



Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, November 13, 2024

11:00 AM

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

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

Guest: Director M. Little

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

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1. [24-1161](#) Minutes of the October 9, 2024 Electoral Areas Committee Meeting

Recommendation: That the minutes of the Electoral Areas Committee meeting of October 9, 2024 be adopted as circulated.

Attachments: [Minutes - October 9, 2024](#)

4. Chair's Remarks

5. Presentations/Delegations

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

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

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

5.1. Delegations

5.1.1. [24-1188](#) Delegation - Michael Kilpatrick; Representing Mayne Island Invasive Fallow Deer Committee: Re: Agenda Item 7.1.: Motion with Notice: Advocacy on Fallow Deer Issue (Director Brent)

6. Committee Business

- 6.1. [24-1087](#) 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 positions identified in Appendix A be designated as fire safety inspectors and fire investigators for the electoral areas within the CRD.
(NWA)
- Attachments:** [Staff Report: Fire Safety Act-Designation Fire Safety Inspectors & Investigators](#)
[Appendix A: Table of Designations](#)
[Appendix B: Fire Safety Act Q&A September 17, 2024](#)
- 6.2. [24-1088](#) Community Emergency Preparedness Fund Grant: Volunteer & Composite Fire Department Equipment & Training 2024 Application
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board: That staff be instructed to apply for, negotiate, and if successful, enter into an agreement, and do all such things necessary for accepting grant funds and overseeing grant management for the proposed project.
(NWA)
- Attachments:** [Staff Report: CEPF Grant: Vol & Comp Fire Dpt Equip't & Training 2024 App](#)
[Appendix A: UBCM Vol & Composite Fire Dpt Equip't & Training 2024 App](#)
- 6.3. [24-1167](#) Request to Amend Remuneration for Elected Officials of the Salt Spring Electoral Area
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board: That the remuneration for the Salt Spring Island Electoral Area Director and Commissioners of the Salt Spring Island Local Community Commission be retained at the current remuneration level, and that this be evaluated in 2026 as scheduled and as part of the regular remuneration review for the 2027-2030 Board term.
(NWA)
- Attachments:** [Staff Report: Reg. to Amend Remun. for EO of the SSI EAs](#)
[Appendix A: Board Remun. & Expense Policy](#)
- 6.4. [24-1089](#) Previous Minutes of Other CRD Committees and Commissions for Information
- Recommendation:** There is no recommendation. The following minutes are for information only:
a) Mayne Island Parks and Recreation Commission minutes of September 12, 2024
- Attachments:** [Minutes: Mayne Island Parks & Rec Commission-Sep 12, 2024](#)

7. Notice(s) of Motion

- 7.1. [24-1032](#) Motion with Notice: Advocacy on Fallow Deer Issue (Director Brent)
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board: That the CRD Board write to the Province urging they provide sustained funding for control of the invasive fallow deer decimating island environments and economies.
(NWA)

7.2. [24-1031](#) Motion with Notice: Boarding House Building Inspection Policy in the Electoral Areas (Director Holman)

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board: That staff report to the Electoral Areas Committee regarding a building inspection policy with respect to boarding houses in electoral areas.
(NWA)

8. New Business

9. Adjournment

The next meeting is December 11, 2024.

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

Meeting Minutes

Electoral Areas Committee

Wednesday, October 9, 2024

11:00 AM

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

PRESENT

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

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

Guest: Director M. Little

The meeting was called to order at 11:00 am.

1. Territorial Acknowledgement

Director Little provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Holman, **SECONDED** by Director Plant,
That the agenda for the October 9, 2024 Electoral Areas Committee meeting be approved.
CARRIED

3. Adoption of Minutes

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

MOVED by Director Plant, **SECONDED** by Director Wickheim,
That the minutes of the Electoral Areas Committee meeting of September 11, 2024 be adopted as circulated.
CARRIED

4. Chair's Remarks

Chair Brent commented that while we are lucky to live in this beautiful region, there are those less fortunate and as members of this committee we have to work to change their lives for the better.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

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

N. Chan spoke to Item 6.1.

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

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

CARRIED

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

S. Henderson spoke to Item 6.2.

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

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

CARRIED

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

The following minutes were received for information:

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

7. Notice(s) of Motion

- 7.1. [24-892](#) Motion with Notice: SSI Electoral Area Director and Local Community Commissioners Remuneration (Director Holman)
- MOVED** by Director Holman, **SECONDED** by Director Wickheim,
The Electoral Areas Committee recommends to the Capital Regional District Board:
- WHEREAS** the newly-established Salt Spring Island Local Community Commission (LCC) has now assumed responsibility for the administration of most local Salt Spring services that were formerly the sole responsibility of the local CRD Director;
- THEREFORE** be it resolved that staff report back to the Electoral Areas Committee on the policy implications on the remuneration for the Salt Spring Island CRD Director and LCC Commissioners being revised to better reflect the shift in responsibilities, by reducing the Director's annual remuneration by \$10,000 per year and increasing LCC Commissioner annual remuneration by \$2,500 per year, starting in 2025.
- CARRIED**
- 7.2. [24-893](#) Motion with Notice: Advocacy to Province for Rural Housing Stream (Director Brent)
- Discussion ensued on the timing of this motion being in the midst of a provincial election.
- MOVED** by Director Brent, **SECONDED** by Director Holman,
The Electoral Areas Committee recommends to the Capital Regional District Board:
- WHEREAS** housing needs are critical in rural communities and coastal islands, and rural housing projects which have applied for BC Housing support have not received it;
- THEREFORE** the CRD Board resolves to send a letter to the Premier and Minister of Housing calling on the Province to consider creating a rural housing stream and supports to facilitate construction of projects suited with the unique constraints of rural housing.
- MOVED** by Director Plant, **SECONDED** by Director Holman,
That the main motion be amended by adding the words "after the election" after the words "Minister of Housing".
- CARRIED**
- The question was called on the main motion as amended:
The Electoral Areas Committee recommends to the Capital Regional District Board:
- WHEREAS** housing needs are critical in rural communities and coastal islands, and rural housing projects which have applied for BC Housing support have not received it;
- THEREFORE** the CRD Board resolves to send a letter to the Premier and Minister of Housing after the election calling on the Province to consider creating a rural housing stream and supports to facilitate construction of projects suited with the unique constraints of rural housing.
- CARRIED**

7.3. [24-1023](#) Notice of Motion: Advocacy on Fallow Deer Issue (Director Brent)

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

"The Electoral Areas Committee recommends to the Capital Regional District Board:
That the CRD Board write to the Province urging they provide sustained funding for control of the invasive fallow deer decimating island environments and economies."

