



GALIANO ISLAND FIRE PROTECTION AND EMERGENCY RESPONSE COMMISSION

Notice of Meeting on **Thursday, June 25, 2026 @ 10:00 am**

Virtual Meeting on MS Teams

Join: Join:

<https://teams.microsoft.com/meet/26219892306959?p=faRcOkIpgdOmHRWzlo>

Meeting ID: 262 198 923 069 59

Passcode: du3XN6xL

AGENDA

- 1. Call the meeting to order: attendance and regrets**
- 2. Agenda review: review and approve the current meeting agenda**
- 3. Minutes review and approve April 23rd meeting minutes**
- 4. Revenue/ Expense Reports to May 2026– North and South Galiano**
- 5. Staff Report - 2027 Financial Plan – Provisional Budget**
- 6. Staff Report - Enhancing Fire Safety through Fire Permits**
- 7. 2026 meeting schedule Sept 24th, October 22nd, November 26th**
- 8. Adjournment**

Closed Meeting – To take place immediately following the Open Meeting

- 1. Motion: That the meeting be closed regarding personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality.**



GALIANO ISLAND FIRE PROTECTION AND EMERGENCY RESPONSE COMMISSION
Notice of Meeting on **Thursday, April 23, 2026 @ 10:00 am**
Virtual Meeting on MS Teams

In Attendance: K. Kelleher K. Kucille L. Hagan R. Matson
 A. Whitlock R. Snape R. Fawcett I. Scott (joined at 10:10)
Staff: S. Sugden C. Vrabel L. Winbourne (note taker)

MINUTES

1. Meeting called to order at 10:03 am
2. Agenda review: review and approve the current meeting agenda
 - a. Moved by L. Hagan, seconded R. Matson Carried
3. Minutes review: review and approve January 22 meeting minutes
 - a. Moved by L. Hagan, seconded by K. Kucille Carried
4. Fire Chief's report
 - a. Recommendation to accept the fire chief's report
 - i. Moved K. Kucille, seconded L. Hagan Carried
 - b. Recommendation from the fire chief to follow the CRD's burning restrictions.
 - i. Motion to ask fire chief to prepare informational document to demonstrate how this will be implemented.
 - ii. Moved I. Scott, seconded by R. Matson Carried
5. 2026 year to date: revenue and expense report – for informational purposes only.
6. Manager Fire Services report
 - a. New Inspection and Investigation process; will be updating CRD website.
 - b. New administrative powers bylaw now in effect. First hiring process under this bylaw with another commission went very well.
 - c. For a future meeting: risk registry for commission to be aware of water supply condition of buildings, condition of vehicles. CRD will share report.
7. 2026 amendment to financial plan
 - a. Seeking commissions support to recommend that CRD board accepts an amendment to the 2026 financial plan.
 - i. Moved by L. Hagan, seconded by R. Matson Carried
8. 2027 – 2031 financial plan
9. 2026 meeting schedule



- a. Next meeting scheduled for May 28th, 2026 will be cancelled. So, next meeting will be June 25th, 2026.
10. Adjournment at 10:55 am
- a. Moved to adjourn L. Hagan seconded R. Matson Carried

REVENUE AND EXPENSE REPORT - MAY [2026]



FPGALN.RE - FIRE PROTECTION GALIANO NORTH COVER PAGE

REVENUE AND EXPENSE REPORT - MAY [2026]

FIRE PROTECTION GALIANO NORTH

1001-100346 - GALIANO NORTH FIRE REVENUE

REVENUE

	Original Budget	Revised Budget	May Actuals	YTD			-- Budget Remaining --	
				Actuals	Encumbered	Total	\$	%
429000 - Interest Income - Internal	270.00	270.00	-	-	-	-	270.00	100.00
429040 - MFA Debt Reserve Fund Earnings	250.00	250.00	-	-	-	-	250.00	100.00
430000 - Grant in Lieu- Federal	852.00	852.00	-	852.11	-	852.11	(0.11)	(0.01)
486000 - Requisition- Municipal Electoral Area- O	339,249.00	339,249.00	-	-	-	-	339,249.00	100.00
486010 - Requisition -Parcel Tax	24,440.00	24,440.00	-	-	-	-	24,440.00	100.00
REVENUE TOTAL	365,061.00	365,061.00	-	852.11	-	852.11	364,208.89	99.77
1001-100346 - GALIANO NORTH FIRE REVENUE TOTAL	365,061.00	365,061.00	-	852.11	-	852.11	364,208.89	99.77

