



Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, February 11, 2026

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. [26-0151](#) Minutes of the Electoral Areas Committee meeting of January 14, 2026

Recommendation: That the minutes of the Electoral Areas Committee meeting of January 14, 2026 be adopted as circulated.

Attachments: [Minutes: January 14, 2026](#)

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. [26-0063](#) Fire Safety Act - Designation of Fire Safety Inspectors and Fire Investigators
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
That the persons, or class of persons, identified in Appendix A be confirmed as fire safety inspectors and fire investigators for the electoral areas within the Capital Regional District.
(NWA)
- Attachments:** [Staff Report: FSA – Design'n of Fire Safety Inspectors & Investigators](#)
[Appendix A: Designation of Fire Inspectors & Investigators for CRD](#)
- 6.2. [26-0116](#) Bylaw No. 4677, "Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No. 1, 2026"
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4677, "Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No. 1, 2026" be introduced and given first, second and third reading; and
(NWA)
2. That Bylaw No. 4677 be adopted.
(NWA, 2/3 on adoption)
- Attachments:** [Staff Report: Bylaw No. 4677 - Fire Services Fire Prevention & Admin](#)
[Appendix A: Bylaw No. 4677](#)
- 6.3. [26-0117](#) Bylaw No. 4734 to Amend Bylaw No. 3654 - Fire Commissions
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4734, "Fire Protection and Emergency Response Service Commissions Bylaw, 2010, Amendment Bylaw No. 4, 2026" be introduced and given first, second and third reading; and
(NWA)
2. That Bylaw No. 4734 be adopted.
(NWA, 2/3 on adoption)
- Attachments:** [Staff Report: Bylaw No. 4734 to Amend Bylaw No. 3654](#)
[Appendix A: Bylaw No. 4734](#)
[Appendix B: Consolidated Bylaw No. 3654 - Redlined](#)

6.4. [26-0091](#) Previous Minutes of Other CRD Committees and Commissions for Information

Recommendation: There is no recommendation. The following minutes are for information only:
a) East Sooke Fire Protection and Emergency Response Service Commission minutes of August 27, 2025
b) East Sooke Fire Protection and Emergency Response Service Commission minutes of October 22, 2025
c) Shirley Fire Protection & Emergency Response Commission minutes of November 24, 2025
d) Mayne Island Parks and Recreation Commission minutes of December 11, 2025

Attachments: [Minutes: E. Sooke Fire Prot'n & Emrg. Resp. Svc. Commiss - August 27, 2025](#)
[Minutes: E. Sooke Fire Prot'n & Emrg. Resp. Svc. Commiss - October 22, 2025](#)
[Minutes: Shirley Fire Prot'n & Emrg. Resp. Commiss - November 24, 2025](#)
[Minutes: Mayne Island Parks & Recreation Commiss - December 11, 2025](#)

7. Notice(s) of Motion

8. New Business

9. Adjournment

The next meeting is March 11, 2026.

To ensure quorum, please advise Jennifer Ives (jives@crd.bc.ca) if you or your alternate cannot attend.

Meeting Minutes

Electoral Areas Committee

Wednesday, January 14, 2026

10:00 AM

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

PRESENT

Directors: P. Brent (Chair), G. Holman (Vice Chair), A. Wickheim, C. McNeil-Smith (Board Chair, ex-officio) (10:04 am)

Staff: T. Robbins, Chief Administrative Officer; S. Henderson, General Manager, Electoral Area Services; V. Somosan, Senior Manager/ Deputy CFO, Financial Services; A. Orr, Senior Manager, Corporate Communications; D. Ovington, Senior Manager, SSI Administration; J. Starke, Senior Manager, SGI Administration; C. Gray, Manager, Building Inspection; M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk (Recorder)

Guest: Director M. Little (EP)

The meeting was called to order at 10:01 am.

1. Territorial Acknowledgement

Director Holman provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Brent, **SECONDED** by Director Wickheim,
That Director Little be permitted to participate (without vote) in the 2026 sessions
of the Electoral Areas Committee.
CARRIED

MOVED by Director Brent, **SECONDED** by Director Wickheim,
That the agenda for the Electoral Areas Committee meeting of January 14, 2026
be approved.
CARRIED

3. Adoption of Minutes

3.1. [26-0079](#) Minutes of the Electoral Areas Committee meeting of December 10, 2025

MOVED by Director Holman, **SECONDED** by Director Wickheim,
That the minutes of the Electoral Areas Committee meeting of December 10, 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. [26-0023](#) 2026 Electoral Areas Committee Terms of Reference

M. Lagoa presented Item 6.1. for information.

**6.2. [26-0004](#) Bylaw No. 4713, Building Regulation Bylaw No. 5, 2010, Amendment
Bylaw No. 7, 2025**

C. Gray spoke to Item 6.2.

Director McNeil-Smith joined the meeting in person at 10:04 am.

Discussion ensued on the following:

- affordable versus attainable housing
- market conditions, agreements and funding programs
- Freedom of Information (FOI) request and permit fees
- FAQ and communications about FOI requests
- building permit fee variation and how to distinguish fees
- permitting fees from surrounding jurisdictions

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

- 1. That Bylaw No. 4713, "Building Regulation Bylaw No. 5, 2010, Amendment
Bylaw No. 7, 2025" be introduced read a first, second and third time; and**
- 2. That Bylaw No. 4713 be adopted.**

CARRIED

**6.3. [25-1346](#) Bylaw No. 4678: Lyall Harbour/Boot Cove Water Loan Authorization Bylaw
No. 1, 2025**

J. Starke spoke to Item 6.3.

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

- 1. That the attached Certification of Results of Petition for Borrowing - Lyall
Harbour/Boot Cove Water Service be received.**
- 2. That Bylaw No. 4678, "Lyall Harbour/Boot Cove Water Loan Authorization
Bylaw No. 1, 2025" be introduced and read a first, second, and third time.**
- 3. That Bylaw No. 4678 be submitted to the Inspector of Municipalities for
approval.**

CARRIED

6.4. [26-0025](#) Previous Minutes of Other CRD Committees and Commissions for Information

There is no recommendation. The following minutes are for information only:
a) Mayne Island Parks and Recreation Commission minutes of November 13, 2025
b) Otter Point Fire Protection and Emergency Response Service Commission minutes of November 12, 2025

7. Motion with Notice

7.1. [26-0007](#) Motion with Notice: Communicating Building Permit Fee and Processing Changes (Director Holman)

G. Holman spoke to Item 7.1.

Discussion ensued on the timeframe for a report back and ensuring new directors are informed.

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

That the building permit fee and processing changes be reviewed by staff and a report provided to the Electoral Areas Committee after a year.

CARRIED

8. New Business

There was no new business.

9. Adjournment

**MOVED by Director Holman, SECONDED by Director Wickheim,
That the Electoral Areas Committee meeting of January 14, 2026 be adjourned at 10:27 am.**

CARRIED

CHAIR

RECORDER



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REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, FEBRUARY 11, 2026

SUBJECT: *Fire Safety Act* – Designation of Fire Safety Inspectors and Fire Investigators

ISSUE SUMMARY

To designate positions to serve as fire safety inspectors and fire investigators for the Capital Regional District (CRD), in accordance with the *Fire Safety Act* (FSA).

BACKGROUND

The *FSA*, which received Royal Assent in 2016, was finally brought into force as of August 1, 2024, superseding and replacing the *Fire Services Act*. Under the *FSA*, the CRD must designate fire safety inspectors and investigators.

The *FSA* obliges the CRD to provide border-to-border fire inspection capabilities and fire investigation services, which is a new requirement for all regional districts.

The training qualification standards for fire investigators and fire inspectors are set by the Office of the Fire Commissioner (OFC). The standards have been released, including processes for recognition through assessment of prior learning; however, the training sessions have yet to be offered by the OFC. Staff will work closely with the individual departments to assist designated individuals in meeting qualification standards through the prior learning assessments and training sessions as they become available.

Designation of Fire Inspectors

The CRD Board, as a local authority, must “designate in writing persons, or a class of persons, as fire inspectors to conduct fire safety inspections”. Any person, or class of persons, so designated must meet the “applicable standards established by the fire commissioner”. For a regional district, the designations that it makes must, in aggregate, cover the entirety (geographically) of the unincorporated areas for which it is responsible.

Under section 9 of the *FSA*, any person designated as a Fire Inspector may undertake a fire safety inspection “for the purpose of determining compliance with the *FSA* or regulations in the following circumstances”:

- on receiving a complaint
- if believed advisable by the Fire Inspector, without receiving a complaint
- on the request of an owner or occupier of premises; and
- as part of any compliance monitoring program that may be established by a regional district

Designation of Fire Investigators

The CRD Board, as a local authority, must “designate in writing persons, or a class of persons, as fire investigators to conduct fire investigations”. Any person, or class of persons, designated must meet the “applicable standards established by the fire commissioner”. For a regional district, the designations that it makes must, in aggregate, cover the entirety (geographically) of the unincorporated areas for which it is responsible.

Under section 26 of the *FSA*, fire investigators are granted broader powers than fire inspectors. They may enter property or premises at any time in connection with an investigation, including land or premises where the fire has occurred, or which are proximate to the incident, to conduct

the investigation. Fire investigators have a wide range of authority in connection with their investigations, as detailed in the *FSA*.

Appendix A reflects both rescissions and additions of named persons or class of persons. Salt Spring Island Fire Captains were previously designated as part of a “class of persons” and Appendix A reflects a change for Salt Spring Island Fire Captains from “class of persons” to “persons”, which is consistent with all other fire service areas. In addition for East Sooke officers, the designation has been expanded to include both inspector and investigator and new designations added for Galiano and Mayne islands.

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the persons, or class of persons, identified in Appendix A be confirmed as fire safety inspectors and fire investigators for the electoral areas within the Capital Regional District.

Alternative 2

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

IMPLICATIONS

Financial Implications

If the CRD-designated personnel are unavailable or require support, the CRD may initiate a request for support from the OFC at no cost to the CRD. The OFC has stated that this arrangement will be evaluated on an ongoing basis.

CONCLUSION

The CRD Board, as a local authority, must designate in writing persons, or a class of persons, as fire inspectors and fire investigators to conduct fire safety inspections and fire cause investigations throughout the unincorporated areas.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the persons, or class of persons, identified in Appendix A be confirmed as fire safety inspectors and fire investigators for the electoral areas within the Capital Regional District.

Submitted by:	Shawn Carby, C.D., BHSc., MAL, 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

ATTACHMENT

Appendix A: Designation of Fire Inspectors and Fire Investigators for the Capital Regional District – Effective February 11, 2026 – List

**DESIGNATION OF FIRE INSPECTORS AND FIRE INVESTIGATORS
FOR THE CAPITAL REGIONAL DISTRICT**

Effective February 11, 2026

Rescinding of Designation of a Person or Class of Persons effective February 11, 2026	Scope	Inspector	Investigator
Salt Spring Island Fire Captains (Career)	Salt Spring Island	X	X

Confirmation of Designation of a Person or Class of Persons, effective February 11, 2026	Scope	Inspector	Investigator
Pender Island Fire Officer Grelik, Jon	Southern Gulf Islands	X	X
Mayne Island Fire Officer Hadley, Dan	Southern Gulf Islands	X	X
Mayne Island Fire Officer Stobart, Kyle	Southern Gulf Islands	X	X
Mayne Island Fire Officer Walker, Eric	Southern Gulf Islands	X	X
Galiano Island Fire Officer Tessier, Valerie	Southern Gulf Islands	X	X
Galiano Island Fire Officer Wilson, Rich	Southern Gulf Islands	X	X
Salt Spring Island Fire Officer Akerman, Ken	Salt Spring Island	X	X
Salt Spring Island Fire Officer Hunsberger, Cody	Salt Spring Island	X	X
Salt Spring Island Fire Officer Nuyens, Warren	Salt Spring Island	X	X
Salt Spring Island Fire Officer Akerman, Clayton	Salt Spring Island	X	X
Salt Spring Island Fire Officer Byrne, Patrick	Salt Spring Island	X	X
Salt Spring Island Fire Officer Fraser, Gord	Salt Spring Island	X	X
Salt Spring Island Fire Officer Holmes, Jamie	Salt Spring Island	X	X
Salt Spring Island Fire Officer Lundy, Dale	Salt Spring Island	X	X
East Sooke Fire Officer Larkin, Fiona	Juan de Fuca	X	X
East Sooke Fire Officer Bigelow, Dave	Juan de Fuca	X	X

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 11, 2026**

SUBJECT: Bylaw No. 4677, “Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No. 1, 2026”

ISSUE SUMMARY

To introduce a new Fire Services Operational, Fire Prevention and Administrative Bylaw (Appendix A) for adoption. The Capital Regional District (CRD) requires a comprehensive bylaw to govern fire service operations, administrative processes and fire-prevention responsibilities across Commission, Society and contracted Service Departments.

BACKGROUND

The CRD oversees multiple fire departments operating under different governance models (Commission, Society and Service Agreements). Since 2015, operational and training standards, WorkSafeBC regulations and public accountability expectations have evolved considerably. The *Fire Safety Act (FSA)* which was brought into force on August 1, 2024, introduced new requirements for fire inspections, investigations and training standards.

Bylaw No. 4677 confirms the CRD as the authority having jurisdiction for CRD fire inspections and investigations throughout the electoral areas. It consolidates and modernizes CRD fire service governance, clarifies authorities and establishes consistent expectations across all CRD fire departments.

The new bylaw establishes operational powers for Fire Chiefs and members, sets out how fire inspections and investigations are designated and conducted, provides mechanisms for cost recovery for certain services, and applies in whole to all CRD operated fire departments and, in part, to the three Improvement District fire service areas.

Governance and Accountability

Bylaw No. 4677 establishes clear roles for the Manager, Fire Services, Fire Chiefs and Commissions, and introduces consistent qualification and appointment processes for Fire Chiefs and non-volunteer positions.

Manager, Fire Services

This position is a central leadership role responsible for:

- oversight of training programs to ensure alignment with recognized training standards
- maintaining regional operational guidelines
- overseeing WorkSafeBC compliance
- conducting or coordinating fire inspections and investigations
- advising CRD leadership and the public on fire-related matters

The Manager, Fire Services may exercise Fire Chief powers when required and is designated as a Fire Inspector and Fire Investigator (subject to qualifications).

Fire Chiefs

Fire Chiefs manage day-to-day operations, budgets, training and enforcement of guidelines. Fire Chiefs are appointed by the Chief Administrative Officer (CAO) who may appoint or remove officers and members consistent with CRD Human Resources policies.

Service Levels and Authorized Services

The CRD Board sets service levels and authorized services for Commission and Society Departments (see Schedule C). Departments may only provide services for which they are trained and equipped, and authorized to provide. Actual response levels must match the qualifications of responding members.

