSmart Extended Zone (10 to 30 meters)		
9	Trees	<ul style="list-style-type: none"> • Mitigate or remove coniferous trees or replace with deciduous tree species. • Limb conifer tree branches within 2 metres of the ground or $\frac{1}{3}$ of canopy, whichever is less.
10	Surface vegetation and combustible materials	<ul style="list-style-type: none"> • Reduce surface vegetation - long grass and flammable shrubs. • Reduce accumulations of branches, logs and debris.

Appendix 9: Funding Requirements for FireSmart Rebate Program and Mitigation Work for Seniors, Elders, People with Limited Mobility or Vulnerable Populations

Updated in 2026 - Approved applicants can use grant funding to offer local rebate programs and/or undertake eligible mitigation work for home and property owners, including farms and ranches, that complete eligible FireSmart activities on their properties in the FireSmart Home Ignition Zone (within 30 m of homes and structures).

Rebates and eligible mitigation work can include:

- Retrofitting existing homes, structures and properties.
- New construction, limited to items 1-4 in [Table 8](#), provided that:
 - Construction was completed within past 12 months from date of allocation-based funding request.
 - Construction follows the [Wildfire-Resilience best-practice checklist for home construction, renovation and landscaping](#).
 - Only incremental FireSmart expenditures, limited to activities identified in [Table 10](#), are eligible.
 - An eligible assessment is completed when construction is complete.

Rebate Program Requirements and Eligible Mitigation Work for Homes and Properties

Approved applicants are required to adhere to the following requirements:

- Updated September 2025 - Rebates are limited to 50% of the total cost of the eligible activities identified in [Table 10](#) and up to \$5,000 per property (note: higher funding requests will not be considered)².
- Updated September 2025 - Eligible mitigation work for homes and properties is limited to labour costs required to complete eligible activities outlined in [Table 10](#) and only available for:
 - Homes and properties owned by seniors (65 years of age or older), elders, people with limited mobility or vulnerable populations who cannot undertake mitigation activities themselves.
 - Band owned housing occupied by elders, people with limited mobility or vulnerable populations and who cannot undertake mitigation activities themselves.
- Areas of higher wildfire risk, such as **neighbourhoods** adjacent to the forested edge and/or areas that fall in an overall high to extreme category, should be prioritized for rebates and eligible mitigation work for homes and properties. Current plans should be used to decide where to prioritize FireSmart activities.
- The approved applicant must assess the FireSmart activities that are conducted by home or property owner and review costs (e.g., receipts and/or proof of labour) before approving rebates.
- The home or property owner must have one of the following:
 - [FireSmart Home Ignition Zone Assessment](#) of their property conducted by a qualified Local FireSmart Representative (LFR).
 - Assessment of the property through the [Wildfire Mitigation Program](#) by a qualified Wildfire Mitigation Specialist (WMS).
 - FireSmart Farm and Ranch Assessment of their property conducted by a qualified FireSmart Farm and Ranch Assessor.
- The qualified LFR, WMS, or Farm and Ranch Assessor must use the [FireSmart Assessment Work Hours Estimate Form](#) to outline mitigation recommendations to the home or property owner.
- For rebates, home or property owners can complete the recommended mitigation activities themselves, or hire others to complete the work.

² For strata properties, rebates are available for the common property and properties owned by individual owners.

- Only activities that are recommended in the completed assessment, and that are identified in [Table 10](#), are eligible for the rebate or eligible mitigation work for homes and properties.

Table 10: Eligible Activities for FireSmart Rebate Programs and Eligible Homes and Properties Mitigation Work		
Home or Structure		
1	Roof Materials Gutters Vents and Openings	<ul style="list-style-type: none"> Install UL/ASTM fire-rated roofing (metal, clay, asphalt shingles). Install non-combustible gutters and/or gutter covers. Remove roof surface tree needles, debris or overhanging branches. Install closed eaves and/or non-combustible fire-rated vents or vents with 3 mm screening, excluding dryer vents.
2	Building Exterior or Siding	<ul style="list-style-type: none"> Install ignition resistant (fibre cement board or log) or non-combustible (stucco, metal, brick/stone) exterior siding material. Repair gaps, cracks or holes where embers could lodge or penetrate. Provide 15 cm non-combustible vertical ground-to-siding clearance.
3	Windows and Doors	<ul style="list-style-type: none"> Install tempered glass in all doors and windows. Replace single pane window glass with multi pane/thermal window glass. Repair gaps in doors/garage doors where embers could accumulate or penetrate.
4	Balcony, deck, porch	<ul style="list-style-type: none"> Install non-combustible or fire-rated, solid (no gaps or cracks) deck surface and support construction. Close up open deck structures or remove all combustibles below deck.
FireSmart Immediate Zone (0 to 1.5 metres from Home)		
5	1.5 metres from furthest extent of home	<ul style="list-style-type: none"> Replace combustible surfaces with non-combustible surfaces. Remove combustible debris, materials, fences or plants.
FireSmart Intermediate Zone (1.5 to 10 metres from Home)		
6	Adjacent Combustibles	<ul style="list-style-type: none"> Move woodpiles, building materials and all other combustibles into the Extended Zone or enclose in an approved outbuilding that meets FireSmart guidelines.
7	Outbuildings not meeting FireSmart guidelines	<ul style="list-style-type: none"> Upgrade outbuildings to meet FireSmart guidelines or relocate outbuildings more than 10 metres from home. Ensure any structures retained in this area are treated to the same standards as decks, and hardened against ember transfer. Examples of outbuildings include woodsheds, external heat sources, smoke houses, outdoor kitchens, etc.
8	Trees	<ul style="list-style-type: none"> Remove coniferous trees from this zone or mitigate mature conifers (limb to 2 metres or 1/3 of canopy, whichever is less and ensure 3 metre crown spacing where ecologically appropriate). Promote deciduous trees that are resistant to wildfires.
9	Surface vegetation and combustible materials	<ul style="list-style-type: none"> Cut and maintain grass to less than 10 centimetres or shorter. Plant low-growing, well-spaced, fire-resistant plants and shrubs, avoid having any woody debris, including mulch. Ensure surface debris is kept to a minimum. Remove dead branches, excessive build-up of pine needles, and heavy accumulation of grass.

FireSmart Extended Zone (10 to 30 metres from Home)		
10	Trees	<ul style="list-style-type: none"> • Thin coniferous trees or replace with deciduous tree species. • Remove conifer tree branches within 2 metres of the ground or ⅓ of canopy, whichever is less and ensure 3 metre crown spacing where ecologically appropriate).
11	Surface Vegetation	<ul style="list-style-type: none"> • Reduce surface vegetation – long grass and flammable shrubs. • Reduce accumulations of branches, logs and debris.

Appendix 10: LGPS Online Application Tool

As outlined in [Section 7](#), applications are required to be submitted in two steps **prior to the application deadline**:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Allocation-based Funding Worksheet that must be completed as part of Step 2.
2. Allocation-based Funding Worksheet: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

STEP ONE: LGPS Online Application Form

The following questions are required to be answered on the LGPS Online Application Form:

1. Name of the intake of the funding program that you want to apply for (select from menu).
2. Name of the Primary Applicant (select from menu). Please note: if the name of your organization is not included in the menu, contact UBCM in order to determine eligibility and next steps.
3. Primary and secondary contact information: name, position, phone, email.
4. Primary Applicant mailing address.
5. Project title. Project titles should be brief but include key project activities, the area where the work will be undertaken, and the intended outcome/deliverable.
6. Proposed start and end date.
7. Estimated total project budget.
8. Estimated total grant request.
9. Other funding amount and source.
10. Project summary (provide a brief summary, no more than 500 characters).
11. Progress to date. Provide an update on the status of previously approved projects if previously funded under same funding program/funding stream.
12. Certification that the information is complete and accurate.
13. Name and email of person submitting application.

