PORT RENFREW FIRE PROTECTION AND EMERGENCY RESPONSE COMMISSION
Notice of Meeting on **Thursday, November 19, 2026 @ 6:00pm**
Hybrid Meeting – MS Teams and Port
Renfrew Community Hall

Join Meeting Microsoft Teams meeting
https://teams.microsoft.com/meet/24452596198892?p=1ohfabcJ3O8izhDyvG
Meeting ID: 244 525 961 988 92
Passcode: FE6tP3vc

AGENDA

1. Opening Remarks (territorial acknowledgement)
2. Approval of Agenda
3. Approval of Previous Meeting Minutes – October 15, 2026
4. Commission Member Forum – PFN / Service Area Updates and Discussion - *Dedicated time for Commission members to raise and discuss matters related to PFN and/or the broader service area. **
5. Fire Chief's report
6. 2027 to 2031 Financial Plan
7. Call for 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.

8. **2027 Meeting Dates**

Month	Key Business
January 21, 2027	Election of Chair and Vice-Chair Approval of Annual Report Review and endorsement of Final 2027-2031 Financial Plan (if required)
April 15 2027	First review of 2028-2032 Provisional Financial Plan Q1 Fire Chief's Quarterly Report
May 20, 2027	Budget workshop or optional budget meeting, if required
June 17, 2027	Approval of 2028-2032 Provisional Financial Plan
July 2027	Q2 Fire Chief's Quarterly Report (circulated electronically)
October 21, 2027	First review of 2028 Final Budget Q3 Fire Chief's Quarterly Report
November 18, 2027	Annual General Meeting (AGM)

9. Adjournment

PORT RENFREW FIRE PROTECTION AND EMERGENCY RESPONSE COMMISSION
Minutes of meeting held on **Thursday, October 15, 2026 @ 10:00 am**
Hybrid Meeting – MS Teams and Port
Renfrew Community Hall

1. In Attendance in Person: A. Wickheim (Chair), R. McIntyre, M. Young (Pacheedaht)
   In Attendance Virtual: C. Wilkinson, K. Neish
   Regrets: I. Laing

   Staff: C. Vrabel (Manager, Fire Services), W. Forsberg (Fire Chief)

   Meeting called to order at 10:03 am.

2. Approval of Agenda moved by R. McIntyre, seconded K. Neish Carried

3. Approval of Previous Meeting Minutes – April 16, 2026
   a. Moved K. Neish, seconded C. Wilkinson Carried

4. Commission Member Forum – PFN / Service Area Updates and Discussion - *Dedicated time for Commission members to raise and discuss matters related to PFN and/or the broader service area. **
   a. Matt Young, Interim Pacheedaht (PFN) Emergency Services Manager introduced himself and updated the Commission regarding the PFN's decision to suspend the operational side of it's emergency response "first responder" program.

5. Fire Chief's Q3 Report
   a. The fire chief presented his report and answered questions from the Commission.

6. 2027-2031 Financial Plan – Final

   1. That the 2027 operating expenses for the Port Renfrew Volunteer Fire Department be increased by the amount of $34,100 per the recommendations of the Fire Chief in this report, and that the prescribed fee formula for 2027 under the current service agreement with the Pacheedaht First Nation be reduced to twenty (20) percent of the full cost of service delivery; and

      Amendment #1: That the 2027 budget be increased by $34,100 per the fire chiefs recommendations in the report.
      Mover K. Neish Seconded C. Wilkinson Carried

      Amendment #2: ***That the previous motion passed by the Commission at the May 2026 meeting regarding the revised fee formula as related to the service agreement with the Pacheedaht First Nation be rescinded***.
      Mover K. Neish Seconded C. Wilkinson Carried

      Amendment #3: That staff report back at the next meeting with updated recommendations for the fee formula as related to the service agreement with the Pacheedaht First Nation.
      Mover K. Neish Seconded Roy McIntyre Carried

DRAFT

PORT RENFREW FIRE PROTECTION AND EMERGENCY RESPONSE COMMISSION
Minutes of meeting held on **Thursday, October 15, 2026 @ 10:00 am**
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2. That staff be directed to initiate a public engagement process with property owners within the service area to support development of the 2027 financial plans, including consideration of fire service and medical first responder service levels and associated funding requirements.
   Moved by R. McIntyre Seconded C. Wilkinson Carried

7. 2026 Meeting Dates - Next Meeting - November 19 Annual General Meeting, or at the call of the chair.