Operational Powers

Fire Chiefs and authorized members are granted defined powers to enter property, control incident scenes, order hazard mitigation and enforce fire-related bylaws. It provides authority to limit or terminate response when conditions exceed departmental capabilities.

Fire Chiefs and authorized members may:

- enter property to inspect for hazards
- order removal of dangerous debris
- control access, evacuate areas, and take necessary actions during incidents
- conduct pre-incident planning
- enforce fire-related bylaws and regulations
- they may also decline or terminate response activities if conditions exceed departmental capabilities.

Fire Inspections and Investigations

The draft bylaw establishes designation processes for Fire Inspectors and Fire Investigators. It aligns CRD practices with the FSA and enables cost recovery for inspections and investigations (see Schedule B).

Fire Prevention and Public Safety Measures

Bylaw No. 4677 outlines requirements for Fire Safety Plans, vacant building security and mobile food vendor fire-safety compliance. It provides authority for corrective action and cost recovery when owners fail to comply.

The bylaw includes requirements for:

- Fire Safety Inspections and Investigations (with cost recovery)
- Fire Safety Plans for buildings
- mobile food vendor fire-safety standards
- securing vacant or fire-damaged premises

The CRD may issue orders, take corrective action and recover costs when owners fail to comply.

Mutual Aid and Out-of-Area Response

Bylaw No. 4677 clarifies when departments may respond outside of their Fire Service Area (e.g., Emergency Management and Climate Readiness (EMCR) tasking, BC Wildfire Service [BCWS], mutual aid agreements, CAO authorization) and allows Fire Chiefs to decline calls under defined circumstances.

Departments may respond outside of their Fire Service Area when:

- authorized by the Province (EMCR) or the BCWS
- a wildfire threatens their area
- mutual/automatic aid agreements apply
- directed by the CAO or Manager, Fire Services, or designate
- supporting another CRD department, upon request
- departments may refuse calls under defined conditions.

Enforcement and Penalties

Bylaw No. 4677 establishes offences for obstruction, unauthorized access to incident scenes, hydrant blockage and impersonation of firefighters, including a minimum fine of \$5,000 for violations prosecuted by way of long form offence, plus cost recovery, where applicable.

The bylaw specifically prohibits:

- obstructing firefighters
- damaging apparatus
- blocking access routes or hydrants
- unauthorized entry into incident zones
- falsely representing oneself as a firefighter

Violations may result in fines of at least \$5,000 and cost recovery for CRD actions.

ALTERNATIVES

Alternative 1

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

1. That Bylaw No. 4677, “Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No. 1, 2026” be introduced and given first, second and third reading; and
2. That Bylaw No. 4677 be adopted.

Alternative 2

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

IMPLICATIONS

Financial Implications

With the adoption of Bylaw No. 4677, it will be possible to recover costs associated with the delivery of inspection and investigation services with the intent of offsetting any annual requisition for a new FSA service.

- Cost-recovery mechanisms for inspections, investigations and certain incident responses may reduce financial burden on taxpayers.
- Some departments may require transitional support to meet updated training or administrative requirements.

Service Delivery Implications

The bylaw provides clarity and consistency across all CRD-supported fire departments and strengthens compliance with provincial legislation and WorkSafeBC requirements. The bylaw enhances accountability for training, record-keeping and operational readiness, and establishes clearer decision-making authority for appointments, training standards and operational guidelines.

The delivery of fire cause determination investigation services outside of established local fire services areas, and delivery of building fire safety inspection services throughout the electoral areas, are both new requirements. A new service has been established to enable delivery of these services on an as-and-when-needed basis throughout the electoral areas.

Upon request from a regional district, the Office of the Fire Commissioner (OFC) fire service advisors may conduct fire inspections and fire investigations for the regional district due to limited expertise, insufficient capacity and funding constraints.

The FSA does permit inspectors to take steps to inspect on receipt of a complaint or where “deemed advisable”. This is not a positive obligation to inspect. Should any fire service areas believe it advisable to conduct inspections, service levels will need to be set through discussion which may have cost implications.

Intergovernmental Implications

For purposes of the FSA, the delivery of inspection and investigation activities fall within the authority of the CRD throughout the three electoral areas, including the fire improvement districts of Salt Spring Island, Mayne Island and Piers Island. The bylaw reinforces CRD oversight while maintaining collaborative relationships with Commissions and Society and Improvement District operated fire departments.

CONCLUSION

The CRD Fire Services Operational Bylaw establishes a unified framework governing how fire departments within CRD electoral areas operate, are overseen and deliver fire protection, fire prevention and emergency response services. The bylaw clarifies roles, authorities, service levels and administrative processes to ensure safe, consistent and accountable fire services delivery across Commission, Society and contracted Service Departments.

RECOMMENDATION

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

1. That Bylaw No. 4677, “Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No. 1, 2026” be introduced and given first, second and third reading; and
2. That Bylaw No. 4677 be adopted.

Submitted by:	Shawn Carby, C.D., BHSc., MAL, Senior Manager, Protective Services
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Housing, Planning & Protective Services
Concurrence:	Kristen Morley, J.D., Corporate Officer and General Manager, Corporate Services
Concurrence:	Varinia Somosan, CPA, CGA, Acting Chief Financial Officer and GM Finance & Technology
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Bylaw No. 4677, “Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No. 1, 2026”

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4677**

**A BYLAW TO ADDRESS THE OPERATIONAL POWERS AND CERTAIN ADMINISTRATIVE
MATTERS RELATING TO FIRE DEPARTMENTS OPERATING UNDER THE AUSPICES OF
THE CAPITAL REGIONAL DISTRICT, AND TO PROVIDE FOR CERTAIN FIRE
PREVENTION MATTERS**

WHEREAS:

- A. The Capital Regional District has established a number of Fire Service Areas for the purpose of providing fire suppression, fire protection, fire prevention and emergency response services;
- B. the Capital Regional District either provides such services through Commission Departments or through contracts with Society Departments or Service Departments;
- C. the Capital Regional District is the Authority Having Jurisdiction for CRD fire services and is responsible for meeting all statutory obligations related to those services;
- D. it is necessary to grant emergency and non-emergency powers to the Departments and their respective Members, and appropriate to regulate certain aspects of organization and administration of the Commission Departments and Society Departments;
- E. the Regional District is committed to engagement and consultation with Commissions and Society departments on matters affecting the administration and operation of their fire services;
- F. the Regional District wishes to establish and impose charges for the provision services provided under this Bylaw in certain circumstances;
- G. the *Fire Safety Act*, SBC 2016, c. 19 requires the Regional District to designate fire inspectors to conduct safety inspections, and fire investigators to conduct fire investigations in accordance with that *Act*;
- H. this Bylaw is intended to support effective, safe, and accountable fire service operations while maintaining clear and consistent roles and decision-making authorities;
- I. an establishing bylaw is not required in order for the Regional District to provide a service for the purpose of Fire Inspections and Fire Investigations, as each are defined in section 1 of this Bylaw;
- J. the Board of the Capital Regional District wishes to designate and set out the process for designation of Fire Inspectors and Fire Investigators, and to establish and impose charges payable in respect of Fire Inspection and Fire Investigation services; and
- K. it is appropriate to address certain fire prevention matters;

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

Definitions and Interpretation

1. In this Bylaw, including in its recitals, the following capitalized terms shall have the following respective meanings:

- (a) **“Apparatus”** means any vehicle, equipment (including communications equipment), machinery, devices or materials used by a Department in connection with fire suppression or dealing with an Incident and any vehicle used to transport Members or supplies;
- (b) **“Authorized Services”** means the authorized services set for each Department in accordance with section 8 of this Bylaw;
- (c) **“BCWS”** means the British Columbia Wildfire Service;
- (d) **“Board”** means the Board of Directors of the Regional District;
- (e) **“Bylaw No. 3654”** means Bylaw No. 3654, “Fire Protection and Emergency Response Service Commissions Bylaw, 2010”, as amended;
- (f) **“CAO”** means the Chief Administrative Officer of the Regional District or designate;
- (g) **“Commission”** means a commission established by the Regional District under Bylaw No. 3654, or another Bylaw of the Regional District;
- (h) **“Commission Department”** means any fire department operated by the Regional District under and in accordance with Bylaw No. 3654;
- (i) **“Departments”** means, collectively, the Commission Departments, the Society Departments and the Service Departments and “Department” means any one of them;
- (j) **“EMCR”** means the Ministry of Emergency Management and Climate Readiness or any successor thereto;
- (k) **“Fire Code”** means the most current version of the British Columbia Fire Code, adopted as regulation under the *Fire Safety Act*;
- (l) **“Fire Chief”** means the Member, appointed in accordance with this Bylaw or recognized under the relevant Service Agreement, in command of a Department;
- (m) **“Fire Commissioner”** means the fire commissioner appointed pursuant to the *Fire Safety Act*;
- (n) **“Fire Inspector”** means any individual or position designated as a fire inspector within the meaning of the *Fire Safety Act*:
 - (i) by Board policy; or
 - (ii) pursuant to this Bylaw;

- (o) **“Fire Investigation”** means a fire investigation contemplated by section 25 of the *Fire Safety Act*;
- (p) **“Fire Investigator”** means any individual or position designated as a fire investigator within the meaning the *Fire Safety Act*:
 - (i) by Board policy; or
 - (ii) pursuant to this Bylaw;
- (q) **“Fire Safety Act”** means the *Fire Safety Act*, SBC 2016, c. 19;
- (r) **“Fire Safety Inspection”** means a fire safety inspection contemplated by section 9 of the *Fire Safety Act*;
- (s) **“Fire Service Area”** means, in relation to a Department, the ordinary service jurisdiction within the Regional District of such Department, as referenced in the relevant service establishment bylaw listed in Schedule A to this Bylaw;
- (t) **“General Manager”** means, the General Manager, Housing, Planning and Protective Services or such other position as may be designated from time to time by the CAO;
- (u) **“Incident”** means an event or situation to which a Department has responded or would normally respond, whether alone, or in conjunction with other fire departments or emergency services;
- (v) **“Incident Commander”** means the Member in charge of an Incident under the incident command system, as defined in the Regional Operational Guidelines or, in relation to a Service Department, as determined by the relevant Service Department in accordance with its incident command processes;
- (w) **“Interface Fire”** means any fire in a wildland-urban interface region where residential, industrial, recreational and/or agricultural structures are located adjacent to or among combustible wildland fuels;
- (x) **“Inspection and Investigation Policy for the CRD”** has the meaning given in section 19 of this Bylaw;
- (y) **“Manager, Fire Services”** means the Manager, Fire Services or such other position as may be designated from time to time by the CAO;
- (z) **“Members”** means a person employed, whether full-time, part-time, paid-on-call, or as a volunteer, and holding a position within a Department as an Officer or firefighter;
- (aa) **“Mobile Food Vendor Premises”** has the meaning given in section 45 of this Bylaw;
- (bb) **“Non-Volunteer Position”** means a position in a fire department where a person receives compensation for the performance of work on behalf of the fire department other than attendance to callouts or training;
- (cc) **“OFC”** means the Office of the Fire Commissioner;
- (dd) **“Officer”** means a Member who is recognized as an Officer within the relevant Department;

- (ee) **“Pre-Incident Planning”** means advance planning for a Department’s response to a potential Incident at a building or site in collaboration with the owner of the building including but not limited to identifying points of egress, water supplies, site- and building-specific risks, and other factors relevant to an emergency response at such location;
 - (ff) **“Provincial Training Standards”** means the most current training standards for fire services personnel established from time to time by the Fire Commissioner under the *Fire Safety Act*;
 - (gg) **“Public Building”** has the meaning ascribed thereto in the *Fire Safety Act*;
 - (hh) **“Regional District”** means the Capital Regional District;
 - (ii) **“Regional Operational Guidelines”** means operating guidelines for Commission Departments and Society Departments developed by the Manager, Fire Services in consultation with the relevant Fire Chiefs in accordance with this Bylaw;
 - (jj) **“Senior Manager”** means the Senior Manager, Protective Services or such other position as may be designated from time to time by the CAO;
 - (kk) **“Service Level”** means the Service Level set for each Department in accordance with section 8 of this Bylaw;
 - (ll) **“Service Agreement”** means, in relation to each Society Department and Service Department, the service agreement entered into between the relevant society or local government and the Regional District, pursuant to which the Regional District has contracted such society or local government to provide fire protection, fire prevention and other emergency response services in the relevant Fire Service Area;
 - (mm) **“Service Department”** means the fire department of another local government with which the Regional District has entered into a Service Agreement to provide fire protection, fire prevention and emergency response services in a Fire Service Area; and “Service Departments” means all such fire departments;
 - (nn) **“Society Department”** means a fire department operated by a society with which the Regional District has entered into a Service Agreement to provide fire protection, fire prevention and/or emergency response services in a Fire Service Area; and “Society Departments” means all such fire departments;
 - (oo) **“Staff”** means the Regional District 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 Regional District policies and procedures.
2. References in this Bylaw to statutes, regulations, bylaws or policies, and to positions, titles or ministries, include the same as they may be amended, supplemented or replaced from time to time. A reference to a statute includes any regulations made thereunder.
3. This Bylaw does not contemplate or extend in its purpose, to any of the following:
- (a) the protection of any person from economic loss;

- (b) a guarantee or warranty by the Regional District or any of the service providers or agents, as to the service level expectations of any of the Departments operating pursuant to this Bylaw; or
 - (c) providing to any person a warranty with respect to the services authorized by this Bylaw or with respect to the certainty of timely responses to Incidents. Each of the Commission Departments and Society Departments is staffed principally by volunteers or paid-on-call Members, and the response to any given Incident may be affected by the availability, turnout and timing of response by Members. The Service Agreements with the Service Departments contain or may contain limitations on the response obligations of the respective Departments covered by those agreements.
- 4. For certainty, each Member of a Commission Department is a “local public officer” of the Regional District within the meaning of section 738 of the *Local Government Act*.
- 5. The Fire Code is hereby adopted and made part of this Bylaw and may be enforced as part of this Bylaw within the Fire Service Areas.
- 6. The following schedules are incorporated into and form a part of this Bylaw:
 - (a) Schedule A: List of Departments and Corresponding Fire Service Areas;
 - (b) Schedule B: Fees and Charges for Fire Safety Inspections and Fire Investigations;
 - (c) Schedule C: Fire Service Levels and Authorized Services.

Application

- 7. This Bylaw will apply to:
 - (a) each Commission Department established and operated by the Regional District and to the Members of each such Department;
 - (b) subject to the express terms of the relevant Service Agreements or any limitations set out herein, to the Society Departments and their Members;
 - (c) only as expressly provided in this Bylaw, to the Service Departments and their respective Members;
 - (d) if the Board has designated a member of an Improvement District Fire Department as a Fire Inspector or Fire Investigator, to the provision of Fire Inspections and Fire Investigations by that Department; and
 - (e) persons and properties within the Fire Service Areas and, with respect to Fire Investigations and Fire Investigations only, within all of the electoral areas of the Capital Regional District.