When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Allocation-based Funding Worksheet that must be completed as part of Step 2.

STEP TWO: Allocation-based Funding Worksheet and Required Attachments

Allocation-based Funding Worksheet

The following questions will be required to be answered on the Allocation-based Funding Worksheet:

1. Recipient information
 - Recipient full name (First Nation or local government)
 - File number (this can be found on the confirmation email you will receive after the LGPS Online Application Form is submitted.)

2. Funding request
 - Year 1 and Year 2 funding amount request
3. Regional District recipients only
 - Identify which electoral areas you are requesting funding for
4. Wildfire risk and additional evidence:
 - WUI Wildfire Risk Class and Polygon Name
 - Additional Evidence
5. FireSmart Components and Eligibility Criteria:
 - Progress to date on past FCFS projects
 - Confirmation of FireSmart Components
 - FireSmart position (title of position(s), length position has been in place, general duties)
 - CWRP or CWPP (type of plan and date)
 - Community FireSmart and Resiliency Collaborative (host or participant, participating agencies)

Required Attachments

As outlined in [Tables 2-4](#)

Appendix 11: Requirements for Maps and Spatial Data for CWRP Reporting

Spatial data submissions and large format georeferenced PDF maps that clearly represent (at a suitable scale) the mandatory content are required as part of the final report requirements for CWRPs.

A. Summary of Map and Spatial Data Requirements

Table 11: Maps and Spatial Data		
	Mapping requirement	Spatial Data Layers and KMZ
ALL projects	Mandatory requirements for all maps: refer to Part B	KMZ required for all project types
CWRPs	<ul style="list-style-type: none">• Area of Interest (AOI) and VAR• Local Fire Risk• Proposed Fuel Treatment Units• Refer to Part C	<ul style="list-style-type: none">• AOI• PROPOSED_TREATMENT• FCFS_WUI• Refer to Part D

B. Mandatory Requirements for All Maps

- Descriptive title
- Scale (as text or scale bar)
- North arrow
- Legend
- CRI/LGPS Project number and proponent name, consultant and GIS company name
- Date
- Reference data such as roads, railways, transmission lines, pipelines, water bodies and rivers/creeks
- Compress map files to reduce unnecessary large file sizes

C. Required Maps for CWRPs

MAP 1: Area of Interest (AOI) and VAR

- CWRP **Area of Interest (AOI)**. Refer to [Appendix 3](#) for more information on the eligible **AOI**.
- Land ownership and administrative boundaries (Municipal, Federal, **Private land**, Parks, **Provincial Crown Land**, etc.)
- Relevant tenures such as range, woodlots, community forest areas
- Fire Department Boundaries
- Proposed and completed fuel treatments
- FireSmart areas, Wildfire Hazard Development Permit Areas
- Values at risk (critical infrastructure)
- High environmental and cultural values
- Hazardous values at risk

MAP 2: Local Fire Risk

- CWRP **Area of Interest (AOI)**. Refer to [Appendix 3](#) for more information on the eligible **AOI**.
- PSTA Threat or Modified Local Level Polygons
- Hectares of each PSTA Threat Class or Modified Local Level Threat Class must be stated on the map in a table

MAP 3: Proposed Fuel Treatment Units

- CWRP **Area of Interest (AOI)**. Refer to [Appendix 3](#) for more information on the eligible **AOI**.
- CWRP FCFS **Eligible Wildland Urban Interface (WUI)** one-kilometre buffer. Refer to [Appendix 3](#) for more information on the **Eligible WUI**.
- Land Status and tenure overlaps e.g. range, woodlots, etc.
- Proposed fuel treatment units, labelled by PROPOSED_TREATMENT_ID
- Previously completed treatments, labelled by year
- Hectares of Proposed Fuel Treatments in a table on map (PROPOSED_TREATMENT_ID, AREAHA)
- WTA Plots (When Modified Local Level Polygons used)

D. Required Spatial Data for CWRPs:

Formats, conventions and standards: Spatial data must conform to the following general formats, naming conventions and standards.

1. Data Format and Naming Conventions:

Data for CWRPs must be submitted in a File Geodatabase (FGDB) and KMZ format and must conform to the conventions for feature dataset names, feature class names, attribute names, and attribute values as identified in the Specific Submission Requirements by Project Type section below. It is strongly recommended that you use the template FGDB in order to facilitate meeting this requirement.

FGDB and KMZ names must adhere to the following naming standard:

< Local Government/First Nation Band Number>_<ProjectTypeAndDescription>

For example: PrinceGeorge_CWRPNorthPG.gdb

PrinceGeorge_CWRPNorthPG.KMZ

FN699_CWRPNorthPG.gdb

FN699_CWRPNorthPG.KMZ

- 2. FGDB Projection:** The projection standard is NAD_1983_BC_Environment_Albers (EPSG:3005), with parameters of:

Central meridian: -126.0° (126°00'00" West longitude)

Latitude of projection origin: 45.0 (45°00'00 North latitude)

First standard parallel: 50.0° (50°00'00" North latitude)

Second standard parallel: 58.5° (58°30'00" North latitude)

False easting: 1000000.0 (one million metres)

False northing: 0.0

Datum: NAD83, based on the GRS80 ellipsoid.

3. **Updated September 2025 - Compatibility:** The Province of BC uses ArcGIS PRO and all CWRP spatial data submissions must be compatible with ArcGIS PRO. In addition, some feature layers as identified below, are also required in a KMZ format.
4. **Data Quality:** Submitted data must meet general data quality guidelines to ensure corporate data quality standards are met. Data with slivers, gaps between adjacent polygons, and geometry or topology errors shown as overlaps will not be accepted.
5. **Metadata for CWRPs:** Metadata must be provided for all spatial layers. The metadata standard is FGDC and is required to be submitted in .xml format. Metadata must document the following:
 - a. A description of what each dataset represents for all datasets provided in addition to what is outlined in the individual project sections.
 - b. A description of each attribute and the codes/values used to populate it for all attributes provided in addition to what is outlined in the individual project sections.
 - c. Data Source information including where the data came from, the currency of the information and source contact details for potential follow-up.
 - d. For resultant datasets, metadata must also include the methodology and source data used in the creation of the resultant, the date of creation, and contact details for the person who created it.
6. **CWRP Submission:**
 - File geodatabase (FGDB) compressed into a zip file.
 - KMZ files saved with symbology (i.e. similar to what is displayed on the required maps).

Table 12: Spatial Layers for CWRPs					
Feature Layer Name	KMZ	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
AOI	YES	CWRP area of interest	DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 13	Text, 45
			AREAHA	Area in hectares	Double
FCFS_WUI <i><u>Updated September 2025 -</u></i>	YES	Fire Smart Community Funding and Supports program 1km WUI	DATA_SOURCE	Origin of FCFS_WUI source. e.g., "WUI 2020" or for updated buffers suffixed with applicant's name e.g., CWRP - Cariboo RD	Text, 75
			DATA_COLLECTION_DATE	Date the spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 13	Text, 45
			AREAHA	Area in hectares	Double

Feature Layer Name	KMZ	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
PROPOSED_TREATMENT	YES	Proposed gross treatment area	PROPOSED_TREATMENT_ID	Unique proposed treatment identifier	Text, 7
			DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 13	Text, 45
			AREAHA	Area in hectares	Double

Additional notes about CWRP submissions:

- All spatial layers in addition to those identified in this guide, that are a key component of the CWRP maps or plan, must be included as part of the spatial submission and must include metadata.
- If more than one data collection method was used, please choose the value that best represents how the information was captured.
- CWRP hectares on maps and documents must match those submitted spatially.
- The FCFS CWRP **AOI** and CWRP **WUI** must align with the definitions provided in [Appendix 1](#).