1001-100347 - GALIANO NORTH FIRE EXPENSES

EXPENSE

	Original Budget	Revised Budget	May Actuals	YTD			-- Budget Remaining --	
				Actuals	Encumbered	Total	\$	%
500000 - Salaries - Full/Part Time Regular	78,300.00	78,300.00	42,327.27	45,580.08	-	45,580.08	32,719.92	41.79
500090 - Honoraria	55,000.00	55,000.00	-	-	-	-	55,000.00	100.00
500280 - Wages & Benefits - Other - Regular/Auxil	-	-	7,425.38	32,237.75	-	32,237.75	(32,237.75)	-
500510 - W.C.B. Benefits	240.00	240.00	-	-	-	-	240.00	100.00
501000 - Travel Expenses CRD Business	3,420.00	3,420.00	130.00	254.20	-	254.20	3,165.80	92.57
501040 - CRD Vehicles - ORDERS ONLY	17,020.00	17,020.00	-	8,717.53	-	8,717.53	8,302.47	48.78
502030 - Telecommunications - Main account	5,550.00	5,550.00	152.20	5,029.04	-	5,029.04	520.96	9.39
503130 - Contract for Services	1,440.00	1,440.00	-	-	-	-	1,440.00	100.00
506010 - Insurance - Public Liability	1,593.00	1,593.00	-	-	-	-	1,593.00	100.00
506030 - Insurance - Fire	2,790.00	2,790.00	-	-	-	-	2,790.00	100.00
506050 - Insurance - Group Accident	3,500.00	3,500.00	-	-	-	-	3,500.00	100.00
506090 - Insurance - Service Contract	80.00	80.00	-	-	-	-	80.00	100.00
508260 - Purchased Maintenance - Buildings	1,250.00	1,250.00	185.00	672.76	-	672.76	577.24	46.18
508270 - Purchased Maintenance - Equipment	3,640.00	3,640.00	-	-	-	-	3,640.00	100.00
514010 - Postage & Freight	240.00	240.00	-	-	-	-	240.00	100.00
514030 - Advertising	240.00	240.00	-	55.29	-	55.29	184.71	76.96

REVENUE AND EXPENSE REPORT - MAY [2026]

FIRE PROTECTION GALIANO NORTH

1001-100347 - GALIANO NORTH FIRE EXPENSES [continued]

EXPENSE [continued]

	Original Budget	Revised Budget	May Actuals	YTD			-- Budget Remaining --	
				Actuals	Encumbered	Total	\$	%
514090 - Subscriptions	450.00	450.00	-	-	-	-	450.00	100.00
514230 - Volunteer Appreciation Dinner	1,440.00	1,440.00	-	-	-	-	1,440.00	100.00
514400 - Staff Training & Development	13,910.00	13,910.00	2,386.46	6,181.46	-	6,181.46	7,728.54	55.56
514420 - Memberships & Professional Dues	1,010.00	1,010.00	-	-	-	-	1,010.00	100.00
515110 - Leasehold Improvements	1,760.00	1,760.00	-	-	-	-	1,760.00	100.00
515150 - Printing	100.00	100.00	-	-	-	-	100.00	100.00
515360 - Licences - Software	-	-	-	118.90	-	118.90	(118.90)	-
530000 - Allocations	35,235.00	35,235.00	-	-	-	-	35,235.00	100.00
530010 - Alloc - StandardOH Allocation	13,620.00	13,620.00	1,135.00	5,675.00	-	5,675.00	7,945.00	58.33
535090 - Electricity	5,190.00	5,190.00	-	2,568.46	-	2,568.46	2,621.54	50.51
538000 - Supplies - Office	480.00	480.00	-	-	-	-	480.00	100.00
538130 - Supplies - Operating	7,110.00	7,110.00	1,335.12	1,729.78	-	1,729.78	5,380.22	75.67
538360 - Supplies - Protective Clothing	7,730.00	7,730.00	-	1,576.08	-	1,576.08	6,153.92	79.61
570010 - Interest Expense- internal	1,020.00	1,020.00	-	269.45	-	269.45	750.55	73.58
590200 - Purchases-Equipment	5,090.00	5,090.00	-	-	-	-	5,090.00	100.00
599030 - Unallocated PCard Transactions	-	-	(12.00)	-	-	-	-	-
601001 - Labour Consumption	-	-	-	7,350.00	-	7,350.00	(7,350.00)	-
EXPENSE TOTAL	268,448.00	268,448.00	55,064.43	118,015.78	-	118,015.78	150,432.22	56.04
1001-100347 - GALIANO NORTH FIRE EXPENSES TOTAL	(268,448.00)	(268,448.00)	(55,064.43)	(118,015.78)	-	(118,015.78)	(150,432.22)	56.04