8. The meeting was adjourned by the Chair 11:50am

DRAFT

Making a difference...together

REPORT TO PORT RENFREW FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE COMMISSION
MEETING OF November 19, 2026

SUBJECT **2027-2031 Final Financial Planning Process**

ISSUE SUMMARY

To present the 2027-2031 Financial Plan (Final) for the Port Renfrew Volunteer Fire Department as approved by the Port Renfrew Fire Protection and Emergency Response Services Commission and to forward the Commission's recommendations to the Capital Regional District Board for consideration as part of the 2027-2031 Financial Plan adoption process.

BACKGROUND

The Capital Regional District (CRD) 2027-2031 Financial Plan is scheduled for consideration by the CRD Board in Spring 2027.

At its October 15, 2026 meeting, the Port Renfrew Fire Protection and Emergency Response Services Commission completed its review of the department's proposed operating and capital budgets and approved the 2027-2031 Financial Plan for submission to the CRD Board.

The final budget package includes the following operating and capital budget adjustments

2027 – Operating (Final)

500090 - Honoraria Net increase: $34,000
- Establishment of a Duty Officer Program: $30,000
- Increase to wages $4,000

502030 – Telecommunications (Main Account) Net increase: $2,200
508270 – Purchased Maintenance – Equipment Net increase: $8,580
514400 – Staff Training and Development Net Reduction: $10,000
535000 – Gas and Lubricants Net Reduction: $5,000
538360 – Supplies – Protective Clothing Net Reduction: $5,680
547070 – Transfer to Equipment Reserves – Net Increase $10,000

Total Recommended Operating Budget Increase 2027 Expenses $34,100

2027Capital Projects 2027-2031

Protective Clothing – Annual Replacement Program $10,000
Fire Equipment – Annual Replacement Program $10,000
Fire Apparatus – Replace Water Tender $375,000 (2029)

Service Agreement – Pacheedaht First Nation

During development of the 2027-2031 Financial Plan, discussions occurred regarding the funding formula associated with the current service agreement between the CRD and Pacheedaht First Nation (PFN).

The current agreement remains in effect through March 31, 2028 and continues to establish the respective roles, responsibilities, service expectations, and funding framework of the parties.

Since the Commission's initial review of the funding formula, CRD and PFN staff have continued discussions regarding emergency management, future service expectations, and longer-term service delivery considerations. Those discussions remain ongoing.

Staff note that the agreement provides for periodic review of the funding formula and opportunities for discussion where circumstances warrant. At this time, no amendments to the agreement have been proposed by either party. Future discussions may consider service expectations, operational responsibilities, emergency management coordination, governance arrangements, and funding principles beyond the current agreement term.

Treatment of Annual Surplus or Deficit

Following completion of the annual reconciliation process, actual operating results may result in either a surplus or deficit. Where a deficit occurs, the Commission may consider funding the shortfall through available operating reserves, expenditure reductions, or adjustments to planned reserve contributions.

Where a surplus occurs, the Commission may elect to carry funds forward to offset future funding requirements. While this approach may provide short-term financial relief, it can create funding volatility by artificially reducing one year's funding requirement and contributing to larger increases in subsequent years when surplus funds are no longer available. Staff generally recommend directing annual surpluses toward reserves where appropriate to support long-term financial sustainability.

Fire Department Surplus Allocation

For Fire Department operations, staff recommend that future annual operating surpluses be directed toward reserve funds to support equipment replacement, capital renewal, and operational flexibility.

Allocation	**Percentage**
Equipment Replacement Reserve Fund	50%
Fire Department Capital Reserve Fund	25%
Operating Reserve Fund	25%
Total	**100%**

This approach prioritizes apparatus and equipment replacement funding while maintaining flexibility through operating and capital reserves.

Implications

Financial

The approved 2027 operating budget includes a net operating increase of $34,100 or 11% increase as compared with the 2026 operating budget.

The increase is primarily attributable to implementation of a Duty Officer Program and increased honoraria costs, offset by reductions in training, fuel, and protective clothing expenditures.

ALTERNATIVES

Alternative 1 (Recommended)

1. ***That the 2027 final operating budget for the Port Renfrew Volunteer Fire Department be increased by $34,100 and incorporated into the Final 2027-2031 Financial Plan, and;***

2. ***That the Commission endorse the surplus allocation framework outlined in this report for consideration during future year-end financial reconciliations, including allocation of Fire Department operating surpluses of 50% to the Equipment Replacement Reserve Fund, 25% to the Fire Department Capital Reserve Fund, and 25% to the Operating Reserve Fund.***

Alternative 2

1. ***Refer the report back to staff for additional information.***

Conclusion

The 2027-2031 Financial Plan reflects the operational, training, equipment, and reserve funding requirements necessary to support the continued delivery of fire protection and emergency response services within the Port Renfrew service area.