7.4. **24-1030** Notice of Motion: Boarding House Building Inspection Policy in the Electoral Areas (Director Holman)

Director Holman provided the following notice of motion for consideration at the next meeting of the Electoral Areas Committee:

"That staff report to the Electoral Areas Committee regarding a building inspection policy with respect to boarding houses in electoral areas."

8. New Business

It was confirmed that the agenda for the October 28, 2024 special meeting of the Electoral Areas Committee will be published on Wednesday, October 23, 2024.

Staff also confirmed that the status of the proposed bylaw enforcement and adjudication process will be brought to the Electoral Areas Committee ahead of the CRD Board meeting.

9. Adjournment

**MOVED by Director Wickheim, SECONDED by Director Holman,
That the October 9, 2024 Electoral Areas Committee meeting be adjourned at
11:32 am.
CARRIED**

CHAIR

RECORDER



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REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, NOVEMBER 13, 2024

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. As of August 1, 2024 there is a one-year transition period for the CRD to train designated inspectors and investigators before they will be required to meet the standards established by the Office of the Fire Commissioner (OFC).

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 *FSA*:

- does not provide a mechanism for regional districts that would entitle them to bypass the ordinary obligation under the *Local Government Act* to establish a service area to authorize, requisition for and provide a new service.
- does not currently recognize improvement districts for the purposes of the *FSA*. Improvement Districts have requested the ability to appoint investigators and inspectors. An update from the OFC is expected toward the end of this year.

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*.

Challenges for the CRD

1. The *FSA* fails to recognize that regional districts:
 - generally, do not have border-to-border fire service areas;
 - must create a service area to authorize, requisition for and fund a service; and
 - are not permitted to have service area residents subsidize the provision of services to non-service area residents.
2. The *FSA* does not currently define an improvement district as a “local authority” – as such, the fire service areas covered by improvement districts may technically be treated as falling within the responsibility of the relevant regional district. This information will be updated by the OFC toward the end of this year.

Appointment Process

The designation of fire inspectors and fire investigators in existing local fire service areas can be done by Board policy as the service authorizations include “fire prevention” services.

As such, the CRD may:

- designate a fire services manager (or fire services coordinator or regional fire chief), as both a Fire Inspector and Fire Investigator to provide such services within each fire service area in the regional district; and/or
- designate one or more positions within each regional district fire department as a Fire Inspector and Fire Investigator within the relevant service area protected by that fire department.

Service Levels

For most regional districts, “Fire Inspection Services” will comprise of (and be limited to) inspections on complaint. This approach is also known as providing “reactive” inspection services.

Municipal local authorities are required to deliver “proactive” inspection services. Under the *FSA*, a local authority that provides proactive inspection programs are now required to implement “compliance monitoring” programs.

The CRD Board can elect to increase service levels and provide “proactive” inspection or “compliance monitoring” services. For reasons of firefighter safety some CRD fire chiefs have expressed support to commence the delivery of “proactive” inspection services within their respective local fire service areas.

Staff will report back in Q2 2025 regarding recommended inspection service levels for each of the 11 CRD Local Fire Service Areas.

Funding Options

While it is possible for a regional district to designate a regional fire services manager (or similar position) as being a Fire Inspector and Fire Investigator on a border-to-border basis, it is not clear at this time how that role will be funded outside of the established CRD local fire service areas.

Staff are investigating and will report back on the following two possibilities for addressing this situation:

1. Establish an overarching service area (similar to that typically created for regional district emergency program services) to fund the provision of these services. This new service area:
 - a) could cover all the unincorporated areas of the regional district; or
 - b) only cover those portions that lie outside of existing fire service areas as existing budgets can be used with local fire service areas
2. Effect a region-wide designation for the fire services manager (or similar position) and, by bylaw, levy a cost-recovery fee for each fire safety inspection and fire investigation against relevant property owners living outside of an existing fire service area.

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board: That the positions identified in Appendix A be designated as fire safety inspectors and fire investigators for the electoral areas within the CRD.

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 OFC at no cost to the CRD. The OFC has stated that this arrangement will be evaluated on an ongoing basis.

At this time, it is not clear how inspection and investigation services will be funded outside of established local fire services areas. Staff will report back in Q2 2025 with funding options.

Service Delivery Implications

The biggest challenge for the CRD arises from those areas that lie outside of an existing local fire service area. The stated current policy of the OFC is that it will perform inspections or undertake fire investigations in unincorporated areas of regional districts, however that does not relieve the CRD of the obligation to make the appropriate designations under the *FSA*.

It also puts the CRD at risk should the policy initiative be altered or reversed by the OFC at some point in the future. Staff will report back in Q2 2025 regarding the provision of inspection and investigation services outside of the 11 CRD Local Fire Service Areas.

CONCLUSION

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”. This report is intended to comply with the FSA deadline to designate inspectors and investigators within the CRD. The obligation to provide border-to-border fire inspection capabilities and fire investigation services presents some challenges as at this time it is not clear how these new services will be funded outside of established local fire services areas.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board: That the positions identified in Appendix A be designated as fire safety inspectors and fire investigators for the electoral areas within the CRD.

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

ATTACHMENTS

- Appendix A – Table of Designations
- Appendix B – *Fire Safety Act* Q&A September 17, 2024

Appendix A

Designation of Fire Inspectors and Fire Investigators for the Capital Regional District effective November 13, 2024

Position	Scope	Inspector and Investigator Role
Manager, Fire Services	All Electoral Areas	Primary
Fire Services Coordinator (Contractor)	All Electoral Areas	Secondary
Fire Smart Coordinator (Contractor)	All Electoral Areas	Secondary
Otter Point Fire Chief	Juan de Fuca	Secondary
East Sooke Fire Chief	Juan de Fuca	Secondary
Pender Island Fire Department *	Southern Gulf Island	Secondary
Galiano Island Fire Chief	Southern Gulf Island	Secondary

* Subject to an agreement between CRD and the Pender Island Fire Protection Society

**Fire Safety Act
Questions and Answers
Date Revised: September 17, 2024**

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Office of the
Fire Commissioner



Change Summary

Note: Changes as of September 17, 2024, are reflected in highlight. Only significant changes have been highlighted.