Service Levels and Authorized Services

- 8. The Service Level and Authorized Services for each Commission Department and Society Department will be set from time to time by the Board by amending Schedule C of this Bylaw, based on the recommendation of the Manager, Fire Services. The Manager, Fire Services will

make service level recommendations based on consultation with a Commission and the Fire Chief for a service area in accordance with Provincial Training Standards and will make recommendations for Authorized Services based off of the Regional Operational Guidelines. The Service Level and Authorized Services of each Service Department will be the level and authorized services set by the local government that has established, and which operates such Service Department. Notwithstanding any declared Service Level or Authorized Services, in relation to any particular Incident the relevant Department will only provide services at the level consistent, and the type or kind authorized with the qualifications and training of the Members responding to such Incident.

Manager, Fire Services

9. The CAO may, from time to time, appoint a Manager, Fire Services, subject to budgetary approval by the Board. Where no Manager, Fire Services has been appointed, a reference in this Bylaw to the “Manager, Fire Services” shall be read as “Senior Manager”.
10. The responsibilities of the Manager, Fire Services include the following:
 - (a) overseeing:
 - (i) the development and implementation of Commission Department and Society Department training programs that meet or exceed the Provincial Training Standards,
 - (ii) the training of the Members of Commission Departments and Society Departments for their various roles, including their role as Fire Inspectors and Fire Investigators,
 - (iii) appropriate training record maintenance by the Commission Departments and Society Departments, and
 - (iv) the Commission Departments’ and Society Departments’ implementation of required WorkSafe BC processes, including the regular operation of joint committees;
 - (b) developing, revising and maintaining consistent Regional Operational Guidelines and policies for Commission Departments and Society Departments, which guidelines shall cover or address all required provincial standards relating to the operation of a fire department, including the requirements of this Bylaw, WorkSafe BC requirements and the Provincial Training Standards; and
 - (c) exercising such other powers, or fulfilling such other responsibilities, as may be set out in this Bylaw, the job description applicable to the Manager, Fire Services, or any other relevant Regional District bylaw or Board policy.
11. The Manager, Fire Services may exercise the authorities of a Fire Chief as set out in section 33 of this Bylaw in the Fire Service Areas and may exercise the authority of the Board under section 14 of the *Fire Safety Act* within the electoral areas of the Regional District.
12. The Manager, Fire Services is hereby designated as a Fire Investigator and a Fire Inspector within the meaning of the *Fire Safety Act* subject to the individual fulfilling that role or position meeting the training and qualification requirements for a Fire Inspector and/or Fire Investigator under the *Fire Safety Act*.

13. The Manager, Fire Services will be responsible for conducting, or causing to be conducted, Fire Investigations within the Fire Service Areas, and in the other parts of the Regional District's electoral areas not included within a Fire Service Area, and reporting same to the OFC in accordance with the *Fire Safety Act*.
14. The Manager, Fire Services will be responsible for conducting, or causing to be conducted, Fire Safety Inspections, within the Fire Service Areas, and in the other parts of the Regional District's electoral areas not included within a Fire Service Area.
15. The Manager, Fire Services will consult with the Fire Chiefs in relation to the implementation or material revision of any policies affecting one or more Commission Departments or Society Departments, including Apparatus procurement, qualifications and standards for Officers (including Fire Chiefs), budgets, training, and Regional Operational Guidelines.
16. The Manager, Fire Services is authorized to provide advice and make recommendations to other officers and employees of the Regional District, the Board and, subject to any applicable Regional District policies and procedures, to the public, in relation to:
 - (a) improving or revising the operations, jurisdiction or services offered by all or any of the Departments;
 - (b) the availability of adequate water supply and pressure;
 - (c) the procurement and maintenance of fire protection equipment and Apparatus;
 - (d) the enforcement of measures for the prevention or suppression of fire and the protection of life and property;
 - (e) life safety or rescue equipment;
 - (f) the development, implementation and operation of a fire inspection system in any part of the Regional District; and
 - (g) fire prevention generally, including public education.

Staff

17. In relation to Commission Departments, Staff responsibilities are set out in Bylaw No. 3654.

Fire Inspectors and Fire Investigators

18. The Board will designate, by resolution of the Board, individuals or positions within a Commission Department, Society Department or a Service Department as a Fire Inspector and/or Fire Investigator for those Department's respective Fire Service Areas.
19. A Fire Inspector may only conduct a Fire Inspection in accordance with the Inspection and Investigation Policy for the CRD as may be set by the General Manager, Housing, Planning and Protective Services from time to time and may exercise the powers of a Fire Inspector as provided in, and subject to, the *Fire Safety Act*, and, in relation to Commission Departments and Society Departments, any Regional Operational Guidelines.

20. A Fire Investigator may only conduct a Fire Investigation in accordance with the Inspection and Investigation Policy for the CRD and may exercise the powers of a Fire Investigator as provided in, and subject to, the *Fire Safety Act*, and, in relation to Commission Departments and Society Departments, any Regional Operational Guidelines.
21. Where a Fire Inspector has conducted a Fire Safety Inspection, whether within or outside of an existing Fire Service Area, the Regional District may recover the full cost of undertaking such Fire Safety Inspection from the owner or occupier of the premises or the property, by levying a charge as set out in Schedule B.
22. Where a Fire Investigator has conducted a Fire Investigation in relation to premises, property or a vehicle, whether located within or outside of an existing Fire Service Area, the Regional District may recover the full cost of undertaking such Fire Investigation from the owner or occupier of the premises, the property or vehicle, by levying a charge as set out in Schedule B.

Fire Chiefs and Non-Volunteer positions – Commission Department and Society Department

23. Each of the existing Fire Chiefs of the Commission Departments, as at the date of this Bylaw, is hereby ratified and confirmed as a Fire Chief for the purposes of this Bylaw.
24. The Senior Manager and Manager, Fire Services will establish and update, from time to time, the minimum qualification and training requirements for the position of Fire Chief, and non-volunteer positions, for Commission Departments and, subject to the terms of the relevant Service Agreement, each Society Department. Such qualification and training requirements will be developed and updated in consultation with the Commission Departments and Society Departments.
25. In relation to Fire Chief and Non-Volunteer Position vacancies in Commission Departments, the Manager, Fire Services will, in consultation with the relevant Commission in accordance with the Capital Regional District Recruitment and Retention Policy, conduct assessments of applicants for any open position before making a recommendation to the CAO.
26. Fire Chiefs and Non-Volunteer Positions of the Commission Departments will be appointed by the CAO on the recommendation of the Manager, Fire Services. Such recommendation shall consider the advice of the relevant Commission, consistent with CRD recruitment and Human Resources policies. The final appointment decision remains the responsibility of the CRD.
27. The CAO, subject to any Regional District policies relating to personnel management, may remove any Fire Chief, Officer or Member of a Commission Department.
28. A Fire Chief of a Commission Department is responsible for the day-to-day operations of his or her Department, including:
 - (a) all emergency operations;
 - (b) preparing the annual budget for the Department in collaboration with the Manager, Fire Services;

- (c) advising the Commission through the Manager of Fire Services on matters relating to the operation, maintenance, and strategic development of the services provided by the Department and the Department; and
 - (d) providing regular reports to the Manager, Fire Services on the operation of his or her Department.
29. A Fire Chief of a Commission Department or a Society Department, or his or her designate, shall forward requests for goods or services required by his or her Department, to the Manager, Fire Services for approval prior to ordering such goods or services; provided that the Fire Chief may authorize any single budgeted expenditure up to, but not exceeding, \$10,000 for goods or services required by his or her Department.
30. A Fire Chief of a Commission Department and, subject to the relevant Service Agreement, a Fire Chief of a Society Department, is authorized:
- (a) to enforce Regional Operational Guidelines for the proper and efficient administration and operation of his or her Department and enforce such additional rules, policies and guidelines as are not inconsistent with the Regional Operational Guidelines; and
 - (b) to collect and disseminate information regarding fires and fire hazards in the Fire Service Area in which his or her Department is located and to promote fire prevention and fire safety.
31. A Fire Chief of a Commission Department or a Society Department will oversee the Members of the relevant Department and the training of those Members in accordance with the Provincial Training Standards so that they are able to fulfill their respective roles, including acting as Officers and for any roles to which they are assigned at or in relation to an Incident. A Fire Chief of a Commission Department or a Society Department is responsible for maintenance of training records for all Members under his or her command including the recording of the Members' training in the relevant Department's records management system or, where relevant, within any centralized records management system operated by the Regional District and made available to the Commission Departments and Society Departments.
32. The Fire Chief of a Commission Department may appoint or remove Officers and appoint or remove Members of the relevant Commission Department, subject to any standards, requirements or processes established by the Manager, Fire Services under this Bylaw, and any Regional District policies relating to the management of personnel.

Operational Powers

33. A Fire Chief and (except as provided) any Member, or other person authorized by the Fire Chief to act on behalf of the Fire Chief, may exercise one or more of the following powers:
- (a) enter onto property and inspect premises for compliance with this Bylaw and for conditions that may cause a fire, increase the danger of a fire or increase the danger to persons or property from a fire;

- (b) if property is endangered by debris caused by lumbering, land clearing or industrial operation, require the person who is carrying on or who has carried on the operation, or the owner or occupier of the land on which the debris exists, to dispose of the debris, and undertake any other actions for the purpose of removing or reducing the danger as is necessary or advisable in the circumstances;
- (c) in relation to an Incident (including during any related overhaul, clean up or Fire Investigation):
 - (i) to take measures considered necessary to prevent and suppress fires or mitigate an Incident, including but not limited to the demolition or removal of buildings, structures and other materials to prevent the spread of fire, mitigate risk or protect persons or property in connection with an Incident;
 - (ii) to enter, at any time, premises, property, structures or things where the Incident is occurring or has been reported, and to cause any Member or Apparatus of a Department to enter as he or she deems necessary or advisable, in order to combat, control or deal with the Incident;
 - (iii) to enter, pass through or over, or station on, buildings or property proximate to the Incident, and to cause any Member or Apparatus of a Department to enter, pass through or over, or station on buildings or property proximate to the Incident, where he or she deems it necessary or advisable to gain access to the Incident or to protect any person or property;
 - (iv) to exercise control over access to, and to evacuate, areas proximate to or affected by an Incident (including public property, private property, buildings, streets and highways), including managing vehicular and pedestrian traffic, as he or she deems necessary or advisable to prevent interference with the Department's response, or the response of other emergency services, to the Incident and/or to reduce the risk to life or property; and
 - (v) to take such other actions as may be necessary to: suppress a fire or mitigate an Incident; ensure the safety of Members, other emergency responders and the public; and prevent or reduce damage to property;
- (d) to enter a Public Building, or other property, structures, or storage areas, at any reasonable time, for the purposes of conducting Pre-Incident Planning;
- (e) to enforce this Bylaw and any other Regional District bylaws, rules, orders and regulations relating to the prevention and suppression of fires and protection of life and property in emergency situations; and
- (f) in relation to non-emergency matters, to enter onto property or premises in accordance with section 284 of the *Local Government Act* or, if exercising a power under the *Fire Safety Act*, enter onto property or premises as provided in the *Fire Safety Act*.

34. For certainty, the Fire Chief and/or Incident Commander may, in his or her sole discretion, restrict or terminate emergency response activities in any circumstances where the Incident is considered to exceed the training or capabilities of the responding Members, or Apparatus available to them.

Authorized Services

35. Each Commission Department, and, subject to the relevant Service Agreement, each Society Department, is only authorized to provide or undertake services set out within that Department's Authorized Services and Service Level as shown in Schedule C.
36. Notwithstanding section 35 of this Bylaw, a Commission Department or Society Department will only provide those services for which its Members are trained and equipped in accordance with Provincial Training Standards and the Regional Operational Guidelines.
37. Service Departments are authorized to provide the fire protection, fire prevention and emergency response services set out in the relevant Service Agreement.

Commission Department and Society Department Jurisdiction and Mutual Aid

38. The jurisdiction of each Commission Department and Society Department shall be the relevant Fire Service Area specified in the service establishment bylaw identified in Schedule A in relation to such Department. Each Service Department is authorized to respond into the relevant Fire Service Area set out in its Service Agreement and, for certainty, may respond into portions of the Regional District proximate to such Fire Service Area where an Incident threatens or affects the Fire Service Area.
39. A Commission Department or a Society Department may respond to an Incident outside of its ordinary Fire Service Area in the following circumstances:
 - (a) if authorized to respond by EMCR and given a task number for such response, or in accordance with an agreement with or procedures established by BCWS or any other provincial or federal emergency agency recognized by the Regional Operational Guidelines;
 - (b) to provide fire suppression where a wildfire or an Interface Fire imminently threatens any part of the relevant Commission Department's Fire Service Area, in accordance with any agreements or procedures of BCWS or EMCR;
 - (c) in accordance with the terms of a mutual aid or automatic aid agreement with a municipality within the Regional District, or a mutual aid agreement with another regional district, First Nation, municipality or the Province;
 - (d) in accordance with the terms of any service agreement with another local government, regional district, federal government, or First Nation;
 - (e) in connection with an order made pursuant to the *Emergency and Disaster Management Act*, SBC 2023, c.37 and the associated regulations and the respective declaration of a state of local emergency or Provincial emergency; and
 - (f) if authorized to respond by the CAO or designate.

40. A Fire Chief of a Commission Department or Society Department, or his or her designate, may, in his or her sole discretion, refuse to respond to calls to Incidents described in subsections 39(a) through (f) of this Bylaw inclusive; provided that any refusal of a mutual or automatic aid request shall be in accordance with the terms of the relevant aid agreement.
41. Where there is no mutual or automatic aid agreement between the relevant Departments, a Commission Department or a Society Department may respond outside of its ordinary Fire Service Area in support of another Commission Department or Society Department (the **"Requesting Department"**):
- (a) at the request of the Fire Chief or designate of the Requesting Department; or
 - (b) at the direction of the Manager, Fire Services.
42. Where a Department (the **"Responding Department"**) has received a request for assistance under section 41:
- (a) the Fire Chief or designate of the Responding Department may, in his or her discretion, refuse the request for assistance, provided that this refusal is immediately communicated to the Requesting Department through the Regional District's dispatch provider;
 - (b) the Fire Chief or designate of the Responding Department may, in his or her discretion, but subject to the Department's Service Level and Authorized Services, determine the nature and extent of any assistance that will be provided; and
 - (c) Incident responses will be managed in accordance with the Regional Operational Guidelines, including use of the incident command system described therein.
43. The Manager, Fire Services shall be advised as soon as possible of all responses by Departments described in section 39 or section 41 or of a decision to refuse such a call in accordance with either section 40 or subsection 43(a). Where required, the Manager, Fire Services will communicate with other Departments or mutual aid partners with respect to either providing support or heightened coverage as a result of a mutual aid request or response by a Commission Department or Society Department outside of its Fire Service Area.
44. Where another local government's fire department (the **"Outside Responding Department"**) provides emergency response services within a Fire Service Area or other part of the Regional District under a mutual aid or automatic aid agreement, the Outside Responding Department, in relation to any particular Incident:
- (a) is authorized to exercise the powers and authorities specified in the relevant mutual aid or automatic aid agreement, as the case may be; or
 - (b) where the relevant mutual aid or automatic aid agreement does not expressly address the issue of powers and authority, is entitled to exercise the same powers and authority as the Outside Responding Department has within its own jurisdiction.