Please note: Spatial data submissions will be evaluated against these criteria. The final report and payment of grant funding will not be approved until all these criteria are met.

E. Attribute Value Reference Tables

Table 13: Data Collection Method	
DATA_COLLECTION_METHOD	DESCRIPTION
differentialGPS	The data was captured with a differential GPS unit, or was post-processed with information received from known reference stations, to improve data accuracy.
Digitizing	The data was converted from an analog map into a digital format using a digitizing tablet connected to a computer.
GISAnalysis	The data was created as a result of a GIS Analysis.
nondifferentialGPS	The data was captured with a GPS unit but was not post-processed or was captured with a GPS unit incapable of doing differential GPS.
orthoPhotography	The data was delineated from an orthophoto (aerial photography).
Photogrammetric	The data was delineated using photographs or images in stereo pairs.
satelliteImagery	The data was delineated from a satellite image.
sketchMap	The data was hand sketched, either on an analog map or on-screen.
tightChainTraverse	The data was surveyed with a hand compass and chain to create a closed traverse.



Making a difference...together

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 12, 2025**

SUBJECT **UBCM Community Emergency Preparedness Fund Grant: Volunteer and Composite Fire Departments Equipment and Training – 2025 Application**

ISSUE SUMMARY

The Capital Regional District (CRD) is applying to the Union of British Columbia Municipalities (UBCM) for grant funding for fire department equipment and training under the Community Emergency Preparedness Fund program. The CRD operates seven eligible Electoral Area (EA) fire departments. UBCM requires that all grant applications be accompanied by a motion of support from the local government.

BACKGROUND

UBCM provides funding for a range of community-based projects, including volunteer-based fire departments. A 2025 grant opportunity is available to support equipment and training for volunteer and composite (mixed paid and volunteer) fire departments. The CRD administers seven eligible fire departments through delegated-authority commissions. Improvement district and society-operated departments are eligible to apply directly to UBCM. As part of the application process, UBCM requires a motion of support to receive and manage grant funding.

Protective Services staff coordinated this grant application with seven fire departments: Port Renfrew, Shirley, Otter Point, East Sooke, Willis Point, North Galiano and South Galiano. Grant funds would permit departments to upgrade equipment, such as personal protective gear and facilitate training courses to meet the new Provincial Minimum Training Standards.

The grant request breakdown by fire service area is below. Grant funding may be pooled between fire departments to increase efficiency and reduce overhead costs.

Fire Service Area	Funding Proposal
Port Renfrew	\$30,000
Otter Point	\$30,000
North Galiano	\$30,000
East Sooke	\$30,000
Shirley	\$30,000
Willis Point	\$30,000
South Galiano	\$30,000
Total	\$210,000

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board:
That staff be instructed to apply for, negotiate, and if successful, enter into an agreement, and do all things necessary for accepting grant funds and overseeing grant management for CRD volunteer fire departments.

Alternative 2

That staff be directed to rescind the grant application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for the Fire Departments Equipment and Training program.

IMPLICATIONS

Financial Implications

The Volunteer and Composite Fire Departments Equipment and Training funding stream can contribute a maximum of 100% of the cost of eligible activities, to a maximum of \$30,000 per department. The applications presented propose 100% funding and do not include local cost sharing. Additionally, the grant will not be used to fund operational budgets but rather will be used to fund one-time projects that increase fire department capacity and resident safety.

Grants will be awarded in two payments: 50% when the signed Approval Agreement has been returned to UBCM, and the remainder when the project is complete and the final reporting requirements have been met.

CONCLUSION

The CRD supports fire prevention and response in its electoral areas. The UBCM Fire Departments Equipment and Training funding stream is an important resource to build fire department capacity in the capital region. If supported by the Board, UBCM will consider the CRD's grant application.

RECOMMENDATION

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

That staff be instructed to apply for, negotiate, and if successful, enter into an agreement, and do all things necessary for accepting grant funds and overseeing grant management for CRD volunteer fire departments.

Submitted by:	Shawn Carby, Senior Manager, Protective Services
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence	Varinia Somosan, CPA, CGA, Acting Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: UBCM Community Emergency Preparedness Fund: Volunteer & Composite Fire Departments Equipment & Training – 2025 Application Worksheet

Community Emergency Preparedness Fund

Volunteer and Composite Fire Departments

Equipment and Training

2025 Application Worksheet

Please complete and return the worksheet with all required attachments by **October 31, 2025**. Applicants will be advised of the status of their application within 120 days of the application deadline.

All questions must be answered by typing directly in this form. **As all questions are reviewed and scored as part of the adjudication process, please do not leave any questions blank.**

For detailed instructions regarding application requirements, please refer to the 2025 Volunteer and Composite Fire Departments Equipment and Training Program and Application Guide.

If you have any questions, contact cepf@ubcm.ca or (604) 270-8226 ext. 220.

SECTION 1: Primary Applicant Information

First Nation, Local Government, or Fire Department Name:
Capital Regional District

File Number*: LGPS-12312

**Refer to the LGPS Online Application Form submission confirmation email.*

SECTION 2: Eligibility Requirements

1. Location of Proposed Activities. For the purpose of CEPF funding, fire halls must be a First Nation owned building or publicly owned building or owned by the primary applicant or a sub-applicant:

- ☐ Fire hall is a First Nations owned building (buildings owned by a Treaty First Nation or a First Nation band).
- ☒ Fire hall is a publicly owned building (buildings owned by a local government or public institution, such as health authority or school district).
- ☐ Fire hall is owned by the primary applicant or sub-applicant.

2. Requirement to be Volunteer or Composite Fire Department. For each eligible fire department that is included in this application, please provide the following information.

If multiple fire departments are included, please submit a separate summary document.

- a) Name of each fire department:
- b) Membership of each department(s): Volunteer ☐ Composite ☐
Please describe: See below
- c) Declared level of service of each department:

Exterior ☐ Interior ☐ Full Service ☐

Please describe: See below

- East Sooke Volunteer Fire Department - Volunteer - Interior
- North Galiano Volunteer Fire Department - Volunteer - Exterior
- South Galiano Volunteer Fire Department - Volunteer - Interior
- Otter Point Volunteer Fire Department - Volunteer - Interior
- Shirley Volunteer Fire Department - Volunteer - Exterior
- Willis Point Volunteer Fire Department - Volunteer - Exterior
- Port Renfrew Volunteer Fire Department - Volunteer - Exterior

☒ Copies or extracts of the available evidence of declared level of service are required to be submitted with the application.

The BC Structure Firefighter Minimum Training Standards include the requirement for fire departments to declare their level of service. This applies to all local government, Treaty First Nation, and society-run fire departments. The training standards are not automatically applicable on federal reserve lands and, for the purpose of CEPF funding, non-Treaty First Nations are not required to declare their level of service if they are not prepared to do so. This will not impact the review or scoring of applications.

SECTION 3: Detailed Project Information

3. Operating Budget(s).

- a) Please indicate the annual operating budgets of each fire department included in this application.

East Sooke - \$712,360

North Galiano \$334,680

South Galiano \$634,717

Otter Point \$755,830

Shirley \$233,570

Willis Point \$163,520

Port Renfrew \$221,165

- b) Describe the extent to which the annual operating budget enables each fire department to purchase essential equipment and/or obtain training.

The CRD operates seven fire departments in the Juan de Fuca and Southern Gulf Islands Electoral Areas. The project would enable the departments to work towards compliance with the minimum structure firefighter equipment and training for all their volunteer members. Due to the rural nature and small size of the service areas, plus the increased costs of firefighting equipment (+25%) there is limited opportunity to purchase essential equipment and comply with minimum levels of equipment and training. As seen above, most departmental budgets do not permit significant paid positions or volunteer compensation. The overwhelming majority of budgets go towards equipment, training, overhead, and capital (apparatus and hall) costs.