Date Version	Question Number	Change
August 19, 2024	#14	Update: Second bullet added to provide additional information about the designation template and clarified that the template does not need to be returned to the Office of the Fire Commissioner (OFC).
August 19, 2024	#15	New: Addresses if a local authority can designate a contractor to be a fire inspector or fire investigator. Also advises that the Fire Safety Act Inspector Standard and the Fire Safety Act Investigator Standard and associated PLARS are on the OFC's website.
August 19, 2024	#16	New: Outlines if an improvement district can designate fire inspectors or fire investigators.
August 19, 2024	#18	New: Provides a brief response to address if a local authority needs to adjust their bylaws to designated fire inspectors and/or fire investigators.
August 19, 2024	#24	New: Addresses if there is a requirement for a

		regional district to identify a public building.
August 19, 2024	#27	Update: Added/adjusted copy for clarity.
August 19, 2024	#28	Update: Clarified that this question was related to an independent fire department, not a volunteer fire department.
August 19, 2024	#30	Update: Advises that the Fire Safety Act Inspector Standard and the Fire Safety Act Investigator Standard and associated PLARS are on the OFC's website.
August 19, 2024	#32	Update: Advises that the Fire Safety Act Inspector Standard and the Fire Safety Act Investigator Standard and associated PLARS are on the OFC's website.
August 19, 2024	#43	Update: Added last bullet for clarity.
August 19, 2024	#45	Updated: Clarified that local assistant to the fire commissioner (LAFC) training and transfers and renewals will no longer be done as of August 1, 2024, and added clarity regarding the return of the LAFC badges.
August 19, 2024	#47	Update: Added last bullet for clarity.

August 19, 2024	#48	New: Outlines if Local Assistants to Fire Commissioner can still complete fire inspections and fire investigations. Also advises that the Fire Safety Act Inspector Standard and the Fire Safety Act Investigator Standard and associated PLARS are on the OFC's website.
August 19, 2024	#49	New: Addresses insurance company reporting.
September 17, 2024	#22	Added clarity on what Federal buildings could/could not be inspected.
September 17, 2024	#45	Added request to include a letter that reflects the LAFC name and badge number and the sending department's name when return a badge.

Background

This Question and Answer (Q&A) document is a living document and will be updated regularly. The Office of the Fire Commissioner (OFC) will endeavour to notify partners when the Q&A is updated. However, we suggest that you check back regularly for updates.

The OFC has attempted to place the subject matter in the appropriate category. However, given that there is crossover, please review the entire document.

If you have a question that is not included in this Q&A, please email it to: OFC@gov.bc.ca

The Fire Safety Act (FSA) legislation can be located [here](#).

The Office of the Fire Commissioner

1. What is the role of the Office of the Fire Commissioner?

- The Office of the Fire Commissioner's (OFC) mandate is to minimize the loss of life, injury, and damage to property from fire by administering and enforcing British Columbia's fire safety legislation and regulations.
- The OFC leads provincial fire prevention and fire reporting programs, promotes fire safety awareness and establishes minimum training standards for fire inspectors, fire investigators and fire services personnel. The OFC also provides structure fire expertise and coordinates fire services during emergencies.
- The Fire Safety Act (FSA) establishes the powers and duties of the fire commissioner who is responsible for administering the FSA and its regulations.
- The fire commissioner must also establish standards for fire inspectors and fire investigators, who are required to be designated by the local authority under the FSA.

2. What is the role of the Office of the Fire Commissioner, fire service advisors?

- The Office of the Fire Commissioner (OFC) has regionally located fire service advisors throughout the province.
- Fire service advisors are knowledgeable fire safety experts who can assist with any aspect of the Fire Safety Act (FSA).
- They are also delegated by the fire commissioner as fire inspectors and fire investigators under the FSA and are appropriately trained to the published standard for each function – meaning they may conduct inspections and investigations in any area of the province when requested.
- All OFC fire service advisors have worked in the fire services field for several years and have established collaborative working relationships with fire services personnel throughout the province.
- The OFC is committed to maintaining a collaborative approach to the development of a single standard of fire safety, as intended under the FSA.
- The local authority can reach out to their regional fire service advisor for support with any matter under the FSA.
- To locate the fire service advisor for your area, visit: [Request technical assistance or fire investigation support - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/safety/technical-support)

3. What is the Office of the Fire Commissioner’s contact information?

- The contact information for the Office of the Fire Commissioner is:
 - Main phone number: 1-888-988-9488
 - After hours emergency: 1-800-663-3456
 - Email: OFC@gov.bc.ca

Definitions under the Fire Safety Act

4. How are municipalities and regional districts identified under the Fire Safety Act?

- The following definitions are used under the Fire Safety Act to define municipalities and regional districts:
- **Local authority** means:
 - (a) the council of a municipality;
 - (b) the board of a regional district;
 - (c) any authority prescribed by regulation;
- **Monitoring entity** means the council of a municipality.

5. How is a premises defined under the Fire Safety Act?

- **Premises** means any of the following:
 - (a) a private dwelling;
 - (b) a public building;
 - (c) the parcel of land on which a private dwelling or public building is located;
 - (d) a motor vehicle within the meaning of the Motor Vehicle Act, railway vehicle, aircraft, vessel or other means of transportation.

6. How is a private dwelling defined under the Fire Safety Act?

- A **private dwelling** means the following:
 - (a) a structure that is occupied as a private residence;
 - (b) if only part of a structure is occupied as a private residence, that part of the structure;
 - (c) any other structure located on the parcel of land on which a private residence is located, except for a structure
 - (i) to which the public is ordinarily invited or permitted access, or
 - (ii) that is used for commercial, industrial or institutional purposes.