The plan includes funding for implementation of a Duty Officer Program, ongoing apparatus and equipment maintenance, reserve contributions, and support for volunteer firefighter recruitment and retention.

Staff have also continued discussions with Pacheedaht First Nation regarding the current service agreement and longer-term service delivery considerations. Those discussions are ongoing and may help inform future conversations regarding service expectations, governance, emergency management coordination, and funding arrangements beyond the current agreement term.

Adoption of the 2027-2031 Financial Plan will support continued delivery of fire protection and emergency response services while maintaining flexibility to consider future service and funding discussions as they arise

RECOMMENDATION

The Port Renfrew Fire Protection and Emergency Response Services Commission recommends:

1. ***That the 2027 final operating budget for the Port Renfrew Volunteer Fire Department be increased by $34,100 and incorporated into the Final 2027-2031 Financial Plan, and;***

2. ***That the Commission endorse the surplus allocation framework outlined in this report for consideration during future year-end financial reconciliations, including allocation of Fire Department operating surpluses of 50% to the Equipment Replacement Reserve Fund, 25% to the Fire Department Capital Reserve Fund, and 25% to the Operating Reserve Fund.***

Prepared By	Chris Vrabel, Manager, Fire Services
Concurrence	Will Forsberg, Fire Chief

ATTACHMENT(S)