1001-100348 - GALIANO NORTH FIRE TRANSFER TO OWN FUND

EXPENSE

	Original Budget	Revised Budget	May Actuals	YTD			-- Budget Remaining --	
				Actuals	Encumbered	Total	\$	%
547070 - Transfers to Equipment Replacement Fund	40,000.00	40,000.00	3,333.33	16,666.66	-	16,666.66	23,333.34	58.33
EXPENSE TOTAL	40,000.00	40,000.00	3,333.33	16,666.66	-	16,666.66	23,333.34	58.33

REVENUE AND EXPENSE REPORT - MAY [2026]

FIRE PROTECTION GALIANO NORTH

1001-100348 - GALIANO NORTH FIRE TRANSFER TO OWN FUND TOTAL	(40,000.00)	(40,000.00)	(3,333.33)	(16,666.66)	-	(16,666.66)	(23,333.34)	58.33
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1001-102110 - NORTH GALIANO FIRE OTHER DEBT

EXPENSE

	Original Budget	Revised Budget	May Actuals	YTD -----			-- Budget Remaining --	
				Actuals	Encumbered	Total	\$	%
570050 - M.F.A. Debt Reserve Fund	250.00	250.00	-	-	-	-	250.00	100.00
570100 - Principal Payment - Current	30,599.00	30,599.00	-	15,030.82	-	15,030.82	15,568.18	50.88
570110 - Interest Payment - Current	25,764.00	25,764.00	-	12,882.00	-	12,882.00	12,882.00	50.00
EXPENSE TOTAL	56,613.00	56,613.00	-	27,912.82	-	27,912.82	28,700.18	50.70
1001-102110 - NORTH GALIANO FIRE OTHER DEBT TOTAL	(56,613.00)	(56,613.00)	-	(27,912.82)	-	(27,912.82)	(28,700.18)	50.70
FIRE PROTECTION GALIANO NORTH TOTAL	-	-	(58,397.76)	(161,743.15)	-	(161,743.15)	161,743.15	-

REVENUE AND EXPENSE REPORT - MAY [2026]

FIRE PROTECTION GALIANO NORTH - ERF

1022-101435 - CR ERF NORTH GALIANO FIRE

REVENUE

	Original Budget	Revised Budget	May Actuals	YTD			-- Budget Remaining --	
				Actuals	Encumbered	Total	\$	%
470610 - ERF-Contributions to Equipment Replaceme	-	-	3,333.33	16,666.66	-	16,666.66	(16,666.66)	-
490010 - ERF-Carry Forward Surplus/Deficit Equip	-	-	-	72,884.32	-	72,884.32	(72,884.32)	-
REVENUE TOTAL	-	-	3,333.33	89,550.98	-	89,550.98	(89,550.98)	-