7. How is a public building defined under the Fire Safety Act?

- A **public building** means the following:
 - (a) a building other than a building that is a private dwelling;
 - (b) a structure
 - (i) to which the public is ordinarily invited or permitted access, or
 - (ii) that is used for commercial, industrial or institutional purposes;
 - (c) a facility, including a storage yard or tank farm.

8. What is risk-based compliance monitoring?

- Risk-based compliance monitoring applies to all monitoring entities, which under the Fire Safety Act is defined as municipalities.
- Risk-based compliance monitoring means that proactive inspections will be conducted, and higher risk public buildings will be inspected more frequently in municipalities.
- High-risk buildings include public buildings such as bars, apartments, hotels, college residences, large office buildings and sawmills, among other public buildings.

9. What does reactive inspections mean?

- As regional districts (RD) are not monitoring entities, they will operate within a reactive (complaint based or owner requested) inspection framework.
- Upon request from a RD, the Office of the Fire Commissioner, fire service advisors, will conduct fire inspections and fire investigations, at no cost to the RD.

10. In Part 6 of the Fire Safety Act, Compliance Monitoring, is the monitoring entity the same thing as a designated fire inspector from the local authority?

- The monitoring entity is defined as the council of a municipality, not the designated fire inspector. The fire inspector will work for the monitoring entity.

11. The Fire Safety Act does not include a definition for a fire service advisor. Does this mean that fire service advisors cannot complete fire investigations or fire inspections?

- Section 3 of the Fire Safety Act (FSA) enables the fire commissioner to hire employees to perform the work of the fire commissioner, without assigning any specific role or function title.
- This means that fire service advisors will continue to be recognized as representatives of the fire commissioner and will be able to perform the work of the fire commissioner.
- In addition, the fire commissioner will use the power to delegate under section 5 of the FSA to enable the Office of the Fire Commissioner fire service advisors to perform fire inspections and fire investigations, as needed.

Fire Safety Act Overview

12. What is the Fire Safety Act (FSA)?

- On August 1, 2024, the Fire Safety Act (FSA) came into force, replacing the Fire Services Act of 1979.
- The FSA meets the B.C. government's commitment to achieve a single standard of fire safety in the province and will:
 - enable local authorities to designate personnel to carry out fire inspections and fire investigations and enable local fire services to perform tactical evacuations.

- establish an administrative penalty enforcement model to address non-compliance issues in a more direct, timely and effective manner.
- implement a risk-based approach for fire safety compliance monitoring in municipalities.
- Under the FSA and the associated regulation, there is a prescribed maximum amount of costs recoverable from an owner by a local authority, or the fire commissioner, for securing evacuated premises up to \$100,000.
- The FSA will protect people and communities through regular fire safety inspections and effective enforcement that will help prevent fire-related tragedies, preserve human life, and protect property and economic loss due to fires.

13. When did the Fire Safety Act come into effect?

- The Fire Safety Act (FSA) came into effect on August 1, 2024.
- The FSA legislation can be located [here](#).

Fire Inspectors and Fire Investigators and Local Authorities

14. What is a local authority required to do now that the Fire Safety Act has been brought into force?

- Now that the Fire Safety Act (FSA) has come into force, the local authority (municipalities and regional districts) must designate, in writing, a person or a class of persons as fire inspectors (section 8) and fire investigators (section 23).
- The local authority is to use their own template for the designations. Note: there is no requirement to return the designation to the Office of the Fire Commissioner (OFC) at this time. Once the OFC has their technology solution in place, the OFC will contact departments to confirm designates.
- As of August 1, 2024, there is a one-year transition period before designated fire inspectors and fire investigators must meet established training standards.

- The transition period does not make the requirement of designating fire inspectors or fire investigators optional for local authorities.
- All local authorities should designate their fire inspector(s) and fire investigator(s) as soon as the FSA comes into force on August 1, 2024, and before the Local Assistant to the Fire Commissioner program ends on October 28, 2024.
- The transition period will provide the time for local authorities to ensure that the designated fire inspector or fire investigator has obtained the required training.
- During fall 2024 and winter 2025, the OFC will work closely with all partners to ensure a measured implementation of the FSA requirements.

15. Can a local authority designate a contractor to be a fire inspector and/or a fire investigator?

- A local authority must designate, in writing, a person or a class of persons as fire inspectors (section 8) and fire investigators (section 23).
- A local authority can designate a contractor to be a fire inspector or fire investigator if they meet the Fire Safety Act Inspector Training Standard and Fire Safety Act Investigator Training Standard.
- Designated fire inspectors and fire investigators that already meet the Fire Safety Act Inspector Training Standard and Fire Safety Act Investigator Training Standard, should complete a “Prior Learning Assessment and Recognition” (PLAR) form to confirm for the local authority that they meet the standard.
- As of August 19, 2024, the Office of the Fire Commissioner Fire Safety Act Inspector Standard and the Fire Safety Act Investigator Standard can be found here: [Fire Safety Act reference documents - Province of British Columbia \(gov.bc.ca\)](#)
- The Fire Safety Act Inspector Standard and Investigator Standard PLARs can also be found here: [Fire Safety Act reference documents - Province of British Columbia \(gov.bc.ca\)](#)

16. Can improvement districts designate fire inspectors and/or fire investigators?

- Under the Fire Safety Act (FSA), a local authority is defined as a council of a municipality or a board of a regional district. Improvement districts are not identified as a local authority in the FSA and are not authorized under the FSA to appoint fire investigators or fire inspectors.
- Only local authorities are required and authorized to designate fire investigators or fire inspectors for their local government jurisdictions.
- The OFC, local authority partners and the Ministry of Municipal Affairs, will discuss improvement districts' requests to appoint fire investigators and fire inspectors. We expect to provide an update to the improvement districts toward the end of the year.
- In the meantime, the OFC, fire service advisors are placed throughout the province and work with improvement districts to support fire safety measures in their fire protection areas.
- The OFC remains committed to supporting improvement districts as requested.
- To locate the fire service advisor for your area, visit here: [Request technical assistance or fire investigation support - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/safety/technical-support/technical-support-province-of-british-columbia)

17. What section of the Fire Safety Act designates fire investigators and fire inspectors?

- Designation of fire inspectors – section 8 of the Fire Safety Act (FSA) outlines:
 - Section 8 (1) A local authority must designate, in writing, persons or a class of persons as fire inspectors to conduct fire safety inspections.
 - (2) A local authority may designate an individual as a fire inspector under subsection (1) only if the individual meets the applicable standard established by the fire commissioner.