Copy of 2027-2031 Draft Budget Document

1.358 Port Renfrew Fire

*Finance Use Only

ID	CC	Name	GL	GL Name	Actuals 2024	Actuals 2025	Actuals April(Report date@May19)	Budget 2026	Actuals Est	Budget 2027 Preliminary Budget	Budget 2027 Commission Adjusted	Budget Ongoing	Budget One-Time	Budget Total	Budget 2028	Budget 2029	Budget 2030	Budget 2031	Notes	Update from SAP	% Increase	$ Increase	
					.	.	41,085	.	.	.	.	.	.	.	(2,538)	(2,600)	(2,630)	(2,680)					
		100343 FP Pt Ren Rev																					
F			422300	Recovery Cost	(2,743)	(2,047)	(10,156)	(10,000)	(10,156)	(10,210)				(10,210)	(10,410)	(10,620)	(10,830)	(11,050)			2.10%	(210)	
E			427100	User Charge	(80,698)	(91,604)	(23,366)	(99,382)	(99,382)	(99,558)	(18,400)			(117,958)	(120,320)	(122,730)	(125,180)	(127,680)			18.69%	(18,576)	
F			429000	Interest Income	(496)	(1,100)		(230)	(230)	(230)				(230)	(230)	(230)	(230)	(230)			0.00%	0	2000
F			429040	MFA Debt RsrveFdEarn	(642)	-		-						-	-	-	-	-			#DIV/0!	0	
D			430000	Grant In Lieu- Fed	(1,096)	(1,268)	(1,431)	(1,431)	(1,431)	(1,460)				(1,460)	(1,490)	(1,520)	(1,550)	(1,580)			2.03%	-29	
G			460070	Grant- Provincial	-	-		-		-				-	-	-	-	-			#DIV/0!	0	
X			486000	Req Mun EA Other	(120,400)	(135,069)		(148,433)	(148,433)	(149,313)	(15,700)			(165,013)	(168,310)	(171,806)	(175,354)	(178,998)			11.17%	-16580	
	100343			Subtotal	(206,075)	(231,088)	(34,953)	(259,476)	(259,632)	(260,771)	(34,100)	-	-	(294,871)	(300,760)	(306,906)	(313,144)	(319,538)			13.64%	(35,395)	
										40%				40.00%	40.01%	39.99%	39.98%	39.96%	User Charge %				
														11%					Year over Year increas				
		100344 FP Pt Ren Exp																					
1			500090	Honoraria	85,465	87,635	26,613	77,600	77,600	77,600	34,000			111,600	107,400	109,550	111,740	113,970			43.81%	34000	
1			500510	W.C.B. Benefits	157			220	220	220				220	220	220	220	220			0.00%	0	
9			501000	Travel Expenses CRD	1,193	571	299	1,420	1,420	1,420				1,420	1,450	1,480	1,510	1,540			0.00%	0	
10			501040	CRD Vehicles -ORDERS	14,966	8,802	10,688	15,560	15,560	15,560	-	-		15,560	15,870	16,190	16,510	16,840			0.00%	0	
9			502030	Telecomm All	8,467	9,512	3,464	6,220	6,220	6,220	2,200			8,420	8,590	8,760	8,940	9,120			35.37%	2200	
9			503130	Contract for Services	27,779	-	163	1,090	1,090	1,090				1,090	1,110	1,130	1,150	1,170			0.00%	0	
9			506010	Insurance-PublicLiab	1,277	1,462		1,533	1,533	1,857				1,857	1,950	2,048	2,150	2,258		MR_May22,2026	21.14%	324	
9			506020	Insurance- Fidelity	10	10		10	10	10				10	11	12	13	14		MR_May22,2026	0.00%	0	
9			506050	Insurance-GroupAccid	50	50		40	40	50				50	53	56	59	62		MR_May22,2026	25.00%	10	
9			506090	Insurance- SrvcContr	40	30		30	30	30				30	32	34	36	38		MR_May22,2026	0.00%	0	
5			508260	Purch Mtce-Buildings	-	-	870	-	-	-				-	-	-	-	-				0	
5			508270	Purch Mtce- Equip	2,758	8,732	1,297	1,420	1,420	1,420	8,580			10,000	10,200	10,400	10,610	10,820			604.23%	8580	
9			514230	VolunteerApprnDinner	4,474	7,777	2,113	5,470	5,470	5,470				5,470	5,580	5,690	5,800	5,920			0.00%	0	
9			514400	StaffTraining&Develp	862	1,418	1,083	32,380	32,380	32,380	(10,000)			22,380	22,830	23,290	23,760	24,240			-30.88%	-10000	
9			514880	Meeting Expenses	-	389		590	590	590				590	600	610	620	630			0.00%	0	
9			515150	Printing	299	263		370	370	370				370	380	390	400	410			0.00%	0	
8			530010	Alloc - Standard OH	6,729	8,709	3,368	10,103	10,103	10,644				10,644	10,868	11,085	11,307	11,533		MR_May22,2026	5.35%	541	
6			535000	Gas & Lubricants	3,886	1,976	5	7,320	7,320	7,320	(5,000)			2,320	2,370	2,420	2,470	2,520			-68.31%	-5000	
4			538130	Supplies-Operating	9,828	8,670	4,834	9,000	9,000	9,000				9,000	9,180	9,360	9,550	9,740			0.00%	0	
4			538320	Supplies-Comprs/W&Up	-	-		-	-	-				-	-	-	-	-				0	
4			538360	Supplies-PrtctClthg	4,532	24,007	588	10,680	10,836	10,680	(5,680)			5,000	5,100	5,200	5,300	5,410			-53.18%	-5680	
9			570010	Interest - Internal	510	620	127	210	210	210				210	210	210	210	210				0	
9			599200	Contingency				20,360	20,360	20,360				20,360	20,770	21,190	21,610	22,040	Commission Approved June 20, 2024			0	
2			602002	Labour IWS Settled	-	-		-	-	-				-	-	-	-	-	100873/ELEC-100873/MECH			0	
	100344			Subtotal	173,282	170,633	55,512	201,626	201,782	202,501	24,100	-	-	226,601	224,774	229,325	233,965	238,705			12.39%	24,975	
		101503 FP Pt Ren Oth Debt																					
A			547040	Transfer To CRF	1,854	20,742		1,940	1,940	1,940				1,940	1,980	2,020	2,060	2,100			0.00%	0	
B			547070	TrsfrToEquipReplFund	13,132	24,210	14,883	44,650	44,650	44,650	10,000			54,650	55,740	56,850	57,990	59,150	EI0018		22.40%	10000	
C			570040	Accrued Debt Charges	(195)	-		-		-				-	-	-	-	-				0	
C			570050	MFA DebtReserveFund	17	-		-		-	-			-	-	-	-	-			#DIV/0!	0	
C			570100	Principal Payment	1,998	-		-		-	-			-	-	-	-	-	Debt retires in 2024		#DIV/0!	0	
C			570110	Interest Payment	900	-		-		-	-			-	-	-	-	-	Debt retires in 2024		#DIV/0!	0	
	101503			Subtotal	17,706	44,952	14,883	46,590	46,590	46,590	10,000	-	-	56,590	57,720	58,870	60,050	61,250			21.46%	10,000	
		101573 FP Pt Ren Exp Build																					
9			506030	Insurance- Fire	1,250	2,010		1,940	1,940	2,110				2,110	2,216	2,327	2,443	2,565		MR_July7,2026	8.76%	170	
9			506090	Insurance- SrvcContr	30	40		30	30	30				30	32	34	36	38		MR_July7,2026	0.00%	0	
5			508260	Purch Mtce-Buildings	4,763	3,359		1,230	1,230	1,230				1,230	5,000	5,100	5,200	5,300			0.00%	0	
6			515010	Water	2,179	2,348	1,230	1,470	1,470	1,470				1,470	1,500	1,530	1,560	1,590			0.00%	0	
6			535090	Electricity	6,865	7,746	4,413	6,590	6,590	6,840				6,840	6,980	7,120	7,260	7,410		100344	3.79%	250	
	101573			Subtotal	15,087	15,503	5,643	11,260	11,260	11,680	-	-	-	11,680	15,728	16,111	16,499	16,903			3.73%	420	
	1.358	Port Renfrew Fire		Grand Total	-	-	41,085	-	-	-	-	-	-	-	(2,538)	(2,600)	(2,630)	(2,680)					