EXPENSE

	Original Budget	Revised Budget	May Actuals	YTD			-- Budget Remaining --	
				Actuals	Encumbered	Total	\$	%
EXPENDITURE - EXPENDITURE	10,000.00	10,000.00	-	-	-	-	10,000.00	100.00
EXPENSE TOTAL	10,000.00	10,000.00	-	-	-	-	10,000.00	100.00
1022-101435 - CR ERF NORTH GALIANO FIRE TOTAL	(10,000.00)	(10,000.00)	3,333.33	89,550.98	-	89,550.98	(99,550.98)	995.51
FIRE PROTECTION GALIANO NORTH - ERF TOTAL	(10,000.00)	(10,000.00)	3,333.33	89,550.98	-	89,550.98	(99,550.98)	995.51
FPGALN.RE TOTAL	(10,000.00)	(10,000.00)	(55,064.43)	(72,192.17)	-	(72,192.17)	62,192.17	(621.92)

REVENUE AND EXPENSE REPORT - MAY [2026]

FPGALS.RE - FIRE PROTECTION GALIANO SOUTH COVER PAGE

REVENUE AND EXPENSE REPORT - MAY [2026]

FIRE PROTECTION GALIANO SOUTH

1001-100326 - GALIANO SOUTH FIRE REVENUE

REVENUE

	Original Budget	Revised Budget	May Actuals	YTD			-- Budget Remaining --	
				Actuals	Encumbered	Total	\$	%
429000 - Interest Income - Internal	730.00	730.00	-	-	-	-	730.00	100.00
429040 - MFA Debt Reserve Fund Earnings	820.00	820.00	-	-	-	-	820.00	100.00
486000 - Requisition- Municipal Electoral Area- O	544,027.00	544,027.00	-	-	-	-	544,027.00	100.00
486010 - Requisition -Parcel Tax	141,027.00	141,027.00	-	-	-	-	141,027.00	100.00
REVENUE TOTAL	686,604.00	686,604.00	-	-	-	-	686,604.00	100.00
1001-100326 - GALIANO SOUTH FIRE REVENUE TOTAL	686,604.00	686,604.00	-	-	-	-	686,604.00	100.00

1001-100327 - GALIANO SOUTH FIRE EXPENSES

REVENUE

	Original Budget	Revised Budget	May Actuals	YTD			-- Budget Remaining --	
				Actuals	Encumbered	Total	\$	%
730000 - Allocation Recovery	35,235.00	35,235.00	-	-	-	-	35,235.00	100.00
REVENUE TOTAL	35,235.00	35,235.00	-	-	-	-	35,235.00	100.00

EXPENSE

	Original Budget	Revised Budget	May Actuals	YTD			-- Budget Remaining --	
				Actuals	Encumbered	Total	\$	%
500000 - Salaries - Full/Part Time Regular	195,750.00	195,750.00	13,017.26	63,751.60	-	63,751.60	131,998.40	67.43
500090 - Honoraria	110,000.00	110,000.00	-	-	-	-	110,000.00	100.00
500260 - Wages & Benefits	-	-	-	11.75	-	11.75	(11.75)	-
500280 - Wages & Benefits - Other - Regular/Auxil	-	-	2,869.84	42,084.59	-	42,084.59	(42,084.59)	-
501000 - Travel Expenses CRD Business	3,620.00	3,620.00	-	130.00	-	130.00	3,490.00	96.41
501040 - CRD Vehicles - ORDERS ONLY	24,310.00	24,310.00	-	12,143.55	-	12,143.55	12,166.45	50.05
502030 - Telecommunications - Main account	6,190.00	6,190.00	-	1,162.20	-	1,162.20	5,027.80	81.22
506010 - Insurance - Public Liability	1,813.00	1,813.00	-	-	-	-	1,813.00	100.00
506020 - Insurance - Fidelity	10.00	10.00	-	-	-	-	10.00	100.00
506030 - Insurance - Fire	3,500.00	3,500.00	-	-	-	-	3,500.00	100.00
506050 - Insurance - Group Accident	3,710.00	3,710.00	-	-	-	-	3,710.00	100.00

REVENUE AND EXPENSE REPORT - MAY [2026]

FIRE PROTECTION GALIANO SOUTH

1001-100327 - GALIANO SOUTH FIRE EXPENSES [continued]

EXPENSE [continued]