- Designation of fire investigators – section 23 of the FSA outlines:
 - Section 23 (1) A local authority must designate, in writing, persons or a class of persons as fire investigators to conduct fire investigations.
 - (2) A local authority may designate an individual as a fire investigator under subsection (1) only if the individual meets the applicable standard established by the fire commissioner.

18. Does the local authority need to adjust their bylaws to designate fire inspectors and/or fire investigators?

- Fire inspector and fire investigator designation can be done by resolution or a change to a bylaw, depending on how the service is setup. However, it may be different for each local authority.
- Please reach out to your Chief Administrative Officer for advice.

19. What are the estimated timelines to designate a fire inspector and fire investigator?

- **August 2, 2024 – to October 28, 2024 (before the Local Assistant to the Fire Commissioner program ends)** – local authorities designate a person or class of persons as fire inspector or fire investigator, in writing, for any portion of their jurisdiction.
- **August 19, 2024** – the Office of the Fire Commissioner (OFC) posted the Fire Safety Act Inspector Training Standard and Fire Safety Act Investigator Training Standard. The Office of the Fire Commissioner also posted the two corresponding “Prior Learning Assessment and Recognition” (PLAR) forms. These documents can be located here: [Fire Safety Act reference documents - Province of British Columbia \(gov.bc.ca\)](#)
- **August 20, 2024 – July 31, 2025** – fire services review the PLAR form against the Fire Safety Act Inspector Training Standard and Fire Safety Act Investigator Training Standard and confirm via the PLAR that the designated fire inspector and fire investigator meet the fire inspector and fire investigator training standards. It is the responsibility of the local government to ensure the PLAR is signed off accurately and that the PLAR stays in the personnel file of the designated fire inspector and fire investigator. The PLAR does not need to be returned to the OFC.

- **Late 2024** – online training for fire inspectors and fire investigators will be available through the OFC.
- **July 31, 2025** – transition period ends, and the local authority is required to ensure the persons designated as fire inspector(s) and fire investigator(s) meet the fire inspector and fire investigator standards, whether that be through the PLAR or the OFC online training.

20. Who is responsible for conducting fire inspections and investigations?

- Under the Fire Safety Act (FSA), it is a requirement for local authorities (municipalities and regional districts (RDs)) to designate local fire inspector(s) and fire investigator(s).
- Municipalities will operate within a risk-based compliance monitoring model, which means that their designated fire inspector(s) will be responsible for conducting all fire inspections.
- As in the Fire Services Act, the FSA also continues the requirement for all fires to be investigated and reported to the fire commissioner. Locally designated fire investigators will fulfil this requirement.
- As RDs are not monitoring entities, they will operate within a reactive (complaint based or owner requested) inspection framework.
- Upon request from a RD, the Office of the Fire Commissioner (OFC) fire service advisors, will conduct fire inspections and fire investigations.
- The RD has the discretion to use their own designated fire inspector(s) and fire investigator(s), or to request the OFC to support the inspection or investigation requirements.
- Ultimately, both reactive inspections and risk-based compliance monitoring are intended to keep occupants safe from potential fire hazards, with the goal to prevent fire-related tragedies, preserve human life, and protect property and economic loss due to fires.

21. Now that the Fire Safety Act has come into force, are designated inspectors and investigators required to meet the training standards right away?

- No, there will be a 1-year “transition period” (as defined in section 53 of the FSA) before designated inspectors and investigators have to meet the required training standards.
- The transition period will end July 31, 2025. At that time, the local authority is required to ensure the persons designated as fire inspector(s) and fire investigator(s) meet the fire inspector and fire investigator standards.

22. Does the Fire Safety Act apply to federal reserve lands?

- The Fire Safety Act (FSA) does not apply to federal reserve lands.
- Enforcing fire codes on First Nations lands is under federal jurisdiction, and the (FSA) does not apply to on-reserve public buildings.
- Federal lands such as the Port Authority lands, a Canada Coast Guard base, or airports, would not be inspectable under the FSA; however, a building within a municipality where a tenant is federal such as a post office, Fisheries and Oceans Canada (DFO) office, Canada Revenue Agency (CRA), is inspectable under the FSA.
- If a local authority receives an enquiry about inspections or investigations on federal reserve lands, the local authority can refer the enquirer to the Office of the Fire Commissioner (OFC), and the OFC will contact the First Nation to offer support to conduct the inspection.

23. Why are regional districts operating within a reactive model?

- Regional districts (RDs) are not defined as monitoring entities in the Fire Safety Act.
- The RDs have identified resource and administrative challenges which may prevent them from undertaking fire inspections and fire investigations in their areas.

- The Office of the Fire Commissioner (OFC) has committed to performing fire inspections and fire investigations on behalf of the RD, at no cost to the RD.
- Upon request from an RD, the OFC fire services advisors will conduct fire inspections and fire investigations.
- However, an RD with sufficient resources and local expertise may choose to undertake all inspections and investigations within their jurisdiction.

24. What is the requirement for the regional districts to identify a public building?

- Risk-based compliance monitoring applies to public buildings within municipalities (monitoring entity).
- Regional districts (RD) are not a monitoring entity and are not required to implement a risk-based compliance monitoring system. As such, there is no requirement for RDs to identify public buildings for fire inspections as RDs will be reactive (e.g., complaint-based).
- The Office of the Fire Commissioner expects that most of inspections in the RDs to be focused on public buildings, defined as:
 - a building other than a building that is a private dwelling;
 - a structure
 - to which the public is ordinarily invited or permitted access, or
 - that is used for commercial, industrial or institutional purposes;
 - a facility, including a storage yard or tank farm.
- If a complaint is submitted that does not focus on a public building, the RDs and the OFC (who may be doing these inspections on behalf of the regional district) will determine if an inspection is required or reasonable.