4. Proposed Activities to Support Response to Structure Fire. What specific activities will be undertaken as part of the proposed project? Refer to Sections 4, 5, and 6 of the *Program and Application Guide* for eligibility.

- a) Purchase of essential equipment to support response to Structure Fire, including installation of and training for eligible equipment.

Equipment requests for the seven departments are based on individual need, and include basic personal protective equipment (PPE) and fire equipment (see attached budget worksheet for details per fire hall).

- b) Training to support response to structure fires. Where possible, please list specific courses.

Training is for members of the seven included departments only. All training is aimed at adopting and implementing the BC Structure Firefighter Minimum Training Standards, particularly competencies for Apparatus Operator, Team Leader, Officer, and Incident Commander.

Note: training is for fire department members only and not community members.

Detailed budget attached.

Where applicable, the detailed budget is required to include a clear separation of proposed activities and costs related to structure fire and activities and costs related to interface fire.

5. Proposed Activities to Support Response to Interface Fire. What specific activities will be undertaken as part of the proposed project? Refer to Sections 4, 5, and 6 of the *Program and Application Guide* for eligibility.

- a) Purchase of essential Interface Fire equipment, including installation of and training for eligible equipment.

Focus this year on the purchase of SCBA tanks and related equipment that run about \$12K per set, and SCBA refill equipment. Two of the departments are wanting thermal imaging cameras. Request for wildland protective clothing and turnout gear from four of the seven departments.

- b) Cross-training to support response to interface fires. Where possible, please list specific courses.

Note: training is for fire department members only and not community members.

WSPP WFF1 - Wildland Firefighter Level 1

ICS 100 - Incident Command System

FireSmart BC Wildfire Resiliency and Training Summit

Where applicable, the detailed budget is required to include a clear separation of proposed activities and costs related to structure fire and activities and costs related to interface fire.

6. Resiliency. Describe how the proposed project will enable volunteer fire departments and composite fire departments to prepare for and respond to emergencies through training and the purchase of essential equipment.

East Sooke, Shirley and Port Renfrew - The purchase of costly SCBA equipment will assist in providing these departments with basic equipment required for the departments to strive for compliance with the March 2024 BC Structure Firefighter Minimum Training Standards.

North and South Galiano - This project builds resiliency by providing training to members in Live Fire, Team Leader, Driver/Operator for Interior and Exterior Fire, ensuring that incidents are responded to in the most effective manner using modern firefighting principles. The purchase of

wildland fire shirts, pants and helmets will supplement and replace expired, ill-fitting and wornout gear currently used by members.

Otter Point and Willis Point - The additional nozzle and pump equipment will enable the departments to not only have more resources to deal with larger incidents more efficiently. Without the approved Turnout gear they are unable to respond appropriately to emergencies. These departments will also train members in Officer training.

7. Physical and Mental Well-Being. Describe the extent to which proposed training will specifically address the physical and mental wellbeing of eligible fire department staff and volunteers.

As a volunteer department it is important for members to know they are valued enough to have the proper safety equipment to do their job. As they enter many highly stressful situations with members that may have minimal training, it is very important for their mental health and well being to know that they have equipment that is up to the standard to properly protect them. Having old, hand me down and/or expired gear doesn't give the crew the confidence they need to psychologically do their job. Improved response, PPE and training will improve the confidence and mental wellbeing of fire department staff and volunteers.

8. Partnerships and Transferability. Describe the extent to which the proposed project will provide partnerships, transferability, or mutual aid to neighbouring jurisdictions.

Significant coordination will occur between the 11 Fire Services where CRD is Authority Having Jurisdiction. This project also benefits the Pacheedaht First Nation in that they provide 40% of funding for the Port Renfrew Fire Protection service area.

9. Additional Information. Please share any other information you think may help support your submission.

Costs have risen significantly over the past two years making it nearly impossible for the volunteer fire departments to house the firefighting and safety equipment they need for their volunteers to safely and effectively do their jobs. This grant of \$30K per volunteer department helps significantly in helping them fulfill their wish lists for equipment that they need but they don't have the budgets for.

SECTION 4: Required Attachments


The following separate attachments are required to be submitted as part of the application.

All applicants are required to submit:

- ☒ Evidence of declared service level (e.g. bylaw, resolution).
- ☒ Detailed budget:
 - Indicating the proposed expenditures from CEPF in alignment with the proposed activities outlined in the Application Worksheet (including a clear separation of proposed activities and costs related to structure fire and activities and costs related to interface fire).
 - Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified.
 - Applicants are encouraged to use the LGPS Budget and Financial Summary Tool.

First Nation, local government, or improvement district applicants must submit:

<input type="checkbox"/> Band Council, Treaty First Nation, or local government resolution OR a letter of support from the Band Manager, CAO, or CFO for applications that request less than \$50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant management. All regional applications, or applications requesting more than \$50,000 in funding, will require resolutions to be submitted.
Legally incorporated society-run fire department applicants must submit: <input type="checkbox"/> Board of Directors motion indicating support for the current proposed activities and willingness to provide overall grant management; and <input type="checkbox"/> Current Certificate of Good Standing.
Regional project applicants are required to submit: <input checked="" type="checkbox"/> Band Council, Treaty First Nation, or local government resolution from the primary applicant, indicating support for the current proposed activities and willingness to provide overall grant management; and, <input type="checkbox"/> Band Council, Treaty First Nation, or local government resolution from each sub-applicant that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf. Resolutions from sub-applicants must include this language.

SECTION 5: Signature This worksheet is required to be signed by an authorized representative of the applicant (i.e., staff member or elected official). Please note all application materials will be shared with the Province of BC.	
I certify that: (1) to the best of my knowledge, all information is accurate, (2) the area covered by the proposed project is within the applicant's jurisdiction (or appropriate approvals are in place) and (3) we understand that this project may be subject to a compliance audit under the program.	
Name: Chris J. Vrabel	Title: Manager, Fire Services
Signature*:  <i>*A certified digital or original signature is required.</i>	Date: October 28, 2025

Documents should be submitted as Word, Excel, or PDF files.
Total file size for email attachments cannot exceed 20 MB.

**All documents should be submitted to Local Government Program Services,
 Union of BC Municipalities by email: cepf@ubcm.ca**

Please note “2025 Fire Departments” in the subject line.



NORTH GALIANO FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE COMMISSION COMMISSIONERS MEETING

NGVFD Hall #1
Sunday 13th July, 2025 10:00
MINUTES

In Attendance: Kieran Kelleher, Ken Kucille, Idora Scott, Rob Snape

Guests: Chief Karen Harris, Derek LaCroix

Via Zoom: Raymond Chouinard

Regrets: Sarah Knoebber

1. Approval of Agenda (Scott, 2nd Snape)
2. Approval of Minutes (Snape, 2nd Scott)
3. Chair's Report
 - a. **Chair Kelleher** would like the board to provide ongoing support for budget review and approval based on Chief Harris's perspective to ensure the budget reflects the department's appropriate needs. Requests for all board members to thoroughly review the budget presented.
4. Financial Report & Chief's Report
 - a. Financials

Changes can be found in Salaries, by removing Chiefs' salaries from honoraria, showing a reduction in that budget line. Small increase in group accident insurance. Positive Change: greater contribution to ERF (emergency replacement fund) in order to support the 30-year plan. Budget remains separate between North and South Galiano FDs with a 70-30 split, until the budgets can be appropriately combined on the CRD end. Interest on purchases is charged in the first half of the year prior to the application of the new budget. The commission can identify this as an agenda item to bring forth with the CRD, if the question of interest proves to be an issue.
 - b. Chief's Report

CISM was engaged in order to support a difficult call this month. An item that was brought up as a significant discrepancy pertains to some lanes/laneways not being recognized by maps and dispatch, creating issues with Incident location. ECOM and dispatch are being contacted to get these corrected.
 - c. New licensed FRs
 - i. FRs will be reimbursed for CRC.
 - d. Maintenance
 - i. AC Clark still continues work on expansion plans for Cook Hall, ie; Storage Shed, enclosing mezzanine, etc.

ii. Potable Water System Update: Most of the work has been done; issues that arise will need to be tended to by a professional Well Digger (Williams).