Inspections of Mobile Food Vendors Premises

45. For the purposes of this Bylaw, a “Mobile Food Vendor Premises” means a vehicle, trailer, cart, bicycle, or other conveyance used to prepare and sell food and beverages.
46. The Manager, Fire Services, as Fire Inspector, may conduct a Fire Safety Inspection of a Mobile Food Vendor Premises operating anywhere within the electoral areas of the Regional District.
47. A Fire Inspector within a Department may conduct a Fire Safety Inspection of a Mobile Food Vendor Premises operating within that Department’s Fire Service Area.
48. A Mobile Food Vendor Premises shall meet the following requirements, as applicable:
- (a) there must be installed or available fire protection equipment, including fire extinguishers, appropriate to the type of cooking being undertaken;
 - (b) all commercial cooking units must be installed, certified and maintained in accordance with the requirements of the Safety Standards Act and regulations;
 - (c) any propane cylinders must be stored in a safe fashion, away from cooking and heat devices;
 - (d) any tents or awnings in use must be kept clean and free from grease build-up or other flammable residues, and conform to the flame resistance requirements CAN/ULC S-109: Standard Method for Flame Tests of Flame-Resistant Fabrics and Films, which conformance shall be identified by a manufacturer’s label on such tent or awning; and
 - (e) the siting of the Mobile Food Vendor Premises, clearances, and other matters related to fire safety that may be set by a Fire Inspector must be met at all times.
49. Where a Fire Inspector has conducted a Fire Safety Inspection of a Mobile Food Vendor Premises, whether within or outside of an existing Fire Service Area, the Regional District may recover the full cost of undertaking such Fire Safety Inspection in accordance with section 21 of this Bylaw.

Fire Safety Plans

50. Where an owner of any building or property within a Fire Service Area is required by the Fire Code to develop and maintain a fire safety plan (a “Fire Safety Plan”), a copy of such Fire Safety Plan, and any updates thereto, shall be submitted to the relevant Department for review in accordance with the Fire Code. The Manager, Fire Services may prescribe the form in which any Fire Safety Plan is to be submitted, including that the Fire Safety Plan must be submitted in a specified electronic format.

51. The Fire Safety Plan will be reviewed not less than annually by the owner of the building or property and updated if required. The Fire Safety Plan must be updated and a new Fire Safety Plan submitted to the relevant Department for review at any time that there has been any change to a building or property, or any change to the use thereof, that makes the existing Fire Safety Plan inaccurate or obsolete.
52. Notwithstanding any review of Fire Safety Plan by a Department, the owner of the building or property in respect of which such Fire Safety Plan is submitted remains solely responsible and therefore the Regional District shall not be liable for any defect in any Fire Safety Plan, or for any loss, damage, costs or injuries arising in connection therewith.
53. The Regional District may recover the full cost of undertaking a review of a Fire Safety Plan from the owner of the building or property, by charging a fee as provided in Schedule B.

Vacant Premises

54. For the purposes of this Bylaw, "Vacant Premises" includes a lot, building or other structure in respect of which one or more utility services have been intentionally discontinued (other than temporarily in connection with maintenance, repair or upgrading), such that the condition of the premises is not suitable for regular human habitation or other occupancy, or which is uninhabited for a continuous period of more than 30 days.
55. The owner of Vacant Premises must ensure that, at all times:
- (a) the Vacant Premises are free from litter and debris, or accumulations of combustible or flammable materials;
 - (b) all openings in the Vacant Premises are securely closed and fastened in a manner to prevent the entry of unauthorized persons; and
 - (c) any sprinkler systems or fire alarm systems required by the Fire Code, remain operational.
56. Where the owner of Vacant Premises fails to maintain such Vacant Premises as required by section 56:
- (a) the Fire Chief of the Fire Service Area in which such Vacant Premises are located may send a notice to the owner requiring that such Vacant Premises be brought into compliance with this Bylaw; or
 - (b) the Manager, Fire Services may send a notice to the owner of Vacant Premises, whether located within a Fire Service Area or not, requiring that such Vacant Premises be brought into compliance with this Bylaw.
57. Where the owner of Vacant Premises fails to bring such Vacant Premises into compliance with this Bylaw by the time specified in the notice under section 56, the Manager, Fire Services or relevant Fire Chief may cause such Vacant Premises to be brought into compliance with this Bylaw by Regional District employees, agents or contractors, at the cost and expense of the owner.

Damaged Buildings

58. The owner of a building or other structure that has been damaged due to fire, explosion or similar event must immediately act to ensure that the damaged building or structure is guarded, or that all openings and points of entry into the damaged building or structure are kept securely closed and fastened in a manner so as to prevent the entry of unauthorized persons. If the owner fails to provide the necessary security to the damaged building within two hours following an incident:

- (a) in relation to a damaged building within a Fire Service Area, the relevant Fire Chief may cause the work to be carried out at the cost and expense of the owner; or
- (b) whether the damaged building is located within a Fire Service Area or not, the Manager, Fire Services may cause the work to be carried out at the cost and expense of the owner.

Cost Recovery

59. In addition to any other provision of this bylaw that entitles the Regional District to charge for provision of services, the Regional District may charge for and recover its costs from the owner of any property or building, or the operator of a vehicle, in relation to the following:

- (a) the cost of hiring any specialized equipment or personnel to manage an Incident, including post-Incident clean up;
- (b) the provision by a Department or Manager, Fire Services of any services or responses outside of a Fire Service Area; and
- (c) in connection with an Incident involving hazardous materials or dangerous goods, the cost of any decontamination, repair or replacement of a Department's apparatus or equipment.

60. In order to recover service costs, the Regional District may add an administrative fee equal to 15% of the costs being recovered, for any amount that is charged under section 59.

Orders

61. Where a Fire Inspector has conducted a Fire Safety Inspection of any premises or property, the Fire Inspector may issue an order in connection with any deficiencies discovered, as provided for in, and in the manner and form contemplated by, the *Fire Safety Act*. The Fire Inspector, if an individual other than the Manager, Fire Services, will confirm the contents of any such order with the Manager, Fire Services before the order is issued. The Manager, Fire Services will file with the OFC a summary of all orders issued under this section 62 on a monthly basis, or such other time specified by the OFC, in the form required by the OFC.

62. Where the Manager, Fire Services, or person designated by the Manager, Fire Services, has conducted an inspection of premises or property exercising the special fire protection powers under the *Local Government Act*, or a Fire Chief or designate has undertaken such an inspection exercising the powers under subsection 33(a) of this Bylaw, the Manager, Fire

Services or designate, or the Fire Chief or designate (as the case may be) may issue an order in connection with any deficiencies discovered. Any order issued under this section 63 will be in substantially the same form as the orders prescribed under *Fire Safety Act*.

63. Where a person to whom an order issued as contemplated by section 62 of this Bylaw fails to abide by such order, or fails to take the actions required by the order within the timeframe stipulated in the order, the Manager, Fire Services or person designated by the Manager, Fire Services:

- (a) may take such corrective actions as are required to bring the premises into compliance as required by the order, and to retain third parties, as required, to undertake the necessary work; and
- (b) may charge the cost of any such corrective action to the owner of the premises or property.

64. Without limiting the right of the Regional District to take such other enforcement actions as it deems appropriate or necessary:

- (a) any costs incurred by the Regional District under section 62 in relation to securing a premise pursuant to section 16 of the *Fire Safety Act* may be recovered in the manner provided by section 18 of the *Fire Safety Act*; and
- (b) any costs incurred by the Regional District under section 63 in relation to orders issued pursuant to the *Local Government Act*, or any other costs or charges that may be levied pursuant to this Bylaw, may be recovered, to the extent applicable, by the Regional District in the manner provided by section 399 of the *Local Government Act*.

Other

65. No person shall:

- (a) impede, hinder or obstruct any Member at an Incident and every person in the proximity of an Incident shall comply with orders or directions of a Member responding to the Incident;
- (b) during an Incident, obstruct or otherwise interfere with access roads or other approaches to the Incident, or with access to fire hydrants, reservoirs or bodies of water required for fire suppression purposes;
- (c) damage, destroy, obstruct, impede or hinder the operation of any Apparatus, or, unless authorized by the Fire Chief, Incident Commander or other Officer, travel across a fire hose;
- (d) refuse to permit any Member to enter into or upon premises or property in relation to which an alarm or other request for assistance has been received, or in or upon which a Member has reasonable grounds to believe that an Incident has occurred or may occur;
- (e) interfere with any Member or refuse to permit any Member to enter into or upon premises or a fire scene to determine the cause and origin of a fire or the cause of activation of a fire alarm system; and

- (f) except as authorized by the Fire Chief, an Officer or an Incident Commander:
 - (i) enter any building, structure, vehicle or area involved in or threatened by an Incident; or
 - (ii) refuse to move from such a building, structure, vehicle or area when directed to do so by a peace officer or Member.

66. Any person who violates any provision of section 66 may, in addition to any other penalty, be removed from the scene of an Incident by a peace officer or the Fire Chief, an Officer or Incident Commander (or their designate).

67. Any person who damages Apparatus in contravention of subsection 66(c), in addition to any other penalty, shall be liable for the cost of repairing or replacing the Apparatus.

68. No person shall falsely represent himself or herself as a Member of a Department, or wear or display any Commission Department or Society Department uniform, badge, cap, button, insignia or other paraphernalia for the purpose of such false representation.

69. Any person who violates any provision of this Bylaw, shall be guilty of an offence and shall be liable upon summary conviction therefor to a penalty of, at minimum, Five Thousand dollars (\$5,000), for every such violation, which penalty and cost shall be recoverable and enforceable upon summary conviction in the manner provided by the *Offence Act* (B.C.).

70. This Bylaw may be cited as the "Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No. 1, 2026".

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

Schedule A

Departments and Fire Service Areas

The following is a list of the Departments established by or contracted to the Regional District, the Fire Service Areas in which they respond and the relevant service establishment bylaws:

Department	Fire Service Area and Establishment Bylaw
East Sooke Volunteer Fire Department	3390 - East Sooke Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 2006
Galiano Island Volunteer Fire Department	1852 - North Galiano Island Fire Protection and Emergency Response Service Establishment By-law No. 1, 1990 2148 - South Galiano Island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1993
Malahat Volunteer Fire Department	2731 - Malahat Fire Protection Local Service Establishment Bylaw No. 1, 1999
Otter Point Volunteer Fire Department	2042 - Otter Point Fire Protection and Emergency Response Local Service Establishment Bylaw No. 1, 1992
Pender Island Volunteer Fire Department	2050 - Pender Islands Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1992
Port Renfrew Volunteer Fire Department	1753 - Port Renfrew Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1989
Saanich Fire Department	2506 - Durrance Road Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1997
Saturna Island Volunteer Fire Department	2165 -Saturna Island Fire Protection and Emergency Response Local Service Contribution Establishment Bylaw No. 1, 1993
Shirley Volunteer Fire Department	1927 - Shirley Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1991
Willis Point Volunteer Fire Department	1951 -Willis Point Fire Protection, Emergency Response and Recreation Service Establishment Bylaw No. 1, 1991

Schedule B

Fees and Charges

Fire Safety Inspections and Fire Investigations

1. The following fees and charges may be levied against the owner or occupier of premises or property whether located within or outside of a Fire Service Area in connection with a Fire Safety Inspection undertaken as provided in this Bylaw and the *Fire Safety Act*:

- a. For Fire Safety Inspections that were requested by the owner or occupier of the premises or property:

Description	Amount
Fire Inspection – Minimum Fee	\$95
Fire Inspection – Regular Working hours pro-rated in 15-minute intervals	\$115
Fire Inspection – After hours pro-rated in 15-minute intervals	\$165
Comfort Letter, per building, first hour	\$120
Comfort Letter, per building, subsequent hours pro-rated in 15-minute intervals	\$115

- b. For Fire Safety Inspections that were conducted based off a complaint by a member of the public:

Description	Amount
First hour (including travel time to and from the premises or property for one Inspector)	No Charge
Second and subsequent re-inspections per hour in a calendar year	\$115

- c. For Fire Safety Inspections that were believed advisable by the Fire Inspector, without receiving a complaint:

Description	Amount
First hour (including travel time to and from the premises or property for one Inspector)	No Charge
Second and subsequent re-inspections per hour in a calendar year	\$115

- d. The following fees and charges may be levied against the owner of premises or property, or the owner of any vehicle or thing, whether located within or outside of a Fire Service Area in connection with a Fire Investigation undertaken as provided in this Bylaw and the *Fire Safety Act*:

Description	Amount
First hour (including travel time to and from the premises or property for one Department Vehicle)	No Charge
Each hour after the first hour	\$160

Fire Safety Plans

Description	Amount
Initial Review (flat rate) per plan	\$150
Subsequent review for compliance	\$100 per hour

Damage, Destruction, or Demolition of a Building

Description	Amount
Damage, Destruction, or Demolition of a Building	Hourly rate of Equipment and staffing costs of each Member for actual time Member and Equipment attend at the site, plus any out-of-pocket expenses incurred by the Regional District to complete the work
Post-Incident Fire Watch	
Securing Fire Damaged or Vacant Building	

Schedule C

Service Levels and Authorized Services

1. The Service Level and Authorized Services in columns B and C of the table below, respectively, are the set Service Level and Authorized Services for the corresponding Department set out in column A of the table below.