25. Does the local authority have ability to determine which jurisdictional area(s) the designated fire inspector or fire investigator covers?

- Yes, the local authority is fully empowered to designate the function of fire inspector and fire investigator, if the person meets the training standards issued by the fire commissioner.

26.If the local authority chooses not to investigate fires outside of their established fire protection areas who would be required to investigate and make the fire report to the fire commissioner?

- The legislative requirement in section 25 of the Fire Safety Act (FSA) is for local authorities to investigate all incidents of fire in their respective jurisdictions that they are made aware of per the duty to report fires in section 22 of the FSA.
- The defined fire department fire protection area is not a limiting factor on this requirement of the local authority.
- The Office of the Fire Commissioner (OFC) has committed to performing fire inspections and fire investigations on behalf of the regional district (RD), at no cost to the RD.
- RDs may request support from the OFC via the process outlined in the “Regional District Inspections and Investigations Procedures” document. The document can be located here: [Fire Safety Act reference documents - Province of British Columbia \(gov.bc.ca\)](#)

27.Are regional districts expected to conduct fire inspections and fire investigations where there is no service establishment bylaw in the area?

- As regional districts (RD) are not monitoring entities, they will operate within a reactive (complaint based or owner requested) inspection framework.
- When an RD receives an enquiry related to fire inspections or fire investigations, the RD can directly contact the Office of the Fire Commissioner (OFC) to request an OFC fire service advisor conduct fire inspections and fire investigations. This service is provided at no cost to the RD.

- The process for RDs is outlined in the “Regional District Inspections and Investigations Procedures” document that can be located here: [Fire Safety Act reference documents - Province of British Columbia \(gov.bc.ca\)](#)

28. For properties outside of a regional district fire protection service area, but where an independent fire department may exist, is there any requirement for these fire departments to conduct inspections and investigations?

- If an independent fire department receives a request for an inspection, or is involved in, or notified about a fire that has destroyed or damaged property, there are a few options to get support for a fire inspection or fire investigation.
 1. The independent fire department can reach out to the Office of the Fire Commissioner (OFC).
 2. The independent fire department can contact the regional district’s designated fire inspector(s) or investigator(s) to advise the OFC that a fire has destroyed or damaged property.
 3. If the independent fire department has members designated by the local authority as fire inspectors and/or fire investigators, the independent fire department may conduct fire inspections and/or fire investigations.
- Contact information for the OFC is:
 - Main phone number: 1-888-988-9488
 - After hours emergency: 1-800-663-3456
 - Email: OFC@gov.bc.ca

29. Are regional districts expected to take on the full responsibility for inspections and investigations at some point in the future?

- The Office of the Fire Commissioner (OFC) has committed to performing inspections and investigations on behalf of the regional districts at no cost, as outlined in the “[Fire Safety Act: Regional District Inspection and Investigations Procedures](#)” document.

- The OFC will be working with UBCM during implementation of the Fire Safety Act to ensure the appropriate processes and resources are in place.

Fire Investigator and Fire Inspector Training

30. What can you share about fire inspector and fire investigator training?

- There are different and specific training requirements for designated fire inspectors (“Fire Safety Act Inspector Standard”) and fire investigators (“Fire Safety Act Investigator Standard”).
- Designated fire inspectors and fire investigators that already meet the Fire Safety Act Inspector Training Standard and Fire Safety Act Investigator Training Standard, should complete a “Prior Learning Assessment and Recognition” (PLAR) form to confirm for the local authority that they meet the standard.
- It is the responsibility of the local government to ensure the PLAR is signed off accurately and that the PLAR stays in the personnel file of the designated fire inspector and fire investigator.
- Designated fire inspectors and fire investigators who do not meet the Office of the Fire Commissioner (OFC) Fire Safety Act Inspector Standard and the Fire Safety Act Investigator Standard, must take the OFC inspector and investigate training.
- Designated fire inspectors and fire investigators that meet the OFC Fire Safety Act Inspector Standard and the Fire Safety Act Investigator Standard and who have signed off on the PLAR, are also welcome to take the OFC training.
- The OFC will provide two online training courses: one for fire inspectors and one for fire investigators. Training materials for the courses and the online training will be provided at no cost.
- Each course will deliver attainable minimum standards and can be completed online in approximately 8 – 10 hours (per course). Online training for fire inspectors and fire investigators will be available late 2024.

- A fire inspector and fire investigator can perform both roles if they have taken both courses.
- As of August 19, 2024, the Office of the Fire Commissioner Fire Safety Act Inspector Standard and the Fire Safety Act Investigator Standard can be found here: [Fire Safety Act reference documents - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/safety/fire-safety-act-reference-documents)
- The Fire Safety Act Inspector Standard and Investigator Standard PLARs can also be found here: [Fire Safety Act reference documents - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/safety/fire-safety-act-reference-documents)

31. Is there a limit to the number of people who can be designated and complete the training?

- There is no limit on the number of people who can be designated to complete the training.
- The local authority can designate a person or a class of persons as fire inspectors or fire investigators. This includes designating all building inspectors as fire inspectors under the Fire Safety Act.

Tools, Processes and Procedures

32. What types of procedures and process documents will be put in place for the Fire Safety Act?

- The Office of the Fire Commissioner (OFC) continues to work on procedures and process documents including:
 - Fire Safety Act Inspector Training Standard (completed August 19, 2024)
 - Fire Safety Act Investigator Training Standard (completed August 19, 2024)
 - Fire Safety Act Self-Assessment Manual

- Guidelines to Risk Analysis for Monitoring Entities in British Columbia
 - Fire Safety Act Evacuation Procedures
 - Fire Safety Act Reviews (Appeals) Policy and Procedure
 - Fire Safety Act Regional District Fire Inspections and Investigations Procedures
 - Fire Safety Act Administrative Penalty Manual
- The OFC expects most of these documents to be shared with fire services and municipalities and regional districts as appropriate, and building owners as necessary, in early fall 2024.
 - As of August 19, 2024, the Office of the Fire Commissioner Fire Safety Act Inspector Standard and the Fire Safety Act Investigator Standard can be found here: [Fire Safety Act reference documents - Province of British Columbia \(gov.bc.ca\)](#)
 - The Fire Safety Act Inspector Standard and Investigator Standard PLARs can also be found here: [Fire Safety Act reference documents - Province of British Columbia \(gov.bc.ca\)](#)
 - There will be a one-year transition period before designated fire inspectors and fire investigators must meet the published training standards.
 - The transition period will end July 31, 2025. At that time, the local authority is required to ensure the persons designated as fire inspector(s) and fire investigator(s) meet the fire inspector and fire investigator standards.