Chair Kelleher: When does this become a Health and Safety Issue, as this is a significant problem? External support could be necessary. The commission requests that AC Clark be present at the next meeting (SEP/21/2025) for a review and follow-up prior to moving this to Health and Safety. A need to review the water reports after Williams' involvement will. Safety minutes may need to be presented for the CRD to "action", if problems persist.

e. Chief Tom Darby (ret.) Celebration of Life: FD members should attend in uniform, and Chief Darby's gear brought for display.

f. Request the society:

i. Fiesta AUG/02/2025: for commissioners and FD members to be present.

ii. BBQ Social: for commissioners to attend.

5. Business Arising out of the Minutes or Report

a. CRD Fire Services Bylaws Review: CRD is moving forward

b. 2026 Budget

i. Chief Harris requires a vote on this preliminary budget. The commission can review and go back for a vote on the final budget, reflecting any necessary changes. The CRD financial report will be provided before the end of the month.

ii. Budget: Commission votes on preliminary budget approval

MOTION to approve the preliminary budget for 2026 (*Snape, 2nd Scott, carried unanimously*)

c. Fiesta: Galiano FD will have a combined booth and take part in the parade.

d. Recruitment

i. Members of the community should have more exposure of the need for recruits, the dangers, fire hazards, increase in wildfire risk as enticement for joining the FD.

ii. High school Outreach: career-day type engagement for awareness at Salt Spring High School.

iii. Awareness Flyers for Distribution on ferries and island businesses: item for discussion in future meeting.

iv. Subject should be moved to the Society meeting as it falls under Society business.

e. FireSmart & WildFire Mitigation

i. Forest Wildfire Mitigation does not fall under fire department jurisdiction. FireSmart applies to individual properties. The Galiano Conservancy Association has developed a program for fuel reduction and forest management in conjunction with GEFA, the fire departments and FireSmart Galiano.

ii. FD is trained for wildfire yearly with the use of the Structure Protection Unit Trailer. North Galiano FD currently has a wildfire skid that could be put in service, but needs a truck.

iii. Event proposing training for wildfire mitigation and forest management for property owners, and awareness and outreach to be considered. Commission to liaise with the Galiano Conservancy Association to get a project going. Item should be added to next meeting's agenda.

6. Other Business: none
7. Next Meeting: Sunday, September 21st at 10:00 at North Galiano Fire Hall #1 (Cook)
8. Adjournment: 11:18

**OTTER POINT FIRE PROTECTION AND
EMERGENCY RESPONSE SERVICE COMMISSION
MINUTES OF MEETING
WEDNESDAY 13 AUGUST 2025
Otter Point Firehall, 3727 Otter Point Road, Sooke BC**

Members Present:

Ms. J. Hemphill – Chair	Ms. D. Morton - Trustee
Mr. B. Gibbons – Treasurer	Mr. P. White – Trustee
Mr. S. Hemphill – Trustee & FFs Rep	Mr. A. Wickheim – Trustee and Dir JDF

Members Absent:

Mr. D. Gollmer – Vice Chair

Others Present:

Mr. J. McCrea – Otter Point Fire Chief
Mr. B. Patterson – Otter Point Deputy Fire Chief

Call to Order:

Meeting called to order at 1856 hrs.

Approval of the Agenda:

All in favour of the agenda.

Approval Previous Minutes:

MOTION to accept the minutes of the July 09th, 2025 meeting. Gibbons/White. All in favour. Motion carried.

Fire Chief's Report:

Attached.

Treasurer's Report:

Budget 2025. On track.
Budget 2026. Budget package submitted end July.

Firefighter's Rep. Report:

- 15-17 Aug, Summer Camping Weekend. Coming up this weekend.
- 27 Sep, Appreciation Dinner.
- 31 Oct, Hallowe'en. Fireworks have been ordered. Will look into alternate to fireworks, ie. laser show for future consideration.

Old Business:

None.

New Business:

None.

MOTION to adjourn at 2032 hrs. Gibbons/Wickheim. All in favour. Motion carried.

Next Commission meeting is to be held on Wednesday, 10 Sept 2025, 1900 hrs.

Meeting Minutes

Port Renfrew Utility Services Committee

Tuesday, June 24, 2025

2:00 PM

Goldstream Conference Room
479 Island Hwy
Victoria BC V9B 1H7

PRESENT:

W. Forsberg (Chair), C. Wilkinson (Vice Chair), C. Carlsen (EP), A. Wickheim (EA Director)

STAFF: J. Dales, Senior Manager, Wastewater Infrastructure Operations; J. Marr, Senior Manager, Infrastructure Engineering; I. Lawrence, Senior Manager, Juan de Fuca Local Area Services; A. Hilva, Manager, Core Area Wastewater Conveyance Operations; N. Tokgoz, Manager, Water Distribution Engineering and Planning; T. Watkins, Manager, Environmental Resource Management Policy and Planning; J. Oulton, Clean Demolition Permit Assistant; M. Lagoa, Manager, Legislative Services (EP); M. MacDonald, Legislative Services Coordinator (Recorder)

EP - Electronic Participation

The meeting was called to order at 2:02 pm.

1. Territorial Acknowledgement

Chair Forsberg provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by A. Wickheim, SECONDED by C. Wilkinson,
That the agenda for the Port Renfrew Utility Services Committee meeting of June 24, 2025 be approved as amended with the addition of the following items:
- 8.1. Fire Hydrants
- 8.2. Grant Opportunities
CARRIED

3. Adoption of Minutes

- 3.1. [25-0724](#) Minutes of the Port Renfrew Utility Services Committee meeting of February 18, 2025

MOVED by A. Wickheim, SECONDED by C. Wilkinson,
That the minutes of the Port Renfrew Utility Services Committee meeting of February 18, 2025 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. Commission Business

6.1. [25-0650](#) Senior Manager's Verbal Update

J. Dales presented Item 6.1. for information and introduced the new Electoral Area Services General Manager. The following information was also provided:

- regular attendance of new Electoral Area Services staff members
- upcoming installation of water conservation signage
- current water conservation level and restrictions

6.2. [25-0738](#) Request for Modifications to Covenant CA9549685 by Port Renfrew Management Ltd

Committee member C. Wilkinson declared a personal conflict and recused himself from the meeting at 2:08 pm.

N. Tokgoz presented Item 6.2..

Discussion ensued regarding:

- desire to prioritize long term residents connecting over new builds
- potential requirement for pumps to deliver water at higher elevations
- system capacity and connection cost
- future capacity and potential additional water sources
- impacts of the upcoming Official Community Plan and Master Plan
- fire suppression requirements

MOVED by A. Wickheim, SECONDED by W. Forsberg,

The Port Renfrew Utility Services Committee recommends that the Electoral Areas Committee recommends to the Capital Regional District Board:

That Port Renfrew Management Ltd.'s request for amendments to the existing covenant CA9549685, as noted in the letter addressed to the Port Renfrew Utility Services Committee and dated April 11, 2025, be approved.

CARRIED

Committee member C. Wilkinson returned to the meeting at 3:11 pm.

6.3. [25-0675](#) 2024 Annual Report

J. Dales presented Item 6.3. for information.

Discussion ensued regarding:

- inflow and infiltration of storm water into the sewer system during rain events
- ongoing investigation of potential locations with high inflow and infiltration
- upcoming Master Plan will address future system repairs and replacements

6.4. [25-0671](#) Capital Projects and Operational Update - June 2025

J. Dales, N. Tokgoz, A. Hilva and J. Oulton presented Item 6.4. for information.

Discussion ensued regarding:

- appreciation for recent work at the transfer station
- desire for lighting to allow for evening hours in the winter
- request for signage or control measures for parking area

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

8.1. Fire Hydrants

Chair Forsberg introduced Item 8.1. and noted that currently a number of the fire hydrants are approaching the end of their suggested life cycle.