A - Department	Declared Service Level	Authorized Services
East Sooke Volunteer Fire Department	Interior	Medical – Per BC EHS Operational Response Plan Vehicle and Machinery Extrication Rescue – Low Slope - Operations
Galiano Island Volunteer Fire Department	Interior	Medical – Per BC EHS Operational Response Plan Vehicle and Machinery Extrication Rescue – Low Slope - Operations
Otter Point Volunteer Fire Department	Interior	Medical – Per BC EHS Operational Response Plan Vehicle and Machinery Extrication Rescue – Low Slope - Operations
Pender Island Volunteer Fire Department	Full Service	Medical – Per BC EHS Operational Response Plan Vehicle and Machinery Extrication Rescue – High Angle – Operations Confined Space – Operations
Port Renfrew Volunteer Fire Department	Exterior	Medical – Per BC EHS Operational Response Plan Vehicle and Machinery Extrication Rescue – Low Slope - Awareness
Saturna Island Volunteer Fire Department	Exterior	Medical – Per BC EHS Operational Response Plan Vehicle and Machinery Extrication Rescue – Low Slope - Operations
Shirley Volunteer Fire Department	Interior	Medical – Per BC EHS Operational Response Plan Vehicle and Machinery Extrication Rescue – Low Slope - Operations
Willis Point Volunteer Fire Department	Exterior	Medical – Per BC EHS Operational Response Plan Vehicle and Machinery Extrication Rescue – Low Slope - Awareness



Making a difference...together

REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, FEBRUARY 11, 2026

SUBJECT: Bylaw No. 4734 to Amend Bylaw No. 3654 – Fire Commissions

ISSUE SUMMARY

To introduce an amendment to Bylaw No. 3654 to delegate advisory authority to the fire commissions regarding the appointment of fire chiefs, to remove a section referencing fire chief responsibilities, and to adjust the size of the Otter Point Fire Protection and Emergency Response Services Commission.

BACKGROUND

The adoption of the new Capital Regional District (CRD) Fire Services Operational, Fire Prevention and Administration Bylaw No. 4677, 2026 establishes clear roles for the Manager, Fire Services, Fire Chiefs and Commissions, and introduces consistent qualification and appointment processes for Fire Chiefs and non-volunteer positions.

The Otter Point Fire Protection and Emergency Response Services Commission recommends that Schedule B of Bylaw No. 3654 be amended to state that the membership of the Commission be six members plus the Area Director rather than the current seven members plus the Area Director.

ALTERNATIVES

Alternative 1

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

1. That Bylaw No. 4734, "Fire Protection and Emergency Response Service Commissions Bylaw, 2010, Amendment Bylaw No. 4, 2026" be introduced and given first, second and third reading; and
2. That Bylaw No. 4734 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.

Social Implications

The delivery of fire services in the electoral areas is community driven and there has been extensive communication and engagement with stakeholders throughout the electoral areas.

CONCLUSION

Amending Bylaw No. 4734 (Appendix A) delegates advisory authority to the fire commissions regarding the appointment of fire chiefs. The adoption of the new CRD Fire Services Operational, Fire Prevention, and Administration Bylaw No. 4677, 2026 establishes clear roles for the Manager, Fire Services, Fire Chiefs, and Commissions, and introduces consistent qualification and appointment processes for Fire Chiefs and non-volunteer positions. The Otter Point Fire Commission recommends that membership be six members plus the Area Director.

RECOMMENDATION

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

1. That Bylaw No. 4734, “Fire Protection and Emergency Response Service Commissions Bylaw, 2010, Amendment Bylaw No. 4, 2026” be introduced and given first, second and third reading; and
2. That Bylaw No. 4734 be adopted.

Submitted by:	Shawn Carby, CD, BHSc, MAL, 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: Bylaw No. 4734, A Bylaw to Amend the Advisory Authority of Fire Commissions (Bylaw 3654)
- Appendix B: Consolidated Bylaw No. 3654, Fire Protection and Emergency Response Services Commissions Bylaw, 2010, including Amendments of Bylaw No. 4734 – Redlined

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4734**

**A BYLAW TO AMEND THE ADVISORY AUTHORITY OF FIRE COMMISSIONS
(BYLAW NO. 3654)**

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. The Board wishes to amend Bylaw No. 3654 to delegate advisory authority to the fire commissions regarding the appointment of fire chiefs;

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 as section 9(1)(f) the following:
 - (f) advise on the appointment of a fire chief.
- (b) By deleting section 9(3) in its entirety.
- (c) By deleting section 10(1)(a) and re-alphabetizing the remaining sections.
- (d) By deleting section 10(3) in its entirety.
- (e) By deleting section 18, Fire Chief Responsibilities, in its entirety, and renumbering the remaining sections.
- (f) By replacing section 2, Membership, from 'Schedule "B" – Otter Point' with the following:

Despite Section 3 (a) 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.

- (g) By deleting the word “North” from the title of ‘Schedule “F”’:
- (h) In section 1, Definitions, of ‘Schedule “F” – Galiano’, by replacing the term ‘Galiano Fire Protection Commission’ with the following:

‘Galiano Island Fire Protection and Emergency Response Service Commission’.
- (i) In section 1, Definitions, of ‘Schedule “F” – Galiano’, by inserting the word ‘Island’ between ‘Galiano’ and ‘Volunteer’ within the definition of the term “VOLUNTEER FIRE DEPARTMENT”.
- (j) By replacing section 2, Membership, from ‘Schedule “F” – Galiano’ with the following:

Despite Section 3 (a) and (b) of this bylaw, for a term commencing January 1, 2028 membership shall consist of seven (7) members representing the Service Area 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. This Bylaw may be cited as “Fire Protection and Emergency Response Service Commission Bylaw, 2010, Amendment Bylaw No. 4, 2026”.

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. 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 3707,4608,4721, and 4734)

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” or “CRD” 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	Galiano Island Fire Protection and Emergency Response Service Commission (Bylaw 4721)

- (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 4721)

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.

(Bylaw 4721)
- (c) Other than the Director, Commission members shall be persons owning property or residing within the Service Area.
- (d) 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)
 - (f) **advise on the appointment of a fire chief.**
(Bylaw 4734)
- (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)

10. Administrative Authority of a Commission

(1) A Commission shall, in the administration of a Volunteer Fire Department:

- (a) Not expend any funds whatsoever except those first approved by the Regional Board under Section 12;
- (b) 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
- (c) 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, 4734)

(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)

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
- (b) 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.

(Bylaw 4608)

18. 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, 4734)

19. 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.

20. 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 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.

(Bylaw 4734)

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

(Bylaw 4734)

1. Definitions

In this bylaw, as applies to the 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 Galiano Fire Protection and Emergency Response Service Commission;

(Bylaw 4721)

"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";

(Bylaw 4721)

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

(Bylaw 4734)

2. Membership

Despite Section 3(a) and (b) of this bylaw, for a term commencing January 1, 2028, membership shall consist of seven (7) members representing the Service Area, 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.

(Bylaw 4734)

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:
 - (i) The Director representing the Electoral Area; and
 - (ii) Six (6) individuals appointed by Resolution of the Regional Board or as deemed appointed under this Schedule who must have the following qualities:
 - a. Up to three individuals representing the North Galiano Fire Protection Service Area, who own property or reside in that area;
 - b. 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:
 - (i) Three individuals, selected by resolution from among their number by the North Galiano Fire Commission, who would otherwise qualify under this Schedule;
 - (ii) 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 4721)

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.

East Sooke Fire Protection and Emergency Response Service Commission

6071 East Sooke Road, East Sooke, BC, V9Z1B2

commissioners@eastsookefirecommission.ca

Commissioners Present: John Clarkson (Chair), Jonathan Kuzyk (Secretary), Mike Yeager, Simon Miles, Wendy Herring

Commissioners Absent: Jaqueline Brown (Vice Chair), Ed Helm, Al Wickheim

FD Present: Chief Fiona Larkin

Public Present: 1 member of the community in attendance.



MINUTES - COMMISSION MEETING, August 27, 2025, 1900 hours

1. Adoption of Agenda

Moved: Wendy Herring Seconded: Jon Kuzyk Carried.

2. Adoption of Minutes from July 23, 2025

Moved: Jon Kuzyk Seconded: Simon Miles Carried.

3. Public Participation on Agenda Items

- No public participation on agenda items at this time.

4. Reports

a. Chair's Report (John Clarkson)

John Clarkson has no Chair's report for this month. Due to the fact 2 commission members were missing for tonight's meeting, the question of how many members make a quorum. A **quorum** is the minimum number of commission members who must be present in order for us to legally conduct business, hold discussions, and take votes. For our commission of **8 members**, a quorum is reached when at least **5 members** are present. This ensures that decisions are made with sufficient representation and input from the group.

b. Fire Chief's report (Chief Fiona Larkin)

August Fire Chiefs report reviewed by Chief Fiona Larkin. See attached report for details of report. Nothing out of the ordinary to report for this month.

c. Finance report (Reviewed by Chief Fiona Larkin)

July finance report reviewed by Chief Fiona Larkin. See attached report for details. UBCM Grant for \$30,000.00 CAD Will be applied for by the CRD. Last year this was used to upgrade hoses on the trucks.

d. Community Hall report (Wendy Herring)

August Community Hall report reviewed by Wendy Herring. See attached report for details.

5. Old Business

- Rejuvenation of Community Fire Awareness Program - **Chief Larkin gave a update on this and nothing to report to date but once the summer is over they are looking at updating the Fire Awareness Program for the fall.**
- Funding request to CRD to support ESVFD firefighting costs for the East Sooke Regional Park Service Area. - **Nothing to report at this time.**

6. New Business

- Chief Fiona Larkin raised the possibility of holding Commission meetings bimonthly rather than monthly. The Commission agreed to revisit this discussion in November 2025, following the Annual AGM.

7. Adjournment of Meeting 19:20 Hours



East Sooke Volunteer Fire Department

Fire Chief's Report – August 2025

Membership Status – 22 total

- Interior/Full Service FFs on pagers: 15
- Exterior FFs on pagers: 5
- FR/Support on pagers: 1
- FR/Support not on pagers: 1
- Recruit(s) not on pagers: 0

Staffing 2025

- Part time Chief: 24 hours/week
- Part-time Captain Operations: 16 hours/week
- Part time Captain Training: 16 hours /week
- Monthly long weekend duty crew.
- 40 work days.

Callouts *Jan 01, 2025– Aug 18th, 2025*

Type of Call	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Alarm Bells	2	2			2		2	1					9
Duty Calls	1		2	1	4	2	3	1					14
Hydro				1									1
Medical	8	10	6	6	7	9	1	5					52
MVI	3					2							5
Rescue			1		1								2
Structure Fire	1	2	3	1	1	2							10
Wildfire					1	1	2						4
Car/garbage/other fire	1	1	4			1							7
Smoke investigation		1				2	2	1					6
Overall Total	16	16	16	9	16	19	10	8					110

Notes:

**10 Automatic mutual aid calls structure fire.*

Calls without minimums since Jan 2025 = 0

Training

Highlights

- Continuing with weekly skill reviews.
 - We have 2 members that have completed Emergency Vehicle Operator (EVO)

Projects/Initiatives

Budgeting

- 2026 Budget planning is in progress, notable increases are: increase to full time chief position, building maintenance, diesel fuel and FR supplies.
- Increase in Revenue from Silverspray resulted in surplus to 2025 revenue.
- 2026 Provisional Budget is forecast at 4.75% increase over 2025 (Info from CRD)

Records Management

- First due is consistently used for truck checks and incident reports.
Still needs work on use during incidents and for training reports.
- Starting the process of setting up First due to document hours worked, and payroll.

Training Building

- Ongoing development of the training facility, and construction of props for NFPA 1001 training.
- Painting the structure is in progress.

Benefits for

Members

Status:

- *Paused- will revisit in the future.*

Recruitment:

- 4 tentative new recruits so far, we will finalize numbers Aug-Oct for 2026 recruit group.

FireSmart:

- Continues to be a steady stream of assessments being done.

Squad replacement:

- In progress with Custom Express in Parksville. Cab and Chassis is now on site, specs for dimensions and layout of the box is complete, fabrication will commence soon.

REVENUE AND EXPENSE REPORT - JULY [2025]



FPESOOKE.RE - FIRE PROTECTION EAST SOOKE

COVER PAGE

1079-101309 - CAPITAL RESERVE EAST SOOKE FIRE

REVENUE

RESERVE EAST SOOKE COMMUNITY HAL

REVENUE

FP EAST SOOKE - CRF TOTAL --- 52,336.69 - 52,336.69 (52,336.69) - Monday, August 11, 2025 7:06:34AM Page 1 of 6



Making a difference....together **FP EAST SOOKE - ERF**

REVENUE

EXPENSE

FP EAST SOOKE - ERF TOTAL (502,500.00) (502,500.00) 9,083.33 1,078,988.53 (243,737.44) 835,251.09 **(1,337,751.09)** 266.22 **FP EAST SOOKE**

REVENUE

[illegible]

MFA Debt Reserve Fund Earnings 720.00 720.00 - - - - **720.00 100.00** 486000 - Requisition- Municipal Electoral Area- O 612,666.00 612,666.00 - - - - **612,666.00 100.00**

REVENUE TOTAL 685,906.00 685,906.00 - 110,246.67 - 110,246.67 575,659.33 83.93 Monday, August 11, 2025 7:06:34AM Page 2 of 6



REVENUE AND EXPENSE REPORT - JULY [2025] Making a difference...together **FP EAST SOOKE**

1001-101943 - EAST SOOKE FIRE REVENUE TOTAL 685,906.00 685,906.00 - 110,246.67 - 110,246.67 575,659.33 83.93 **1001-101944 - EAST SOOKE FIRE EXPENSE**

EXPENSE

	Revised	Original -----		YTD -----		July -- Budget Remaining --		Budget \$	
		Actuals						Budget Actuals Encumbered Total %	
500280 - Wages & Benefits - Other - Regular/Auxil	92,080.00	92,080.00	10,968.06	67,945.21	- 67,945.21	24,134.79	26.21	500510 - W.C.B. Benefits	450.00
Expenses CRD Business	400.00	400.00		- 1,029.70	- 1,029.70	(629.70)	(157.43)	501040 - CRD Vehicles - ORDERS ONLY	38,740.00
Telecommunications - Main account	5,890.00	5,890.00	533.49	4,001.74	- 4,001.74	1,888.26	32.06	503130 - Contract for Services	11,350.00
Services	1,420.00	1,420.00		- 1,420.00	100.00			505010 - Legal	3,986.10
506010 - Insurance - Public Liability	1,732.00	1,732.00		- 1,732.00	- 1,732.00				
506020 - Insurance - Fidelity	10.00	10.00		- 10.00	- 10.00			506050 - Insurance - Group Accident	3,400.00
506030 - Insurance - Fire	7,690.00	7,690.00		- 7,690.00	- 7,690.00				
508070 - R & M - Eng Structures - Vandalism									
508260 - Purchased Maintenance - Buildings	8,500.00	8,500.00		- 10,461.75	- 10,461.75	(1,961.75)	(23.08)	508270 - Purchased Maintenance - Equipment	9,000.00
514030 - Advertising	360.00	360.00		- 273.70	- 273.70	86.30	23.97	514230 - Volunteer Appreciation Dinner	7,200.00
514090 - Subscriptions	540.00	540.00		- (81.57)	- (81.57)	621.57	115.11		
514250 - Information and Education	620.00	620.00		- 620.00	100.00				
514420 - Memberships & Professional Dues	1,180.00	1,180.00		- 584.00	- 584.00	596.00	50.51	514660 - Cleaning Services	5,150.00
						2,747.67	- 2,747.67		