Fire Safety Act and Owners

33. What does the Fire Safety Act mean for building owners?

- The Fire Safety Act (FSA) places a duty on owners of buildings to ensure that there is no fire hazard on, or in the owner's premises. The BC Fire Code reinforces this established responsibility, and the FSA provides the province with tools to ensure compliance.
- To meet the requirements of the FSA and the BC Fire Code, building owners and operators may be required to conduct fire safety self-assessments and

put the appropriate fire safety measures in place. The frequency and requirements for a Fire Safety Assessment are set by the monitoring entity (municipalities).

- Failure to conduct a fire safety self-assessment may result in more enforcement actions by the monitoring entity, which may include completing a fire inspection for a fee from the municipality.
- Any established fire inspection fee will be imposed by the local authority via bylaw.
- The Fire Safety Act (Risk Analysis for Compliance Monitoring) Regulation defines some of the requirements in establishing a risk-based compliance monitoring system and the overall risk for public buildings. Note: the regulation will be shared in early fall.
- During fall 2024 and winter 2025, the Office of the Fire Commissioner will work closely with all partners, including premise owners, to ensure a measured implementation of the FSA requirements.

34. Can you share more about the Safety Self-Assessments and the process?

- The Office of the Fire Commissioner (OFC) is currently developing a: Fire Safety Act Self-Assessment Manual”.
- The OFC expects this document to be shared with fire services, local authorities, and building owners, in early fall 2024.
- This manual is primarily intended to be used by the building owner or building owner’s authorized agent (representative) to complete a Fire Safety Self-Assessment and Declaration.
- The British Columbia Fire Code (BCFC) outlines building owner responsibilities. The BC Fire Code, Sentence 2.2.1.1.(1). of Division C, states, “unless otherwise specified, the owner or the owner’s authorized agent shall be responsible for carrying out the provisions of this Code.”
- For more information on the BCFC, visit: [BC Codes 2024 - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov2/content/safety/bc-codes-2024)

- The building owner or the owner's authorize agent must be compliant with the Fire Safety Act, the BC Fire Code, and any other applicable regulations.
- A Fire Safety Self-Assessment Form and Declaration confirms the status of the building fire and life safety systems and confirms that these systems are inspected, tested, and maintained as required by the Fire Safety Act and the BC Fire Code.
- During the fall 2024 and winter 2025, the OFC will work closely with all partners, including premise owners, to ensure a measured implementation of the FSA requirements.

35. How will the Fire Safety Act impact owners and any renovation permits, including life safety system requirements?

- The Fire Safety Act does not impact renovation permits including life safety requirements. Building life safety system requirements are in the British Columbia Building Code (BCBC) and the British Columbia Fire Code (BCFC). These codes administer the required life safety systems through inspection, testing and maintenance requirements of the code.
- Although the BCFC is a regulation of the Fire Safety Act (FSA), and the fire commissioner is responsible administering the FSA and its regulations, this will not interfere or impede the BCBC.
- There are explanatory statements in the BCBC and the BCFC that respect and limit the application of the current code requirements to existing buildings that were constructed under previous versions of the codes.
- Essentially, neither sets of codes are to be used to impose a requirement to install current code standards on an existing building, provided that the life safety system of the existing building is still sufficient to address the fire hazards present by the major occupancy use of the building.
- The local government building official is responsible for determining the appropriate application of the BCBC using "BCBC2024 Div. Part 1 Sentence 1.1.1.1(1) Application of this code" to the renovation permit application.

- For more information on the BCBC and the BCFC, visit: [BC Codes 2024 - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/safety/bc-codes-2024)

Administrative Monetary Penalties

36. What are the administrative monetary penalties under the Fire Safety Act?

- The Fire Safety Act establishes the authority for the fire commissioner to issue an administrative monetary penalty (AMP) in specific circumstances of non-compliance, such as non-compliance of a fire inspector order or a preventive evacuation order.
- An AMP is designed to deter non-compliance with requirements under the FSA and the regulations.
- AMP amounts are:
 - up to \$25,000 in the case of an individual and \$50,000 in the case of a corporation.
 - if an offence continues for more than one day, separate daily administrative penalties, each not exceeding the maximums previously noted, may be imposed by the fire commissioner.
- An AMP will be considered by the Office of the Fire Commissioner after the local authority has exhausted all the tools (e.g., bylaws) that they have at their disposal.
- Administrative penalties are only considered for serious, repeated and deliberate cases of non-compliance with the FSA.
- Administrative penalty matters are between the provincial government and the person who is thought to have contravened the FSA act or failed to comply with an order issued under the FSA.

37. Will designated fire inspectors and fire investigators be imposing administrative penalties under 33 (1) of the Fire Safety Act?

- No. The authority in Section 33(1) is only for the fire commissioner, or delegate, who may impose an administrative penalty.

- The local authority designated fire inspectors and fire investigators will make a request for the issuance of an administrative penalty from the fire commissioner or delegate.
- As such, only the Province, through the Office of the Fire Commissioner, will issue an administrative penalty.
- However, because the primary principle of the administrative penalty is obtaining compliance and not punitive measures, the issuance of the administrative penalty will only be done when all other attempts and actions by the local authority have not been successful in obtaining compliance from a premise owner.

Administrative Requirements/Approach

38. Are local authorities required to implement new record-keeping policies to meet statutory requirements under the new Act?

- Local authorities can continue to manage inspection and investigation enquiries from the public in the same manner that they currently do.
- The Office of the Fire Commissioner (OFC) will record all requests for support and service, including those made by regional districts (RD). An interim solution will be put in place while the OFC works to put a new technological solution in place.
- The OFC is working to develop and implement a centralized database to retain these records. Once in place, the OFC will be able to share relevant inspection and investigation information with UBCM, local authorities and premises owners.
- During the implementation phase of the Fire Safety Act, the OFC is committed to continue working collaboratively with UBCM to monitor implementation and develop/update applicable policy and procedures as needed.