Surplus to ERF

294,871 total operating costs

259,476

35,395

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2027 - 2031

Service #: 1.358

Service Name: Port Renfrew Fire

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2027	2028	2029	2030	2031	5 - Year Total auto-populates
27-01	Replacement	Protective Clothing	Replace Aged Out Protective Clothing	$ 50,000	E			$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 50,000
27-02	Replacement	Fire Equipment	Replace Aged Out Equipment	$ 50,000	E			$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 50,000
29-01	Replacement	Fire Apparatus	Water Tender	$ 375,000	E				$ -	$ 375,000	$ -	$ -	$ 375,000
													$ -
													$ -
													$ -
													$ -
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													$ -
													$ -
													$ -
													$ -
			Grand Total	$ 475,000				$ 20,000	$ 20,000	$ 395,000	$ 20,000	$ 20,000	$ 475,000

Port Renfrew Fire
Reserve Summary Schedule
2027 - 2031 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2026	2027	2028	2029	2030	2031
Capital Reserve Fund	36,548	38,488	40,468	42,488	44,548	46,648
Equipment Replacement Fund	258,962	313,612	369,352	426,202	484,192	543,342
Operating Reserve Fund	-	-	-	-	-	-
Total	**295,510**	**352,100**	**409,820**	**468,690**	**528,740**	**589,990**

Reserve Schedule

Reserve Fund: 1.358 Port Renfrew Fire - Capital Reserve Fund - Bylaw 2702

Surplus money from the operation may be paid from time to time into this reserve fund.

Reserve Cash Flow

Fund:	1089	Estimated	Budget				
Fund Centre:	102161	2026	2027	2028	2029	2030	2031
Beginning Balance		33,532	36,548	38,488	40,468	42,488	44,548
Transfer from Ops Budget		1,940	1,940	1,980	2,020	2,060	2,100
Transfer from Cap Fund		-					
Transfer to Cap Fund		-	-	-	-	-	-
Interest Income*		1,076					
Ending Balance $		**36,548**	**38,488**	**40,468**	**42,488**	**44,548**	**46,648**

Assumptions/Background:

*Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 1.358 Port Renfrew Fire - Equipment Replacement Fund

ERF Group: PTRENFIRE.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	101434	2026	2027	2028	2029	2030	2031
Beginning Balance		214,312	258,962	313,612	369,352	426,202	484,192
Transfer from Ops Budget		44,650	54,650	55,740	56,850	57,990	59,150
Planned Purchase		-	-	-	-	-	-
Interest Income		-					
Ending Balance $		**258,962**	**313,612**	**369,352**	**426,202**	**484,192**	**543,342**

Assumptions/Background:

Transfer as much as operating budget will allow in order to have funds sufficient to replace vehicles

Reserve Schedule

Reserve Fund: 1.358 Port Renfrew Fire - Operating Reserve Fund

Surplus monies from operation are transferred into this reserve to fund one-time program costs and to mitigate the fluctuation in requisition.

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105571	2026	2027	2028	2029	2030	2031
Beginning Balance		-	-	-	-	-	-
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Ops Budget-Core Budget		-	-	-	-	-	-
Transfer to Ops Budget		-	-	-	-	-	-
Interest Income*		-					
Ending Balance $		**-**	**-**	**-**	**-**	**-**	**-**

Assumptions/Background:

*Interest in planning years nets against inflation which is not included.