	Original Budget	Revised Budget	May Actuals	YTD			-- Budget Remaining --	
				Actuals	Encumbered	Total	\$	%
506090 - Insurance - Service Contract	90.00	90.00	-	-	-	-	90.00	100.00
508260 - Purchased Maintenance - Buildings	10,500.00	10,500.00	-	2,640.97	-	2,640.97	7,859.03	74.85
508270 - Purchased Maintenance - Equipment	9,910.00	9,910.00	469.64	512.33	-	512.33	9,397.67	94.83
514020 - Courier & Express	230.00	230.00	-	60.98	-	60.98	169.02	73.49
514030 - Advertising	-	-	-	55.29	-	55.29	(55.29)	-
514230 - Volunteer Appreciation Dinner	5,200.00	5,200.00	884.54	1,454.79	-	1,454.79	3,745.21	72.02
514400 - Staff Training & Development	32,610.00	32,610.00	1,202.36	7,695.71	-	7,695.71	24,914.29	76.40
514420 - Memberships & Professional Dues	660.00	660.00	-	331.36	-	331.36	328.64	49.79
515360 - Licences - Software	-	-	-	2,742.53	-	2,742.53	(2,742.53)	-
530010 - Alloc - StandardOH Allocation	18,559.00	18,559.00	1,546.58	7,732.90	-	7,732.90	10,826.10	58.33
535090 - Electricity	9,720.00	9,720.00	-	4,208.97	-	4,208.97	5,511.03	56.70
538000 - Supplies - Office	3,470.00	3,470.00	326.57	3,649.31	-	3,649.31	(179.31)	(5.17)
538130 - Supplies - Operating	8,690.00	8,690.00	1,407.49	3,574.43	-	3,574.43	5,115.57	58.87
538360 - Supplies - Protective Clothing	7,390.00	7,390.00	488.73	4,487.66	-	4,487.66	2,902.34	39.27
570010 - Interest Expense- internal	6,110.00	6,110.00	-	751.79	-	751.79	5,358.21	87.70
590200 - Purchases-Equipment	10,690.00	10,690.00	-	-	-	-	10,690.00	100.00
599200 - Contingency	2,100.00	2,100.00	-	-	-	-	2,100.00	100.00
601001 - Labour Consumption	-	-	163.80	8,529.30	-	8,529.30	(8,529.30)	-
601002 - Labour Settlement	-	-	-	168.00	-	168.00	(168.00)	-
EXPENSE TOTAL	474,832.00	474,832.00	22,376.81	167,880.01	-	167,880.01	306,951.99	64.64
1001-100327 - GALIANO SOUTH FIRE EXPENSES TOTAL	(439,597.00)	(439,597.00)	(22,376.81)	(167,880.01)	-	(167,880.01)	(271,716.99)	61.81

1001-100330 - GALIANO SOUTH FIRE TRANSFER TO OWN FUND

EXPENSE

	Original Budget	Revised Budget	May Actuals	YTD			-- Budget Remaining --	
				Actuals	Encumbered	Total	\$	%
547040 - Transfers to Capital Reserve Fund	35,130.00	35,130.00	-	-	-	-	35,130.00	100.00
547070 - Transfers to Equipment Replacement Fund	70,030.00	70,030.00	5,835.83	29,179.15	-	29,179.15	40,850.85	58.33

REVENUE AND EXPENSE REPORT - MAY [2026]

FIRE PROTECTION GALIANO SOUTH

1001-100330 - GALIANO SOUTH FIRE TRANSFER TO OWN FUND [continued]

EXPENSE [continued]

	Original Budget	Revised Budget	May Actuals	YTD			-- Budget Remaining --	
				Actuals	Encumbered	Total	\$	%
570050 - M.F.A. Debt Reserve Fund	820.00	820.00	-	-	-	-	820.00	100.00
570100 - Principal Payment - Current	64,945.00	64,945.00	-	61,479.43	-	61,479.43	3,465.57	5.34
570110 - Interest Payment - Current	76,082.00	76,082.00	-	38,040.75	-	38,040.75	38,041.25	50.00
EXPENSE TOTAL	247,007.00	247,007.00	5,835.83	128,699.33	-	128,699.33	118,307.67	47.90
1001-100330 - GALIANO SOUTH FIRE TRANSFER TO OWN FUND TOTAL	(247,007.00)	(247,007.00)	(5,835.83)	(128,699.33)	-	(128,699.33)	(118,307.67)	47.90
FIRE PROTECTION GALIANO SOUTH TOTAL	-	-	(28,212.64)	(296,579.34)	-	(296,579.34)	296,579.34	-