A. Hilva noted that all hydrants are functional, however replacement parts for these older hydrants may not be available.

Discussion ensued regarding:

- request for cost estimate to replace all hydrants
- potential for grant funding to support replacements
- clean up of grass and brush around hydrants is required

8.2. Grant Opportunities

Chair Forsberg introduced Item 8.2. for information and spoke to current grant opportunities.

J. Dales provided information on the process to obtain grant funding.

9. Adjournment

**MOVED by A. Wickheim, SECONDED by C. Wilkinson,
That the Port Renfrew Utility Services Committee meeting of June 24, 2025 be
adjourned at 4:02 pm.
CARRIED**

Chair

Recorder

Meeting Minutes

Skana Water Service Committee

Tuesday, March 4, 2025

9:30 AM

Goldstream Conference Room
479 Island Hwy
Victoria BC V9B 1H7

PRESENT:

P. Brent (EA Director), R. Anthony, M. Bentley, B. Hill (EP), W. Korol

Staff: T. Robbins, Chief Administrative Officer; A. Fraser, General Manager, Infrastructure and Water Services; Jason Dales, Senior Manager, Wastewater Infrastructure Operations; D. Robson, Manager, Saanich Peninsula Gulf Island Operations; J. Kelly, Manager, Capital Projects; C. Moch, Manager, Water Quality; Marlene Lagoa, Manager, Legislative Services and Deputy Corporate Officer; Denise Dionne, Manager, Business Support Services; Megan MacDonald, Legislative Services Coordinator (Recorder)

EP – Electronic Participation

The meeting was called to order at 9:30 am.

1. Territorial Acknowledgement

D. Robson provided a Territorial Acknowledgement.

2. Election of Chair

D. Robson called for nominations for the position of Chair of the Skana Water Service Committee for 2025.

R. Anthony nominated W. Korol. W. Korol accepted the nomination.

D. Robson called for nominations a second and third time.

Hearing no further nominations, D. Robson declared Warren Korol the Chair of the Skana Water Service Committee for 2025 by acclamation.

3. Election of Vice Chair

The Chair called for nominations for the position of Vice Chair of the Skana Water Service Committee for 2025.

M. Bentley nominated R. Anthony. R. Anthony accepted the nomination.

The Chair called for nominations a second and third time.

Hearing no further nominations, the Chair declared Robert Anthony the Vice Chair of the Skana Water Service Committee for 2025 by acclamation.

4. Approval of Agenda

MOVED by P. Brent, **SECONDED** by R. Anthony,
That the agenda be approved as amended with the addition of the following items:

- 10.1. Operational Communication and Notification Policy
- 10.2. Water Conservation Policy
- 10.3. History of Leaks and Calculation of Rolling Averages

CARRIED

5. Adoption of Minutes

5.1. [25-0226](#) Minutes of the Skana Water Service Committee Meeting of October 31, 2024

MOVED by W. Korol, **SECONDED** by P. Brent,
That the minutes of the Skana Water Service Committee meeting of October 31, 2024 be adopted.

MOVED by W. Korol, **SECONDED** by R. Anthony,
That the minutes be amended by attaching the Chairs Remarks.
CARRIED

MOVED by W. Korol, **SECONDED** by R. Anthony,
That the minutes be amended by removing the following sentence from Item 4. "Director Brent suggested that the committee could hold an informal meeting with the community, similar to other small water systems, to keep the water system users informed." and replacing it with "The Committee requested Infrastructure and Water Services (IWS) hold a community engagement meeting. Director Brent offered to set up an informal meeting with the community and one IWS staff member attending either virtually or in person."
CARRIED

MOVED by W. Korol, **SECONDED** by R. Anthony,
That the minutes be amended by removing the following bullet from Item 6. "The Committee wants a minimum of three water conservation signs installed in the community." and replacing it with "The Committee advised more than one sign is needed, possibly up to three, to reach all members of the system."
CARRIED

MOVED by W. Korol, **SECONDED** by R. Anthony,
That the minutes be amended by adding the following to the end of the last sentence under Item 7.1. Project 24-02 Storage Tank Options Assessment "and this is not followed consistently and will be followed more consistently in future."

MOVED by P. Brent, **SECONDED** by W. Korol,
That the minutes be amended by removing the following sentence from Item 7.1. Decommissioning Unused Wells "A right-of-way is in place for CRD-owned wells."
CARRIED

MOVED by W. Korol, SECONDED by R. Anthony,
That the minutes be amended by adding the following sentence to the end of the first paragraph on Item 7.3."The Committee requested that the budget more clearly state the date the estimated year end totals were calculated."
CARRIED

The question was called on the main motion as amended.

That the minutes of the Skana Water Service Committee meeting of October 31, 2024 be adopted as amended.
CARRIED

6. Chair's Remarks

The Chair thanked staff for being present at the meeting and working towards the shared goal of a safe, reliable and cost effective water service for all users.

7. Presentations/Delegations

There were no presentations or delegations.

8. Commission Business

8.1. [25-0228](#) Senior Manager's Verbal Update

A. Fraser presented Item 7.1. and provided information related to upcoming Water Conservation Bylaw amendments, water conservation signage, communication tools and emergency notification procedures.

Discussion ensued regarding:

- approval procedure for bylaw amendments
- water shortage concerns
- financial implications of purchasing additional water to support the system
- request for more restrictive water conservation in the service area

MOVED by W. Korol, SECONDED by R. Anthony,
That Committee members will provide feedback to the Electoral Area Director on the proposed Water Conservation Bylaw Amendment by Tuesday March 11, 2025, and that the Chair will consider registering as a delegation to the Electoral Areas Committee when this Bylaw is considered.
CARRIED

Discussion continued regarding:

- proposed water conservation signage on Waugh Road
- a grant received by the CRD provides funding for the installation of one sign
- potential for additional signage funding in the Capital Plan for next year

MOVED by W. Korol, SECONDED by P. Brent,
That the committee request the intersection of Georgina Point Road and Waugh Road be investigated as a possible sign location.
CARRIED

8.2. [25-0215](#) Capital Projects and Operational Update - March 2025

J. Kelly and D. Robson presented item 7.2. for information.

Discussion ensued regarding:

- potential for refurbishment of the existing water storage tanks
- clarification on the various options for storage tank replacement
- water colour and quality during periods of high consumption
- process to obtain funding for required capital works
- community consultation opportunities and consent requirements for borrowing once the project scope is finalized

MOVED by W. Korol, SECONDED by P. Brent,

Regarding the storage tank options assessment for final issue, the Skana Water Service Committee requests that:

- 1. A definitive statement be included on the refurbishment of existing water storage tanks;**
- 2. Wording is clarified to talk about the difference in volume/capacity between large single tank and the two other options;**
- 3. The life cycle analysis be reconsidered for differences in capital, installation and transportation costs of the tanks on different replacement frequencies; and**
- 4. Staff report back on the funding mechanism, electoral consent options and schedule for the work at the June meeting.**

CARRIED

9. Notice(s) of Motion

There were no notice(s) of motion.

10. New Business**10.1. Operational Communication and Notification Policy**

Committee members developed a suggested Operational Communication and Notifications Policy to improve system specific information to users of the water service. The Chair introduced the suggested Policy.

The Chief Administrative Officer clarified that the Committee does not have authority to develop or approve CRD policies. System specific policies would be a challenge administratively and concerns were raised about privacy legislation and the management of personal information.