REVENUE AND EXPENSE REPORT - JULY [2025]

Making a difference....together **FP EAST SOOKE**

1001-101944 - EAST SOOKE FIRE EXPENSE [continued]

EXPENSE [continued]

	Revised	Original	YTD	July -- Budget Remaining --	Budget \$	Budget Actuals	Encumbered	Total %
	</							

EXPENSE

	Revised	Original -----	YTD -----	July -- Budget Remaining --
Budget \$				
Budget Actuals Encumbered Total %				
Actuals				
547060 - Transfers to General Capital Fund	5,150.00	5,150.00 - - -	5,150.00 100.00	547070 - Transfers to Equipment Replacement Fund 109,000.00 109,000.00 9,083.33 63,583.31
- 63,583.31	45,416.69	41.67		
EXPENSE TOTAL	114,150.00	114,150.00 9,083.33 63,583.31 - 63,583.31	50,566.69 44.30	Monday, August 11, 2025 7:06:34AM Page 4 of 6



REVENUE AND EXPENSE REPORT - JULY [2025]

Making a difference....together **FP EAST SOOKE**

Monday, August 11, 2025 7:06:34AM Page 4 of 6

(114,150.00) (9,083.33) (63,583.31) - (63,583.31) (50,566.69) 44.30

) 44.30

total %



REVENUE AND EXPENSE REPORT - JULY [2025] Making a difference...together FP EAST SOOKE

1001-102163 - EAST SOOKE FIRE COMMUNITY HALL

REVENUE

Revised	Original -----		YTD -----		July -- Budget Remaining --		Budget \$	
	Actuals						Budget Actuals	Encumbered Total %
420800 - Rentals 1,770.00 1,770.00 90.00 5,277.81 - 5,277.81 (3,507.81) (198.18)	421000 - Rentals- Room/Building 25,224.00 25,224.00 2,102.00 14,714.00 - 14,714.00 10,510.00 41.67	429000 - Interest Income - Internal 210.00 210.00 - 243.26 - 243.26 (33.26) (15.84)	490000 - Surplus 8,781.00 8,781.00 - 8,781.00 - 8,781.00 - -					
REVENUE TOTAL 35,985.00 35,985.00 2,192.00 29,016.07 - 29,016.07 6,968.93 19.37								

EXPENSE

Revised	Original -----		YTD -----		July -- Budget Remaining --		Budget \$	
	Actuals						Budget Actuals	Encumbered Total %
502030 - Telecommunications - Main account 290.00 290.00 - - - 290.00 100.00	503130 - Contract for Services 790.00 790.00 - 231.50 - 231.50 558.50 70.70	508260 - Purchased Maintenance - Buildings 11,045.00 11,045.00 - 6,514.74 - 6,514.74 4,530.26 41.02	514420 - Memberships & Professional Dues 170.00 170.00 - - - 170.00 100.00	514590 - Security 450.00 450.00 90.00 270.00 - 270.00 180.00 40.00	514660 - Cleaning Services 3,920.00 3,920.00 - 4,070.00 - 4,070.00 (150.00) (3.83)	535090 - Electricity 4,670.00 4,670.00 - 497.66 - 497.66 4,172.34 89.34	535100 - Garbage Disposal 170.00 170.00 15.89 111.23 - 111.23 58.77 34.57	538000 - Supplies - Office 130.00 130.00 - - - 130.00 100.00
538130 - Supplies - Operating 620.00 620.00 - 296.09 - 296.09 323.91 52.24	599200 - Contingency 13,730.00 13,730.00 - - - 13,730.00 100.00							
EXPENSE TOTAL 35,985.00 35,985.00 105.89 11,991.22 - 11,991.22 23,993.78 66.68 1001-102163 - EAST SOOKE FIRE COMMUNITY HALL TOTAL - - 2,086.11 17,024.85 - 17,024.85 (17,024.85) - FP								

EAST SOOKE TOTAL - - (24,202.10) (170,482.83) - (170,482.83) 170,482.83 - FPESOOKE.RE TOTAL (502,500.00) (502,500.00) (15,118.77) 960,842.39 (243,737.44) 717,104.95 (1,219,604.95) 242.71

GRAND TOTAL (502,500.00) (502,500.00) (15,118.77) 960,842.39 (243,737.44) 717,104.95 (1,219,604.95) 242.71

East Sooke Community Hall Report 2025-08-25

1. Repairs to the exterior doors for the bays in the JdF SAR area have been scheduled.
2. Fire inspection of the Hall has been successfully completed.
3. Approved minutes of the meeting of the East Sooke Community Hall group for 4 July 2025 have been submitted to the ESVFC secretary.

East Sooke Community Hall Finances as of 30 June 2025

	YTD Budget	% of Budget
Income		
Lower Hall rental	5,188 1,770 293	
JDF SAR rental	12,612 25,224 50	
Interest Income	396 210	
Surplus	<u>8781 8,781</u>	
TOTAL	<u>26,977 35,985</u>	
Operating Expenses	<u>11885 35985</u>	33
TOTAL	<u>11,885 35,985</u>	

ESCH TOTAL 15,092

Notes: The Hall was rented as both an advanced polling station and a regular polling station for the Federal Election. This contributed to the significant increase in rental income for the lower Hall.

East Sooke Fire Protection and Emergency Response Service Commission

6071 East Sooke Road, East Sooke BC, V9Z1B2

commissioners@eastsookefirecommission.ca

Commissioners Present: John Clarkson (Chair) Wendy Herring, Edward Helm, Jon Kuzyk (Secretary), Al Wickheim, Mike Yeager

Absent: Simon Miles

FD Present: Chief Fiona Larkin

Public Present: 1 Member of the public present



MINUTES - COMMISSION MEETING DATE October 22, 2025 7:00 PM

1. Adoption of Agenda

Changes requested to the Agenda for ESVFC meeting agenda of Oct 22, 2025

Wendy Herring

1. Motion previously presented by Wendy Herring and approved by the Commission should be recorded as: "I move that we approve an expenditure of no more than \$8,000.00 CAD from the East Sooke Community Hall funds to repair and enhance the blacktop apron at the driveway entrance to the East Sooke Community Hall."
2. New Business Item to be added to the Agenda: Present proposed 2026 Budget for East Sooke Community Hall for discussion and motion: "I move that the 2026 Operating Budget be the same as the 2025 budget as shown in the R&E Reports (net of \$22,255 without adding in Contingency) with a 3.5% increase in 2026 and subsequent 4 year budgets."

John Clarkson

1. New business item to be added to the Agenda: Discussion on Commission Vacancies.

MOVED: Wendy Herring SECONDED: Ed Helm CARRIED

2. Adoption of Minutes from September 24, 2025 Meeting

MOVED: Ed Helm SECONDED: Mike Yeager CARRIED

3. Public Participation on Agenda Items

None

4. Reports

a. Chair's report (John Clarkson)

Chair John Clarkson reviewed his report for the month. It was announced that Ed Helm will assume the role of Vice Chair. The Commission was reminded that next month's meeting will be the Annual General Meeting (AGM).

b. Fire Chief's report (Chief Fiona Larkin)

October 2025 Fire Chiefs Report reviewed by Chief Fiona Larkin. See attached copy of October 2025 Fire Chiefs Report.

Discussion – Communication System "First Due"

Commissioner Al Wickheim inquired about the new communication system "First Due," asking whether it had been implemented and how it was performing. Chief Larkin reported that the department has been using the system; however, there have been some challenges with cell reception in certain remote areas of East Sooke. Chief Larkin also noted that they are waiting for other departments to resolve some outstanding issues before the system can be utilized to its full potential.

c. Finance report (Chief Fiona Larkin)

There was no October 2025 Finance Report Reviewed this meeting

d. Community Hall report (Wendy Herring)

October 2025 ESCH Report reviewed by Wendy Herring. See attached report for details. Wendy made a note that the \$8000.00 for asphalt work

for the entrance apron with funds coming from the ESCH Capital Reserve.

5. Old Business

- **Rejuvenation of Community Fire Awareness Program**

Chief Fiona Larkin reported that one of the brigade members is preparing posters and fire awareness posters ready for the East Sooke Community Hall Halloween event.

- **Funding request to CRD to support ESVFD firefighting costs for the Sooke Regional Park Service Area.**

Working Group Discussion

Commissioner Ed Helm reported that he has reached out to Chief Fiona Larkin and Commissioner Simon Miles via email to schedule a working group meeting.

Chief Larkin reported that the CRD is conducting a review of its wildfire plan as it relates to firefighting operations in East Sooke Park. He noted that the working committee will await the outcomes of the CRD's review. Chief Larkin will continue to keep the Commission informed as progress is made.

6. New Business

1. Commissioner Wendy Herring: Motion.

Present proposed 2026 Budget for East Sooke Community for discussion and motion: After some review of the amended 5 year budget plan prepared and provided by Commissioner Wendy Herring the motion was adjusted and will be written as follows.

"I move that the 2026 Operating Budget be the same as the 2025 budget as shown in the R&E Reports (net of \$22,255 without adding in Contingency) with a 3.5% increase in 2026 and subsequent 4 year budgets."

SECONDED: Ed Helm

CARRIED.

2. Chair John Clarkson: Upcoming November 2025 AGM Meeting.

Pre-AGM Planning:

Chair John Clarkson requested that a pre-AGM meeting be scheduled with the Commission to discuss items the Commissioners would like brought forward at the November AGM. Commissioners are encouraged to prepare lists of topics they wish to have included for discussion. Suggested topics include recruitment, finances, the fire awareness program, the application process for filling the current vacancy on the Commission, and ways to improve Commission operations moving forward.

3. Chair John Clarkson: December 2025 Commission meeting.

December Meeting Schedule:

Chair John Clarkson noted that the December 2025 Commission meeting is scheduled to fall on Christmas Eve. He asked the Commission to consider whether they would be in favor of cancelling the December meeting and resuming with the next regular meeting in January 2026. All commissioners agreed to cancel the December 2025 Meeting and reconvene the commission for the January 2026 meeting.

4. Chair John Clarkson; Upcoming Commission Vacancies.

Commission Vacancies and Reappointments:

Chair John Clarkson brought forward discussion regarding the upcoming Commission vacancies effective December 31, 2025. Three Commissioners — Mike Yeager, Wendy Herring, and Ed Helm — will reach the end of their current terms at that time. Chair Clarkson asked each Commissioner if they intended to seek reappointment for another term. Commissioners Yeager, Herring, and Helm each confirmed their interest in continuing to serve on the Commission. Chair

Clarkson will provide Al Wickheim with the necessary reappointment forms to complete and forward to Chris Vrabel at the CRD.

5. Chief Fiona Larkin: Adoption of 2025 CRD Fire Services Operating Guideline Manual.

After discussion with the Commission members and a brief review of the documents the Chair will correspond with Chris Vrabel to clarify The Commission's role in adopting this document.

7. Adjournment 8:43 PM MOVED: Ed Helm SECONDED: Mike Yeager CARRIED



East Sooke Volunteer Fire Department

Fire Chief's Report – October 2025

Membership Status – 23 total

- Interior/Full Service FFs on pagers: 15
- Exterior FFs on pagers: 5
- FR/Support on pagers: 1
- FR/Support not on pagers: 1
- Recruit(s) not on pagers: 1

Staffing 2025

- Part time Chief: 24 hours/week
- Part-time Captain Operations: 16 hours/week
- Part time Captain Training: 16 hours /week
- Monthly long weekend duty crew.
- 40 work days.

Callouts *Jan 01, 2025– Oct 16th, 2025*

Type of Call	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Alarm Bells	2	2			2		2	2		2			12
Duty Calls	1		2	1	4	2	3	1	3	3			20
Hydro				1									1
Medical	8	10	6	6	7	9	1	6	4	3			60
MVI	3					2			2				7
Rescue			1		1								2
Structure Fire	1	2	3	1	1	2		1	1	1			13
Wildfire					1	1	2						4
Car/garbage/other fire	1	1	4			1							7
Smoke investigation		1				2	2	2	2	1			10
Overall Total	16	16	16	9	16	19	10	12	12	10			136

Notes:

**13 Automatic mutual aid calls structure fire.*

Calls without minimums since Jan 2025 = 0

Training

Highlights

- Continuing with weekly skill reviews. October will focus on hose handling.

Projects/Initiatives

Budgeting

- 2026 Budget planning is in progress, on track for board consideration in November. (Sept 23 CRD update)

UBCM Grants

- 2024 leftover: in the works with CRD
- 2025 new application: in the works with CRD

Records Management

- First due is consistently used for truck checks and incident reports.
Still needs work on use during incidents and for training reports.
- Starting the process of setting up First due to document hours worked, and payroll.

Training Building

- Ongoing development of the training facility, and construction of props for NFPA 1001 training.

Benefits for

Members

Status:

- *Paused- will revisit in the future.*

Recruitment:

- 4 tentative new recruits so far, we will finalize numbers later in Oct for 2026 recruit group.
 - One has had interviews completed and has joined East Sooke Fire Rescue as a recruit.

FireSmart:

- Continues to be a steady stream of assessments being done.

Squad replacement:

- In progress with Custom Express in Parksville. Fabrication of the box/ cabinets is complete (minor changes after our inspection on Oct 08.) Powder coating is the next step.

**REPORT TO EAST SOOKE FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE COMMISSION
MEETING OF OCTOBER 22, 2025**

SUBJECT **2025 CRD Fire Services Operating Guideline Manual**

ISSUE SUMMARY

Adoption of the 2025 (September 15) CRD Fire Service Operating Guideline Manual.

BACKGROUND

The new CRD Fire Services Operating Guideline manual is intended to provide the foundation for effective governance and support across the individual fire services within the Capital Regional District (CRD). Prior to September 2025, Operating Guidelines (OGs) ranged from non-existent to very thoroughly developed. Many of the former OG sets appeared to have originated from an OG template set that was widely shared across the BC fire service some years ago, in some cases with various, apparently coordinated, updates to address emerging issues. In many cases, individual department matters had been addressed through department-specific OGs. In short, the OGs of the nine fire departments reflected some cooperation between departments, but did not reflect centralized coordination, management or oversight by the CRD.

None of the CRD OG sets was fully aligned with the draft Fire Chiefs Association of BC OG set. Most CRD fire departments had specific OGs not included in the FCABC index while lacking content in other areas. One of the critical elements in a properly maintained set of OGs is ensuring that they are dated, and that revisions or changes are properly tracked. The prior approach taken in the CRD sets ranged from undated to OGs dated variously between 1998 and 2020. In general, evidence of regular update processes was lacking.