FIRE PROTECTION GALIANO SOUTH - ERF

1022-101431 - CR ERF SOUTH GALIANO FIRE

REVENUE

	Original Budget	Revised Budget	May Actuals	YTD			-- Budget Remaining --	
				Actuals	Encumbered	Total	\$	%
470610 - ERF-Contributions to Equipment Replaceme	-	-	5,835.83	29,179.15	-	29,179.15	(29,179.15)	-
490010 - ERF-Carry Forward Surplus/Deficit Equip	-	-	-	7,036.39	-	7,036.39	(7,036.39)	-
REVENUE TOTAL	-	-	5,835.83	36,215.54	-	36,215.54	(36,215.54)	-

EXPENSE

	Original Budget	Revised Budget	May Actuals	YTD			-- Budget Remaining --	
				Actuals	Encumbered	Total	\$	%
EXPENDITURE - EXPENDITURE	43,500.00	43,500.00	-	-	-	-	43,500.00	100.00
EXPENSE TOTAL	43,500.00	43,500.00	-	-	-	-	43,500.00	100.00
1022-101431 - CR ERF SOUTH GALIANO FIRE TOTAL	(43,500.00)	(43,500.00)	5,835.83	36,215.54	-	36,215.54	(79,715.54)	183.25
FIRE PROTECTION GALIANO SOUTH - ERF TOTAL	(43,500.00)	(43,500.00)	5,835.83	36,215.54	-	36,215.54	(79,715.54)	183.25

REVENUE AND EXPENSE REPORT - MAY [2026]



Making a difference...together

FPGALS.RE TOTAL	<u>(43,500.00)</u>	<u>(43,500.00)</u>	<u>(22,376.81)</u>	<u>(260,363.80)</u>	<u>-</u>	<u>(260,363.80)</u>	<u>216,863.80</u>	<u>(498.54)</u>
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Making a difference...together

**REPORT TO THE GALIANO ISLAND FIRE PROTECTION AND EMERGENCY RESPONSE
SERVICE COMMISSION
MEETING OF June 25, 2026**

SUBJECT 2027 Financial Planning Process

ISSUE SUMMARY

To consider proposed salary realignment, updated cost-sharing methodology, and maintenance increases for inclusion in the 2027 Financial Plan - Provisional for Galiano Island Fire Protection and Emergency Response Services.

BACKGROUND

The Capital Regional District (CRD) 2027 provisional budget intake closes on June 22, 2026, and will be considered by the CRD Board in Fall 2026. The final budget intake occurs in the fall of each year.

Any budget items not included in the provisional budget, but approved through the final budget process, would take effect on April 1, 2027, subject to CRD Board approval.

The 2027 financial planning process includes a review of staffing costs, cost allocation methodologies, and operational maintenance requirements.

In 2026, cost-sharing divisions between North and South Galiano were established; however, these divisions do not fully reflect actual service demand, operational workload, or budget distribution across the island.

Galiano Island presents unique service delivery challenges, including geographic separation, multiple fire halls, limited mutual aid availability, and significant seasonal population fluctuations. These factors create uneven demand across response areas and require a more refined and evidence-based approach to financial planning.

The proposed 2027 changes are intended to improve transparency, equity, and accountability by aligning financial contributions with service usage, while ensuring staffing levels, leadership capacity, and infrastructure remain sustainable.

RECOMMENDED BUDGET ADJUSTMENTS FOR 2027

1. Cost-Sharing Adjustments

Updated allocation of senior leadership costs is proposed as follows:

- **South Galiano:** 62%
- **North Galiano:** 38%

This adjustment reflects service demand, response distribution, and leadership workload across three stations and two service areas, improving fairness and transparency for taxpayers.