Discussion ensued regarding:

- limitations of the Public Alert Notification System (PANS)
- methods of delivering notification
- notification procedures, including community notices and door to door delivery
- water conservation efforts and applicable fines for bylaw infractions
- standard operating procedures during drought
- staff capacity while balancing multiple projects and timelines

MOVED by W. Korol, SECONDED by R. Anthony,
The Skana Water Service Committee request that staff provide a report that outlines the operational implementation options and associated costs that address the desired outcomes of the suggested Operational Communication and Notifications Policy.
CARRIED

10.2. Water Conservation Policy

Committee members developed a suggested Skana Water Conservation Policy to improve water conservation efforts in the service area. The Chair introduced the suggested policy and clarified that system specific restrictions are being requested due to elevated concerns.

A. Fraser requested that committee members review the Water Conservation Bylaw Amendment and make recommendations to the Electoral Areas Committee for consideration.

10.3. History of Leaks and Calculation of Rolling Averages

The Chair spoke to recent leaks during a cold weather event and rolling averages of water quality testing. He noted the importance of educating owners that water meters and valves should not be altered.

Discussion ensued regarding:

- procedure for determining possible water leaks
- accessibility of the water shut off valve to residents
- difficulty finding water shut-off valves during snow
- disinfection byproducts and seasonal fluctuations
- water quality testing frequency and regulations

11. Adjournment

MOVED by R. Anthony, SECONDED by P. Brent,
That the Skana Water Service Committee Meeting of March 4, 2025 be adjourned at 12:12 pm.
CARRIED

Chair

Recorder

Meeting Minutes

Skana Water Service Committee

Friday, June 13, 2025

9:30 AM

Goldstream Conference Room
479 Island Hwy
Victoria BC V9B 1H7

PRESENT:

W. Korol (Chair) (EP), R. Anthony (Vice Chair) (EP), P. Brent (EA Director) (EP)

STAFF: S. Henderson, General Manager, Electoral Area Services (EP); J. Marr, Senior Manager, Infrastructure Engineering; J. Starke, Senior Manager, Southern Gulf Islands Administration (EP); J. Kelly, Manager, Capital Projects; C. Moch, Manager, Water Quality; D. Robson, Manager, Saanich Peninsula Gulf Island Operations; L. Xu, Manager, Local Services and Corporate Grants; M. Lagoa, Deputy Corporate Officer (EP); Megan MacDonald, Legislative Services Coordinator (Recorder)

EP - Electronic Participation

Regrets: M. Bentley, B. Hill

The meeting was called to order at 9:30 am.

1. Territorial Acknowledgement

D. Robson provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by W. Korol, SECONDED by P. Brent,
That the agenda for the Skana Water Service Committee meeting of June 13,
2025 be approved as amended to first consider Appendix A of Item 6.3., followed
by Item 6.4., and then all remaining items in the order presented.
CARRIED

6.3. [25-0668](#) Capital Projects and Operational Update - June 2025

J. Kelly presented Appendix A of Item 6.3. for information.

Discussion ensued regarding:

- refurbishment of existing tanks is not advisable
- request for further information about a poly tank replacement option

6.4. [25-0678](#) Capital Projects Requiring Funding - Potential Funding Options and Cost Implications

J. Marr presented Item 6.4..

Discussion ensued regarding:

- approximate cost per property
- information sent to owners will include Frequently Asked Questions (FAQ)
- projects will be presented to the committee in the Capital Plan
- the risk of failure and emergency repair costs increase over time
- staff to set up community information session
- secured loan authorization borrowing would benefit future grant applications
- grant application in 2023 was unsuccessful due to lack of approved borrowing

MOVED by W. Korol, SECONDED by P. Brent,

- 1. That the petition process be initiated to borrow up to \$1,100,000 over 25 years debt term to complete the capital improvement projects following a community engagement meeting.**
- 2. If the petition process is successful, that a loan authorization bylaw be advanced to the Electoral Areas Committee and Capital Regional District Board for readings and adoption; and**
- 3. That staff complete the remaining steps required to secure the funds and begin the projects.**

CARRIED

P. Brent left the meeting at 10:16 am.

9. Adjournment

The Skana Water Service Committee meeting of June 13, 2025 was adjourned at 10:16 am due to a lack of quorum.

CARRIED

3. Adoption of Minutes

- 3.1. [25-0720](#) Minutes of the Skana Water Service Committee meeting of March 4, 2025

Due to a lack of quorum, this item was postponed to the next meeting.

4. Chair's Remarks

There were no Chair's remarks.

5. Presentations/Delegations

There were no presentations or delegations.

6. Commission Business

- 6.1. [25-0650](#) Senior Manager's Verbal Update

D. Robson presented Item 6.1. for information, introduced new staff support personnel and provided information on the involvement of new Electoral Areas Services department.

Discussion ensued regarding:

- local area considerations for water restrictions
- committee request to implement stage three water restrictions
- water conservation signage installation later this year

6.2. [25-0644](#) 2024 Annual Report

D. Robson presented Item 6.2. for information.

6.3. [25-0668](#) Capital Projects and Operational Update - June 2025

Discussion resumed on Item 6.3. regarding:

- funding is required to obtain preliminary cost estimates for capital projects
- request to review the water shut-off requirements of unoccupied properties

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

Chair Korol requested that the Committee suggestions related to the Water Conservation Bylaw and the notification procedures be discussed.

8.1. Suggestion Regarding Water Conservation Bylaw

Chair Korol requested an update on incorporating the Committee's suggestions in the Water Conservation Bylaw. S. Henderson will provide details in future.

8.2. Suggested Communication and Notification Updates

Chair Korol spoke to the committee request for new communication procedures.

Discussion ensued regarding:

- request for clarification on policies
- committee cannot provide operational direction
- staff will provide additional information at a future meeting

Chair

Recorder

Meeting Minutes

Surfside Park Estates Water Service Committee

Thursday, June 26, 2025

2:00 PM

Goldstream Conference Room
479 Island Hwy
Victoria BC V9B 1H7

PRESENT:

L. Vallee (Chair), K. Wall (Vice Chair), P. Brent (EA Director) (EP), W. Mulvin

STAFF: S. Henderson, General Manager, Electoral Areas (EP); J. Marr, Senior Manager, Infrastructure Engineering; C. Moch, Manager, Water Quality; J. Starke, Manager, Real Estate and SGI Administration (EP); D. Robson, Manager, Saanich Peninsula Gulf Island Operations; L. Xu, Manager, Local Services and Corporate Grants (EP); M. Lagoa, Manager, Legislative Services and Deputy Corporate Officer (EP); Megan MacDonald, Legislative Coordinator (Recorder)

EP - Electronic Participation

The meeting was called to order at 2:00 pm.

1. Territorial Acknowledgement

Chair Vallee provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by K. Wall, **SECONDED** by P. Brent,
That the agenda for the Surfside Park Estates Water Service Committee meeting of June 26, 2025 be approved as amended with the addition of Item 8.1. Public Outreach.
CARRIED

3. Adoption of Minutes

- 3.1. [25-0725](#) Minutes of the Surfside Park Estates Water Service Committee meeting of March 6, 2025

MOVED by P. Brent, **SECONDED** by K. Wall,
That the minutes of the Surfside Park Estates Water Service Committee meeting of March 6, 2025 be amended by replacing "C. Moch" with "D. Robson" under Items 10.3, 10.4, and 10.5, and that the minutes be adopted as amended.
CARRIED

4. Chair's Remarks

Chair Vallee emphasized the significance of the agenda topics, highlighting the need to educate and engage community members so that the urgency of the proposed repairs is fully understood by all.

5. Presentations/Delegations

There were no presentations or delegations.