Operating Guidelines can be divided into three key areas:

1. **Administration (High Priority):**

- Organizational Structure: Fire Chief, Training Officer, Safety Officer, Exterior Firefighter, Interior Firefighter, Recruit Firefighter.
- Governance: Fire Department Levels of Service, Appointment of Fire Chiefs, Promotions, Meetings, Compensation/Honorariums, Commissions/Committees.
- Conduct and Discipline: Code of Conduct, Guidelines for Progressive Discipline, Respectful Workplace, Respectful Workplace Complaint Procedure, Use of Alcohol and Drugs, Smoking, Media, Social Media.
- General Administrative Policies: Standard Operating Guidelines and Administrative Policies, Records Retention and Management, Indemnification and Liability, Driver's License Abstracts, Use of Department Vehicles and Equipment, Accident Reporting (Damage to Fire Apparatus and Vehicle), Leave of Absence, Volunteer Tax Credit.

2. Inspections and Maintenance (Medium Priority):

- Apparatus: Apparatus Inspection (Pre-Trip/Post Fire), Apparatus Maintenance, Apparatus Fire Rated Pump Testing.
- General Equipment: Fire Hose Annual Pressure Test, Ground Ladders, Hydrants.
- Personal Protective Equipment (PPE): Turnout Gear Inspection and Cleaning, Turnout Gear Transport and Storage, Self Contained Breathing Apparatus (SCBA) Maintenance.

3. Fire Service Operations (Low Priority):

- Incident Safety: Vehicle Operations, Vehicle Safety, Radio Communications, Personal Protective Clothing and Equipment (Use), Self Contained Breathing Apparatus (Use), Personal Alert Safety Devices, Fire Department Members Accountability (Passport), Incident Safety Officer, Incident Rehabilitation Sector, Firefighter Rehabilitation, Fire Department Members' Risk, Initial Fire Attack Team, Rapid Intervention Team, Emergency Evacuation, Traffic Control, Electrical Emergency Safety, Prevention of Workplace Violence (On Scene).
- Incident Response: Officer Emergency Response, Incident Management, Structure Fires, Roof Operations, Vehicle Fires, Other Fire Incidents, Wildland-Urban Interface and Grass Fires, Illegal Outdoor Burning, HAZMAT Scene Assessment, Bomb Scare, Non-conventional Weapons Threat.
- General Incident Procedures: Fire Scene Turnover to Owner, Post Incident Liability Release Form Instructions, Incident Reports, Pre-Incident Planning Inspections, Fire Call-out Outside Service Area, Mutual Aid, Inter-Agency (Office of the Fire Commissioner).

The following sections are complete:

Section 1 – *Occupational Health and Safety and Appendix A,*

Section 2 – *Fire Services Training, and*

Section 3 – *Administration*

The following sections are flagged as “under construction”:

Section 4 – Fire Services Operations, and

Section 5 – Inspections and Maintenance

Following administration, the next priority will be Inspections and Maintenance guidelines, which are crucial for operational safety and equipment readiness. Fire Service Operations will be addressed last, with input from individual Fire Chiefs due to the operational expertise and service area differences in each.

Alternatives

Alternative # 1 – That the East Sooke Fire Protection and Emergency Response Services Commission adopt the 2025 (September 15) CRD Fire Service Operating Guideline Manual.

Alternative #2 – Refer back to staff for more information as directed by the commission.

Conclusion

The new CRD Fire Services Operating Guideline manual is intended to provide the foundation for effective governance and support across the individual fire services within the Capital Regional District (CRD). The Commission has Administrative Authority to 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.

RECOMMENDATION

Staff recommend to the Commission:

That the East Sooke Fire Protection and Emergency Response Services Commission adopt the 2025 (September 15) CRD Fire Service Operating Guideline Manual.

<u>Prepared By</u>	<u>Fiona Larkin, Fire Chief</u>
<u>Concurrence</u>	<u>Chris Vrabel, CRD, Manager, Fire Services</u>

ATTACHMENT(S)

1. CRD Fire Services Operating Guideline Manual
2. Detailed List of Outstanding Standard Operating Guidelines (SOGs)

Section 4 - Fire Service Operations:

- **Incident Safety:**

- Vehicle Operations
- Vehicle Safety
- Radio Communications
- Personal Protective Clothing and Equipment - Use
- Self Contained Breathing Apparatus - Use
- Personal Alert Safety Devices

- Fire Department Members Accountability (Passport)
- Incident Safety Officer
- Incident Rehabilitation Sector
- Firefighter Rehabilitation
- Fire Department Members' Risk
- Initial Fire Attack Team
- Rapid Intervention Team
- Emergency Evacuation
- Traffic Control
- Electrical Emergency Safety
- Prevention of Workplace Violence (On Scene)
- **Incident Response:**
 - Officer Emergency Response
 - Incident Management
 - Structure Fires
 - Roof Operations
 - Vehicle Fires
 - Other Fire Incidents
 - Wildland-Urban Interface and Grass Fires
 - Illegal Outdoor Burning
 - HAZMAT Scene Assessment
 - Bomb Scare
 - Non-conventional Weapons Threat
- **General Incident Procedures:**
 - Fire Scene Turnover to Owner
 - Post Incident Liability Release Form Instructions
 - Incident Reports
 - Pre-Incident Planning Inspections
 - Fire Call-out Outside Service Area
 - Mutual Aid
 - Inter-Agency - Office of the Fire Commissioner

Section 4. Inspections and Maintenance:

- **Apparatus:**
 - Apparatus Inspection (Pre-Trip/Post Fire)
 - Apparatus Maintenance
 - Apparatus Fire Rated Pump Testing
- **General Equipment:**
 - Fire Hose Annual Pressure Test
 - Ground Ladders
 - Hydrants
- **Personal Protective Equipment (PPE):**
 - Turnout Gear - Inspection and Cleaning
 - Turnout Gear - Transport and Storage
 - Self Contained Breathing Apparatus (SCBA) Maintenance

East Sooke Community Hall Report 2025-10-22

1. New Seniors program starting two Weds per month. This is the third SRCHN program at the Hall this year.
2. Hot water tank was replaced due to age and corrosion.
3. Motion being brought to repair and upgrade asphalt apron of Hall driveway in 2026 using Capital Funds.
4. No approved ESCH Group minutes to forward.

East Sooke Community Hall Finances as of 30 September 2025

YTD Budget % of Budget

Income

Lower Hall rental 5,578 1,770 315
JDF SAR rental 18,918 25,224 75
Interest Income 402 210 191
Surplus 8,781 8,781
TOTAL 33,679 35,985

Operating Expenses 12,123 35,985 34

TOTAL 12,123 35,985 * budget includes \$13,730 contingency

ESCH TOTAL 21,556 60

ESCH Capital Reserve 13,925

The Hall was rented as both an advanced polling station and a regular polling station for the Federal

Notes:

Election. This contributed to the significant increase in rental income for the lower Hall.



REVENUE AND EXPENSE REPORT - SEPTEMBER [2025]

FPESOOKE.RE - FIRE PROTECTION EAST SOOKE

COVER PAGE



Making a difference...together **FP EAST**

REVENUE AND EXPENSE REPORT - SEPTEMBER [2025]

SOOKE - CRF

1079-101309 - CAPITAL RESERVE EAST SOOKE FIRE

REVENUE

	Revised	Original -----	YTD -----	September --	Budget Remaining --	Budget \$	Budget Actuals Encumbered Total %
			Actuals				
429000 - Interest Income - Internal - -	337.12	1,121.76	1,121.76 (1,121.76)	-	490000 - Surplus - - -	37,747.83	37,747.83 (37,747.83) -
REVENUE TOTAL - -	337.12	38,869.59	38,869.59 (38,869.59)	-	1079-101309 - CAPITAL RESERVE EAST SOOKE FIRE TOTAL - -	337.12	38,869.59 - 38,869.59 (38,869.59) - 1079-102246 -

CAPITAL RESERVE EAST SOOKE COMMUNITY HAL

REVENUE

	Revised	Original -----	YTD -----	September --	Budget Remaining --
Budget \$					
Budget Actuals Encumbered Total %					
Actuals					
429000 - Interest Income - Internal - - 120.77	401.87	401.87 (401.87)	- 490000 - Surplus - - -	13,523.12	13,523.12 (13,523.12) -
REVENUE TOTAL - - 120.77	13,924.99	13,924.99 (13,924.99)	-		
1079-102246 - CAPITAL RESERVE EAST SOOKE COMMUNITY -					
- 120.77	13,924.99	13,924.99 (13,924.99)	-		
HAL TOTAL					



REVENUE AND EXPENSE REPORT - SEPTEMBER [2025]

Making a difference...together FP EAST SOOKE - ERF

1022-101948 - CR ERF EAST SOOKE FIRE PROTECTION

REVENUE

	Revised	Original -----	YTD -----	September -- Budget Remaining --			
				Budget \$			
				Budget	Actuals	Encumbered	Total %
470610 - ERF-Contributions to Equipment Replaceme - - 9,083.33	81,749.97	81,749.97	(81,749.97)	-	490010 - ERF-Carry Forward Surplus/Deficit Equip - -	1,031,939.18	1,031,939.18 (1,031,939.18) -
REVENUE TOTAL - - 9,083.33		1,113,689.15	1,113,689.15	(1,113,689.15)			

EXPENSE

Original ----- YTD -----

	Revised		September -- Budget Remaining --	Budget \$
		Actuals	Budget Actuals Encumbered Total %	
501040 - CRD Vehicles - ORDERS ONLY - - - -	243,737.44	243,737.44	(243,737.44)	-
EXPENDITURE 502,500.00 502,500.00 - - - -	502,500.00	100.00		
EXPENSE TOTAL	502,500.00	502,500.00	829.43 17,363.39 243,737.44 261,100.83 241,399.17 48.04	1022-101948 - CR ERF EAST SOOKE FIRE PROTECTION TOTAL (502,500.00) (502,500.00) 8,253.90
	1,096,325.76	(243,737.44)	852,588.32	(1,355,088.32) 269.67

FP EAST SOOKE - ERF TOTAL (502,500.00) (502,500.00) 8,253.90 1,096,325.76 (243,737.44) 852,588.32 (1,355,088.32) 269.67 **FP EAST SOOKE**

1001-101943 - EAST SOOKE FIRE REVENUE

REVENUE

	Revised	Original	YTD	September -- Budget Remaining --
Budget \$				
Budget Actuals Encumbered Total %				
Actuals				
403200 - Fees - Service 71,430.00 71,430.00 -	110,246.67	110,246.67	(38,816.67)	(54.34)
429000 - Interest Income - Internal 1,090.00 1,090.00 1,569.15	1,569.15	1,569.15		
(479.15) (43.96) 429040 - MFA Debt Reserve Fund Earnings 720.00 720.00 - - - -	720.00	100.00		
486000 - Requisition- Municipal Electoral Area- O 612,666.00 612,666.00 -	612,666.00	612,666.00		
REVENUE TOTAL	685,906.00	685,906.00	1,569.15 724,481.82 - 724,481.82	(38,575.82) (5.62)

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REVENUE AND EXPENSE REPORT - SEPTEMBER [2025] Making a difference...together **FP EAST SOOKE**

1001-101943 - EAST SOOKE FIRE REVENUE TOTAL 685,906.00 685,906.00 1,569.15 724,481.82 - 724,481.82 (38,575.82) (5.62) **1001-101944 - EAST SOOKE FIRE EXPENSE**

EXPENSE

	Revised	Original	YTD	September -- Budget Remaining --	Budget \$
--	---------	----------	-----	----------------------------------	-----------

Budget Actuals Encumbered Total %

Actuals

500000 - Salaries - Full/Part Time Regular - - - **(106.46) - (106.46) 106.46** - 500280 - Wages & Benefits - Other - Regular/Auxil 92,080.00 92,080.00 9,593.70 **87,704.01 - 87,704.01 4,375.99 4.75** 500510 - W.C.B. Benefits 450.00 450.00 - **59.65 - 59.65 390.35 86.74** 501000 - Travel Expenses CRD Business 400.00 400.00 - **1,029.70 - 1,029.70 (629.70) (157.43)** 501040 - CRD Vehicles - ORDERS ONLY 38,740.00 38,740.00 (1,390.73) **23,198.48 - 23,198.48 15,541.52 40.12** 502030 - Telecommunications - Main account 5,890.00 5,890.00 553.38 **5,138.65 - 5,138.65 751.35 12.76** 503130 - Contract for Services 11,350.00 11,350.00 3,103.56 **7,709.66 - 7,709.66 3,640.34 32.07** 505010 - Legal Services 1,420.00 1,420.00 - - - **1,420.00 100.00** 506010 - Insurance - Public Liability 1,732.00 1,732.00 - **1,732.00 - 1,732.00 - -**
 506020 - Insurance - Fidelity 10.00 10.00 - **10.00 - 10.00 - -** 506030 - Insurance - Fire 7,690.00 7,690.00 - **7,690.00 - 7,690.00 - -** 506050 - Insurance - Group Accident 3,400.00 3,400.00 - **60.00 - 60.00 3,340.00 98.24** 506090 - Insurance - Service Contract 170.00 170.00 - **170.00 - 170.00 - -** 508260 - Purchased Maintenance - Buildings 8,500.00 8,500.00 2,112.31 **15,836.95 - 15,836.95 (7,336.95) (86.32)**
 508270 - Purchased Maintenance - Equipment 9,000.00 9,000.00 190.00 **4,506.92 - 4,506.92 4,493.08 49.92** 514030 - Advertising 360.00 360.00 - **273.70 - 273.70 86.30 23.97** 514090 - Subscriptions 540.00 540.00 - **(81.57) - (81.57) 621.57 115.11** 514230 - Volunteer Appreciation Dinner 7,200.00 7,200.00 2,838.56 **7,181.36 - 7,181.36 18.64 0.26** 514250 - Information and Education 620.00 620.00 - - - **620.00 100.00** 514400 - Staff Training & Development 28,620.00 28,620.00 6,515.59 **13,501.94 - 13,501.94 15,118.06 52.82** 514420 - Memberships & Professional Dues 1,180.00 1,180.00 200.00 **784.00 - 784.00 396.00 33.56** 514660 - Cleaning Services 5,150.00 5,150.00 385.24 **3,518.15 - 3,518.15 1,631.85 31.69**

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Making a difference...together **FP EAST SOOKE**

REVENUE AND EXPENSE REPORT - SEPTEMBER [2025]

1001-101944 - EAST SOOKE FIRE EXPENSE [continued]

EXPENSE [continued]