2. Salary and Wage Adjustments

Note: Exempt management salary figures include approximately 30% employer costs for benefits.

Exempt Management Salaries (GL 500000)

- Assistant Chief Operations (North, Part-Time): **\$79,019**
- Assistant Chief Operations (South, Part-Time): **\$79,019**
- Fire Chief (Full-Time): **\$127,450**

Budget Impact:

- **South Galiano increase: \$26,581**
- **North Galiano:** No change to exempt management salaries

Non-Exempt Salaries and Honoraria (GL 500090)

- Assistant Chief, Coordination & Records Management
 - Total: **\$61,449**
 - Increase: **\$11,529** - Cost sharing applied to North Galiano Operating budget
- Volunteer wages and benefits
 - Increase: **\$9,500**
 - Driven by increased recruitment, onboarding, and training needs North Galiano total increase (non-exempt): **\$32,851**

Key Clarification:

While there is no increase to exempt (management) salaries in North Galiano, there is an increase in non-exempt staffing costs to support frontline service delivery.

Understanding Exempt vs Non-Exempt Roles

Exempt (Management) Roles

Exempt staff are non-union management positions responsible for leadership, operational oversight, budgeting, compliance, and supervision. These are salaried roles aligned with CRD compensation frameworks.

Non-Exempt Roles

Non-exempt positions include operational and support roles such as paid-on-call firefighters, volunteers, and administrative support. Compensation is based on wages or honoraria tied to training, emergency response, and maintaining service readiness.

Why This Matters

This distinction explains why management costs may remain stable while operational staffing costs increase to support service levels. The approach prioritizes frontline capacity while maintaining stable administrative overhead.

Comparative Salary Context

Salary adjustments have been considered in relation to comparable CRD fire services, particularly Otter Point.

While Galiano has a smaller permanent population, operational complexity is comparable or greater due to infrastructure, staffing, and seasonal demand.

Operational Comparison

Metric	Otter Point	Galiano Island
Winter Population	~2,500	~1,400
Peak Summer Population	~3,000–5,000	~5,000–6,000
Fire Stations	1	3
Firefighters	~15	~35
Annual Calls (2025)	164	193
Mutual Aid	Road access	Ferry-dependent

Implications for the Commission

- Seasonal population surges significantly increase service demand
- Three stations require greater coordination and oversight
- Larger workforce increases training and supervision requirements
- Limited mutual aid increases reliance on local response capacity

These factors support compensation that reflects the scope and complexity of the service.

3. Maintenance Adjustments

Building Maintenance – North Galiano (GL 508260)

- 2026 Budget: **\$1,250**
- 2027 Budget: **\$9,280**

This increase supports contracted services for Hall 2 and Hall 3, including roof maintenance, garage servicing, groundskeeping, and custodial work.

The adjustment reflects lifecycle maintenance needs and ensures facilities remain safe and operational.

IMPLICATIONS

Financial

The proposed changes:

- Align cost-sharing with service demand
- Increase operational staffing capacity
- Maintain stable management costs where appropriate
- Address facility maintenance requirements
- Support market-aligned compensation

Risk Management

The proposed adjustments reduce key risks:

- **Operational Risk:** Ensures adequate staffing, training, and leadership during peak demand periods
- **Workforce Risk:** Supports recruitment and retention of both leadership and frontline personnel
- **Infrastructure Risk:** Addresses maintenance needs to prevent service disruptions and higher long-term costs
- **Financial and Governance Risk:** Improves transparency, fairness, and accountability in cost allocation

CONCLUSION

The proposed 2027 adjustments align financial planning with actual service demands, staffing requirements, and infrastructure needs on Galiano Island.