6. Commission Business

6.1. [25-0650](#) Senior Manager's Verbal Update

D. Robson presented Item 6.1. for information introduced the new Electoral Area Services General Manager. The following information was also provided:

- regular attendance of new Electoral Area Services staff members
- upcoming installation of water conservation signage
- First Nations consultation for signage is underway

6.2. [25-0679](#) Capital Projects Requiring Funding - Potential Funding Options and Cost Implications

J. Marr presented Item 6.2. for information.

Discussion ensued regarding:

- cost and lifecycle expectations of polyethylene tanks
- more refined cost estimates will be available during the design phase
- analysis of the location will ensure long term suitability
- proof of secured borrowing will improve chances of obtaining a grant
- information about the petition process and next steps
- importance of understanding that a tank failure would be catastrophic
- ongoing issues with leaks and high risk of failure of the current storage tanks

MOVED by W. Mulvin, SECONDED by K. Wall,

1. That the petition process be initiated to borrow up to \$2,000,000 over 25 years debt term to complete the capital improvement projects.
2. If the petition process is successful, that a loan authorization bylaw be advanced to the Electoral Areas Committee and Capital Regional District Board for readings and adoption; and
3. That staff complete the remaining steps required to secure the funds and begin the projects.

CARRIED

6.3. [25-0718](#) Surfside Park Estates Water Service 2025-2029 Capital Plan Amendment

J. Marr presented Item 6.3. for information.

MOVED by W. Mulvin, SECONDED by K. Wall,

That the Surfside Park Estates Water Service Committee recommends that the Electoral Areas Committee recommends to the Capital Regional District Board: That the Surfside Park Estates Water 2025 - 2029 Capital Plan be amended to:

1. Increase the 2025 project budget for the Replacement of Ultraviolet (UV) Equipment at the Surfside Water Treatment Plant (WTP) (25-02) by \$7,500 from \$7,500 to \$15,000, funded from Capital Reserve Fund.
2. Defer \$7,500 of project budget for the Source Water Surveillance project (24-02), funded from Capital Reserve Fund, from 2025 to 2026.

CARRIED

6.4. [25-0676](#) 2024 Annual Report

D. Robson presented Item 6.4. for information.

Discussion ensued regarding:

- baseline levels of arsenic in the groundwater are creeping up slowly
- effects of manganese and iron on the flavor of treated water
- potential for accumulation of heavy metals in areas that do not flow

6.5. [25-0672](#) Capital Projects and Operational Update - June 2025

D. Robson presented Item 6.5. for information.

Discussion ensued regarding:

- variation of arsenic concentration in groundwater throughout the area
- difficulty determining source of arsenic

6.6. [25-0713](#) Arsenic Health Guidelines

C. Moch presented Item 6.4. for information.

Discussion ensued regarding:

- frequent need for filter replacement
- actions required to meet new Provincial guidelines
- potential 2026 budget item to hire a consultant
- difficulties in predicting arsenic levels

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

8.1. Public Outreach

Chair Vallee noted that the general public is not fully informed about the water system or committee meetings.

Discussion ensued regarding:

- option to subscribe for updates on the water system webpage
- petition letter will contain a short link to the water system page
- options to encourage residents to be more engaged

9. Adjournment

MOVED by W. Mulvin, SECONDED by K. Wall,
That the Surfside Park Estates Water Service Committee meeting of June 26,
2025 be adjourned at 3:16 pm.
CARRIED

Chair

Recorder

Meeting Minutes

Wilderness Mountain Water Service Commission

Tuesday, June 24, 2025

9:30 AM

Goldstream Conference Room
479 Island Hwy
Victoria BC V9B 1H7

PRESENT:

P. Twamley (Acting Chair), D. Pepino (EP), A. Wickheim (EA Director), J. Wilson

STAFF: S. Henderson, General Manager, Electoral Area Services (EP); S. Carey, Senior Manager, Legal & Risk Management; S. Irg, Senior Manager, Infrastructure Water Operations; I. Lawrence, Senior Manager, Juan de Fuca Administration (EP); C. Moch, Manager, Water Quality; M. MacDonald, Legislative Services Coordination (Recorder)

EP - Electronic Participation

The meeting was called to order at 9:30 am.

1. Territorial Acknowledgement

Acting Chair Twamley provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by A. Wickheim, SECONDED by J. Wilson,
That the agenda for the Wilderness Mountain Water Service Commission meeting of June 24, 2025 be approved as amended with the addition of the following Items:

- 8.1. Meeting Participation
- 8.2. Lower Dam Update
- 8.3. Communication Procedures
- 8.4. Intake Pipe

CARRIED

3. Adoption of Minutes

- 3.1. [25-0723](#) Minutes of the Wilderness Mountain Water Service Commission meeting of February 18, 2025

MOVED by A. Wickheim, SECONDED by J. Wilson,
That the minutes of the Wilderness Mountain Water Service Commission meeting of February 18, 2025 be approved as circulated.

CARRIED

4. Chair's Remarks

There were no Chair's remarks.

5. Presentations/Delegations

There were no presentations or delegations.

6. Commission Business

6.1. [25-0650](#) Senior Manager's Verbal Update

S. Irg presented Item 6.1. for information, and provided the following updates:

- involvement of new Electoral Areas Services department
- introduction of new staff support personnel

6.2. [25-0674](#) 2024 Annual Report

S. Irg and C. Moch presented Item 6.2. for information.

Discussion ensued regarding:

- cause of algae blooms and impacts to water quality
- methods to avoid a water quality advisory

6.3. [25-0670](#) Capital Projects and Operational Update - June 2025

S. Irg presented Item 6.3. for information.

Discussion ensued regarding:

- tender process and contractor selection as per procurement policy
- dock was built to accommodate potential for future relocation of the intake
- options for future projects can be discussed at the budget meeting

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

8.1. Meeting Participation

Acting Chair Twamley presented Item 8.1. for information and noted that there is significant community interest related to Commission meetings.

Discussion ensued regarding:

- logistics of holding meetings in person
- cost of room rental, staff time and mail notifications
- potential for budget inclusion or bylaw amendments

**MOVED by J. Wilson, SECONDED by A. Wickheim,
That the Wilderness Mountain Water Service Commission direct staff to report
back on options and cost to host an in person information session.
CARRIED**

8.2. Lower Dam Update

Acting Chair Twamley requested clarification on the ownership of the dam and conditional water licenses.

Discussion ensued regarding:

- the Province owns the water within any dam, use is granted by license
- the CRD's license at William Brook is solely as a dam owner
- this license authorizes the operation and maintenance of the dam structure but does not include rights to make beneficial use of the stored water
- the land surrounding each reservoir is privately owned
- responsibility to ensure a dam is maintained is borne by the owner

8.3. Communication Procedures

Acting Chair Twamley enquired on the proper procedures for interested members of the community to obtain information related to Commission business.

M. MacDonald provided the following methods of engagement:

- commission meeting agendas and minutes can be found online
- past agendas contain reports with information, minutes have decisions made
- the commission page includes an option to subscribe for updates
- members of the public were encouraged to visit www.crd.ca/wilderness-ws
- emails related to commission business should be sent to legserv@crd.bc.ca
- procedures for handling correspondence received

8.4. Intake Pipe

Acting Chair Twamley noted that this topic was discussed under Item 6.3.

9. Motion to Close the Meeting

9.1. [25-0770](#) Motion to Close the Meeting

**MOVED by J. Wilson, SECONDED by A. Wickheim,
That the meeting be closed for proposed service or contract negotiations in
accordance with Section 90(1)(k) of the Community Charter.
CARRIED**

**The Wilderness Mountain Water Service Commission moved to the closed
session at 10:19 am.**

**The Wilderness Mountain Water Service Commission rose from the closed
session at 11:12 am without report.**

10. Adjournment

MOVED by P. Twamley, SECONDED by J. Wilson,
That the Wilderness Mountain Water Service Commission meeting of June 24,
2025 be adjourned at 11:12 am.
CARRIED

Chair

Recorder