	Revised	Original	YTD	September	Budget Remaining	Budget \$	Budget Actuals	Encumbered	Total	%
514880 - Meeting Expenses	250.00	250.00	- 22.27 - 22.27	227.73	91.09	515010 - Water	640.00	640.00	- 72.65 - 72.65	567.35
	10,080.00	10,080.00	- -	530010 - Alloc – StandardOH Allocation	16,504.00	16,504.00	1,375.33	12,377.97	- 12,377.97	4,126.03
	(246.61)	535050 - Fuel - Propane	7,500.00	7,500.00	- 4,634.73 - 4,634.73	2,865.27	38.20	535090 - Electricity	10,550.00	10,550.00
	2,500.00	80.82	3,398.42	- 3,398.42	(898.42)	(35.94)	538020 - Supplies - First Aid/Safety	6,200.00	6,200.00	891.16
	1,814.95	10,033.10	- 10,033.10	6,818.90	40.46	538360 - Supplies - Protective Clothing	13,094.00	13,094.00	- 7,125.05 - 7,125.05	5,968.95
						570010 - Interest Expense- internal	1,090.00	1,090.00	-	

1,809.10 - 1,809.10 (719.10) (65.97) 599200 - Contingency 82,450.00 82,450.00 - - - 82,450.00 100.00 600029 - Vehicle/Equipment Costs Clearing - - - 201.36 - 201.36 (201.36) - 601001 - Labour Consumption - - - 14,014.50 - 14,014.50 (14,014.50) - 601002 - Labour Settlement - - - 706.50 - 706.50 (706.50) -
EXPENSE TOTAL 392,762.00 392,762.00 28,263.87 258,592.14 - 258,592.14 134,169.86 34.16 1001-101944 - EAST SOOKE FIRE EXPENSE TOTAL (392,762.00) (392,762.00) (28,263.87) (258,592.14) - (258,592.14) (134,169.86) 34.16 1001-101947 - EAST SOOKE FIRE TRANSFER TO OWN FUND

EXPENSE

				Revised	Original -----	YTD -----				
							September -- Budget Remaining --			
Budget \$										
Budget Actuals Encumbered Total %										
Actuals										
547060 - Transfers to General Capital Fund				5,150.00	5,150.00	- - -	5,150.00	100.00	547070 - Transfers to Equipment Replacement Fund	109,000.00 109,000.00 9,083.33 81,749.97
				- 81,749.97	27,250.03	25.00				
EXPENSE TOTAL				114,150.00	114,150.00	9,083.33 81,749.97 - 81,749.97	32,400.03	28.38	Friday, October 17, 2025 1:30:06PM Page 4 of 6	



REVENUE AND EXPENSE REPORT - SEPTEMBER [2025] Making a difference...together FP EAST SOOKE

1001-101947 - EAST SOOKE FIRE TRANSFER TO OWN FUND (114,150.00) (114,150.00) (9,083.33) (81,749.97) - (81,749.97) (32,400.03) 28.38

TOTAL

1001-102109 - EAST SOOKE FIRE OTHER DEBT

EXPENSE

				Revised	Original -----	YTD -----				
							September -- Budget Remaining --			
							Budget \$			
							Budget Actuals Encumbered Total %			
							Actuals			
570050 - M.F.A. Debt Reserve Fund				720.00	720.00	- - -	720.00	100.00	570100 - Principal Payment	101,324.00 101,324.00 - - - 101,324.00 100.00
				38,475.00	- 38,475.00	38,475.00 50.00	570110 - Interest Payment			
							76,950.00 76,950.00 -			
EXPENSE TOTAL				178,994.00	178,994.00	- 38,475.00 - 38,475.00	140,519.00	78.50	1001-102109 - EAST SOOKE FIRE OTHER DEBT TOTAL (178,994.00) (178,994.00) - (38,475.00) - (38,475.00)	

(140,519.00) 78.50

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Making a difference...together **FP EAST SOOKE**

REVENUE AND EXPENSE REPORT - SEPTEMBER [2025]

1001-102163 - EAST SOOKE FIRE COMMUNITY HALL

REVENUE

	Original	YTD	Budget Remaining	Budget \$	Budget Actuals	Encumbered Total %
Revised						
Actuals						

420800 - Rentals 1,770.00 1,770.00 200.00 5,577.81 - 5,577.81 (3,807.81) (215.13) 421000 - Rentals- Room/Building 25,224.00 25,224.00 2,102.00 18,918.00 - 18,918.00 6,306.00 25.00 429000 - Interest Income - Internal 210.00 210.00 158.64 401.90 - 401.90 (191.90) (91.38) 490000 - Surplus 8,781.00 8,781.00 - 8,781.00 - 8,781.00 - -

REVENUE TOTAL 35,985.00 35,985.00 2,460.64 33,678.71 - 33,678.71 2,306.29 6.41

EXPENSE

	Revised	Original -----		YTD -----		September --		Budget Remaining --		Budget \$		Budget Actuals		Encumbered		Total %	
Actuals																	
502030 - Telecommunications - Main account 290.00 290.00 - - - - 290.00 100.00 503130 - Contract for Services 790.00 790.00 - 347.75 - 347.75 442.25 55.98 508260 - Purchased Maintenance - Buildings																	
11,045.00 11,045.00 2,936.00 9,450.74 - 9,450.74 1,594.26 14.43 514420 - Memberships & Professional Dues 170.00 170.00 - - - - 170.00 100.00 514590 - Security 450.00 450.00 - 270.00 - 270.00 180.00																	
40.00 514660 - Cleaning Services 3,920.00 3,920.00 - 4,070.00 - 4,070.00 (150.00) (3.83) 535090 - Electricity 4,670.00 4,670.00 - 567.04 - 567.04 4,102.96 87.86 535100 - Garbage Disposal 170.00 170.00																	
15.89 143.01 - 143.01 26.99 15.88 538000 - Supplies - Office 130.00 130.00 29.94 29.94 - 29.94 100.06 76.97 538130 - Supplies - Operating 620.00 620.00 - 296.09 - 296.09 323.91 52.24 599200 -																	
Contingency 13,730.00 13,730.00 - - - - 13,730.00 100.00																	

Shirley Fire Protection & Emergency Response Commission
Monthly General Meeting 2025/Nov/24
Minutes
Approved:
Call to Order: 1930 Adjourned: 2100

Present: Chair B. Einarson, R. Gardiner, M. Taylor, H. Damude, S. Berggren, J. Powell,
Ex officio: Chief L. Hill
Absent: A. Wickheim
Guests: Wesley Constantineau

Agenda & Item #	Action Taken:
1. Agenda	Motion To approve agenda, M. Taylor, H. Damude, Carried
2. Approval of Minutes	Motion: To approve October minutes: M. Taylor, H. Damude Carried
3. Correspondence	
4. Treasurer's Report	<p>Tax Requisition \$230,874</p> <p>Operating:</p> <p>Budget \$69,080</p> <p>October Actuals \$1,038</p> <p>Remaining \$14,698 21.28%</p> <p>Administration Year 1 2025</p> <p>Budget \$83,774 \$12,000/5 yr/Auto Extraction Equip.</p> <p>October Actuals \$523</p> <p>Wages \$53,860 59.76% Chief, Deputy, Volunteers, Maint</p> <p>Remaining \$41,322 49.33%</p>

Shirley Fire Transfer to Own Fund

Budget \$78,240

October Actuals: \$4,358

Remaining \$8,773 11.21%

October Detail Expenditures

CRD Vehicle Orders

Telecom

Maintenance Equipment

Staff Training

Gas, Lubricants \$363 Suncor

Electricity \$444 BC Hydro

Supplies/Operating \$231 Screening Hoodies

Supplies-Computer

Labour Consumption

Wages \$1,291 Payroll accounting

Telecom

	<p>Group Insurance</p> <p>Alloc/standard OH \$523 Monthly</p> <p>Transfer/Equip Fund \$4,386 Monthly</p> <p>Total Detail \$6,200</p> <p>Reserves</p> <p>Equipment \$490,834</p> <p>Surplus \$226,875</p> <p>\$717,709</p> <p>Motion to approve Treasurer's report: H. Damude, J. Powell, Carried</p>
5. Fire Chief's Report	<p>Callouts:</p> <p>Medical - 1</p> <p>Tree on wires: 2</p> <p>Complaint of "smoke from chimney"...</p> <p>Jordan River callouts - 1</p> <p>Fire permits issued: 5</p> <p>Crew status: Currently 19 crewmembers. One crew left due to work and family commitments. Three people reached out regarding joining but two were from Sooke and one has not followed up.</p> <p>Training: There have been good turnouts for training. Fire Services Mgr. would like to meet with us</p>

	<p>next week to go over our training record for those in supervisory roles.</p> <p>Equipment: All equipment in good working order.</p> <p>Signs for Sheringham Rd to be installed hopefully in the new year. Shirley fire protection area to be increased to include portion of hwy 14 at Blueberry Flats.</p> <p>Report submitted for board to consider additions to '26-'30 financial plan. (Attached) Report reviewed and</p> <p>Motion to increase 2026 budget by \$21,140. H. Damude, J. Powell Carried:</p> <p>Request submitted to increase the Shirley fire protection area to include hwy 14 from the top of Kirby creek hill east to just west of Invermiur road along the area aka Blueberry Flats. Motion: to increase fire district area. M. Taylor, J. Powell</p> <p>Motion: Fire Chief's report; J. Powell, R. Gardner</p>
6. New Business	
7. Old Business	Discussion re: SOG's; Hall rent payment.
9. Next Meeting	December 29th, 2025
10. Adjournment	2100hrs



Minutes for a meeting of the Mayne Island Parks and Recreation Commission

Location: Mayne Island Library, 411 Naylor Road, Mayne Island, BC

Date/Time: December 11, 2025 3:00 pm

Present: Debra Bell (Chair) Michael Kilpatrick (Vice Chair)
Jacquie Burrows (Treasurer) Veronica Euper
Kestutis Banelis Glyn Legge
Adrian Wright Lauren Edwards (Recorder)

Absent: Paul Brent, Director, CRD, Southern Gulf Islands

The meeting was called to order at 3:05 pm

1. Territorial Acknowledgement

We are honoured to be meeting on the traditional lands of the Coast Salish First Nations. We respect and value the longstanding relationship they have with the land and seawaters that continues to this day.

2. Approval of Agenda

MOVED by Commissioner Bell and **SECONDED** by Commissioner Wright that the agenda of December 11, 2025 be approved as presented.

CARRIED

3. Adoption of Minutes of November 13, 2025

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper that the Minutes of November 13, 2025 be approved as presented.

CARRIED

4. Chair's Remarks

It's been a good year with a list of accomplishments.

5. Reports

5.1. Administration

5.1.1. Health and Safety Concerns

5.1.2. Events

ADOPTED

A report was received with the agenda.

a) Holiday bonfire insurance

Insurance will be obtained by the fire department.

b) Tree burning

Discussed a proposed fundraiser by the MI Firefighters Association to burn Christmas trees after the holidays. Parks is not opposed, but a majority of commissioners are in favour of wood chipping.

c) Mayne Island Truth and Reconciliation Collective – Insurance

The Collective will get the insurance as needed.

5.1.3. Hiking and Walking Trail brochure update

The brochure work continues with Alea. Discussion occurred to prioritize the Henderson Park signage.

5.1.4. Follow Up Action Report (not covered elsewhere)

5.1.5. Contracts – plumbing/water

a) CRD is preparing service contracts for a plumber on Galiano Island and MIPRC also agreed to a contract on an ‘as and when needed’ basis.

Commissioners discussed investigating plumbers who may already travel to Mayne Island as part of other contracted projects.

b) The CRD water testing contract will be extended for another year.

5.1.6. Tide Table

It was reported that the Association of Mayne Island Boaters responded that the printed tide table in the MayneLiner is not being used. Commissioners discussed cancelling the monthly printed table and investigating alternative advertising.

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Legge that Mayne Island Parks and Recreation Commission cancel the contract with Alea for printing the tide tables monthly effective April 1, 2026.

CARRIED

5.2. Treasurer’s Reports

5.2.1. Treasurer’s Report for the period November 1 - 30, 2025

A report was received with the agenda.

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Kilpatrick that Mayne Island Parks and Recreation Commission approve the Treasurer's Report for November 1 - 30, 2025 as presented.

CARRIED

- The Sandy Hook project account has been activated and fencing rolls will be purchased.
- Mileage and other claims must be submitted for December.

5.2.2. Finance/Information

A report was received with the agenda.

5.3. Committees

5.3.1. All-Wheels Skatepark

It was **MOVED** and **SECONDED** that Mayne Island Parks and Recreation Commission approve the All Wheels Skatepark Committee recommendation for a pilot project at Dinner Bay Park with details including signage to be finalized.

CARRIED

Opposed: Commissioner Burrows

5.3.2. Fitness Circuit and Putting Green

Discussion occurred regarding a couple of reports of people losing their balance due to the slope around the putting green. Remedies were discussed at length. The BC Hydro ReGreening grant application will proceed and the issue of the slope will be revisited in June and September.

5.3.3. Trails

A report was received with the agenda.

- It was discussed and agreed that a report will be made to Rogers or Telus that a cable is exposed on the Neill Road beach access trail.
- The binocular box has been moved to the library patio and receives a lot of use by children. Any necessary signage will be installed when all binoculars have been put in place.

5.4. Parks

5.4.1. Cotton Park

5.4.2. Dinner Bay

5.4.3. Henderson Park

A report was received with the agenda.

5.4.4. Japanese Memorial Garden

A report was received with the agenda.

5.4.5. Miners Bay

It was reported that flooding due to equipment failure occurred in the basement and repairs were made. More recently, water seepage in the basement occurred due to high water in the parking lot area. Discussed resolutions to avoid flooding and it was agreed that a request will be made to StreamLine Plumbing to inspect the basement and propose solutions.

5.4.6. Sandy Hook Park

A report was received with the agenda.

5.4.7. Village Bay Park

A report was received with the agenda.

6. Correspondence/Meetings

6.1. Emails to/from Mayne Island Skateboard Club.

6.2. Email and expression of interest in commissioner vacancy from resident.

6.3. Emails to/from Mayne Island Chamber of Commerce regarding binocular holders.

6.4. Emails to/from Mayne Island Chamber of Commerce regarding support for washroom honourariums.

- It was reported that the cheque was received.

6.5. Emails to/from Mayne Island Truth and Reconciliation Collective regarding grant application.

6.6. Email from BC Hydro ReGreening approving final report and grant for Dinner Bay Beautification Phase II.

7. New Business

8. Motion to Close the Meeting in accordance with Community Charter Part 4, Division 3, Section 90

9. Rise and Report

10. Meeting Adjournment

MOVED by Commissioner Banelis and **SECONDED** by Commissioner Burrows that the Mayne Island Parks and Recreation Commission meeting be adjourned.
CARRIED.

The meeting adjourned at approximately 4:30 p.m.

Original signed by

January 8, 2026

Debra Bell, Chair

DATE

Original signed by

Lauren Edwards, Recorder