They improve transparency, support operational sustainability, and ensure emergency response services remain effective and resilient for the community

RECOMMENDATION

That the Galiano Island Fire Protection and Emergency Response Services Commission:

1. Approve the proposed 2027 Provisional Financial Plan including the salary adjustments, cost-sharing methodology updates, and maintenance budget increases based on this report for inclusion in the 2027 Provisional Financial Plan

<u>Prepared By</u>	<u>Scott Sugden, Fire Chief Galiano Island Volunteer Fire Department</u>
<u>Concurrence</u>	<u>Chris Vrabel, Manager of Fire Services CRD</u>

Appendix A

South Galiano 2027 Provisional budget

Appendix B

North Galiano 2027 Provisional budget



Making a difference...together

**REPORT TO THE GALIANO ISLAND FIRE PROTECTION AND EMERGENCY RESPONSE
SERVICE COMMISSION
MEETING OF June 25, 2026**

SUBJECT **Enhancing Fire Prevention through Fire Permits**

ISSUE SUMMARY

Compliance issues regarding open burning fire safety, have been noted and recorded during periods of the year where historical fire department policy and regional government bylaws did not require a permit for open fires. The Fire Permit system in place is first and foremost an education platform to enhance public safety while conducting open burning. The purpose of this report is to present an implementation plan to better align Galiano Island Fire Department open burning policies with CRD Fire Regulation Bylaw 4489 while maintaining a high standard of local safety.

BACKGROUND

Open burning is governed by CRD Bylaw 4489, BC Wildfire Act, and the Open Burning Smoke Control Regulation. GIVFD is responsible for permits, enforcement, and public communication. A review identified areas where GIVFD practices differ from or exceed bylaw requirements.

RISKS AND RECOMMENDATIONS

1. Policy and Bylaw Misalignment

Risk:

GVFD operational practices (e.g., mandatory campfire permits, fixed seasonal closures, enhanced setbacks) exceed or differ from the minimum standards defined in CRD Bylaw 4489.

This creates a gap between:

- What is legally required (bylaw)
- What is locally enforced or expected (GVFD policy)

Potential impacts include:

- Confusion and reduced compliance
- Difficulty defending enforcement decisions based on policy rather than explicit bylaw language
- Reputational risk if requirements are perceived as inconsistent or unclear

Recommendation:

- Develop and publish a clear alignment statement explaining how GIVFD requirements relate to Bylaw 4489
- Ensure all stricter requirements are:
 - Explicitly included in permit conditions, or
 - Supported by documented Fire Chief authority under the bylaw
 - Consider collaboration with CRD to review whether key operational practices should be formally incorporated into bylaw or regional policy guidance

2. Campfire Permit Requirement Inconsistency

Risk:

GIVFD practice requires permits for campfires, while Bylaw 4489 does not require them by default unless imposed by the Fire Chief.

This may lead to:

- Public misunderstanding of legal requirements
- Increased challenges to enforcement (“permit not required under bylaw”)
- Reduced compliance if messaging is inconsistent

Recommendation:

- Clearly communicate that campfire permit requirements are:
 - Locally imposed under Fire Chief authority, not a universal bylaw requirement
- Standardize messaging across:
 - Website
 - Permit system
 - Signage and public communications
- Evaluate whether:
 - Campfire permits should be formalized as a regional standard, or
 - Applied only under defined risk conditions

3. Fixed Seasonal Closure Vs Risk-Based Framework

Risk:

GIVFD enforces a fixed no-burning period (July–September), while Bylaw 4489 relies on dynamic restrictions based on fire danger ratings produced by BC Wildfire.

This may result in:

- Reduced operational flexibility during atypical fire seasons
- Public misunderstanding that burning is automatically permitted outside fixed dates
- Misalignment with provincial wildfire restrictions

CONCLUSION:

The current framework effectively prioritizes fire safety: however, there are gaps between legislative requirements and operational practice. Addressing these gaps through clearer alignment, consistent standards, and improved communication will reduce risk, improve compliance, and enhance public confidence in the permit system.

RECOMMENDATION:

That the Galiano Island Fire Protection and Emergency Response Service Commission direct staff to align fire permit policies and communications with CRD Bylaw 4489 and implement a risk-based approach to open burning restrictions to improve clarity, consistency, and compliance

<u>Prepared By</u>	<u>Scott Sugden, Fire Chief Galiano Island Volunteer Fire Department</u>
<u>Concurrence</u>	<u>Chris Vrabel, Manager of Fire Services CRD</u>

Attachments: none