39. Will the local authorities be compensated for inspections or is the “fee” referenced in section 20 imposed only by a local authority bylaw?

- Failure of an owner to conduct a fire safety self-assessment may result in more enforcement actions by the monitoring entity, which may include performing an actual fire inspection for a fee.
- Under Section 20 of the Fire Safety Act, monitoring entities (municipalities) can establish fees for fire inspections and impose the fees via municipal bylaw.

40. Will fire reporting be a requirement for the designated investigator, or can an alternate be assigned?

- The Fire Safety Act does not restrict the reporting of the investigation information to the Office of the Fire Commissioner (OFC) from being assigned to another person or alternate within the local authority; however, the alternate must have access to the OFC’s FIRES reporting system.
- Section 25 of the FSA outlines the requirement that a local authority must begin a fire investigation within 5 days after the date on which the local authority learned of a fire that destroyed or damaged property or resulted in injury or death.
- In municipalities, this will be done by the local authority’s designated fire investigator.
- The process for municipalities is different than the process for regional districts (RDs).
- The OFC and UBCM have worked to develop a “Regional District Inspections and Investigations Procedures” document that provides for the OFC to function as the designated investigator and inspector and to complete fire investigations and fire inspections, at no cost, on behalf of the RD, as requested. The document can be located here: [Fire Safety Act reference documents - Province of British Columbia \(gov.bc.ca\)](#)

41. Who owns the fire investigation report?

- The fire investigation report and all corresponding information will belong to the local authority to enable them to meet the legislated obligation of reporting the fire incident information to the fire commissioner.
- Once the fire incident report is submitted to the Province, then the information becomes the Province's to use and protect as reflected in the Information Management Act.

42.If a local authority pays for an alternate fire investigator to complete the fire investigation report, does the local government own the report?

- The ownership of the report to the local authority should be confirmed by the local authority and the alternate fire investigator through their specified contract.
- The requirement to submit a fire incident report from the fire investigation to the fire commissioner remains and needs to be met by the local authority.

43.If a local authority designates a member from their own staff as a fire inspector and/or fire investigator, is the employee protected from personal liability when carrying out the function of inspector/investigator?

- Section 6 of the Fire Safety Act states that any person performing the work of the fire commissioner when delegated by the fire commissioner has immunity from legal proceedings short of gross negligence or actions made in bad faith.
- The local authority staff is provided immunity by the Local Government Act (section 738) for actions related to their obligations under the Fire Safety Act, short of gross negligence or actions made in bad faith.

44. Can you provide an overview of the local assistant to the fire commissioner program?

- Under the former Fire Services Act and the Fire Code Administration Regulation, the fire commissioner was responsible for the administration and enforcement of the Fire Services Act and the current British Columbia Fire Code.
- Also under the former Fire Services Act, local assistants to the fire commissioner (LAFCs) were appointed to assist the fire commissioner with fire investigation and the enforcement of fire legislation and the regulations.
- In many cases, the LAFC was the fire chief or other fire service member of a community fire department.
- A LAFC could also be a fire service volunteer, particularly in regional districts, and local police could also fill this function if no LAFC had been appointed by the fire commissioner in any area outside of a municipality.
- The LAFC exercised the powers of the fire commissioner when they carried out those duties mandated under the Fire Services Act and regulations. The LAFC function and efforts were accountable to fire commissioner and not the local authority and LAFC training was provided for individuals who were appointed as a LAFC.

45. What is the status of the local assistants to the fire commissioner program?

- The Fire Safety Act (FSA) came into effect on August 1, 2024. As a result, the local assistants to the fire commissioner (LAFC) functions that were part of the Fire Services Act will be discontinued within 90 days and the LAFC program will end October 28, 2024.
- LAFC training or any other LAFC modifications (e.g., transfers or renewals) will not continue after August 1, 2024.

- As outlined in section 41 (3) of the Fire Services Act, all fire departments must return their LAFC badges to the Office of the Fire Commissioner.
- The badges are to be returned at the fire department's cost. When returning a badge, please also include a letter that reflects the LAFC name and badge number and the sending department's name.
- Contact and address information for returns are as follows:
 - Mailing details:
 - Office of the Fire Commissioner
 - Attn: Tammy-Lou Nieman
 - PO Box 9214 Stn. Prov. Govt.,
 - Victoria, B.C. V8W 9J1
 - Courier details:
 - Office of the Fire Commissioner
 - Attn: Tammy-Lou Nieman / Contact number (236-478-2385)
 - 4th Floor - 910 Government Street
 - Victoria B.C., V8W 9J4
- Under the FSA, local authorities will have to designate, in writing, a person or a class of persons as fire inspector(s) and fire investigator(s). This should be done once the FSA is brought into force on August 1, 2024, and ideally before the LAFC program ends on October 28, 2024.

46. What will be used to identify inspectors and investigators under the Fire Safety Act)?

- Identification for fire inspectors and fire investigators under the Fire Safety Act will be determined by the local authority who designates the fire inspector and fire investigator.

47. Under the Fire Services Act, a Local Assistant to the Fire Commissioner was protected from prosecution. Are these same protections available to the fire inspectors and fire investigators under the Fire Safety Act?

- Section 6 of the Fire Safety Act reflects that any person performing the work of the fire commissioner, when delegated by the fire commissioner has immunity from legal proceedings short of gross negligence or actions made in bad faith.
- The local authority designated fire inspectors and fire investigators are provided immunity by the Local Government Act (sec. 738) for actions related to their activities under the Fire Safety Act, short of gross negligence or actions made in bad faith.

48. Can existing Local Assistants to the Fire Commissioner still complete investigations/inspections?

- Local Assistants to the Fire Commissioner (LAFC) that were appointed under the Fire Services Act, can continue to fulfill the role of fire inspector and fire investigator until October 28, 2024, when the LAFC positions will end.
- After October 28, 2024, previous LAFC positions will no longer be active, and they will be unable to fulfill any of the duties that existed under the Fire Services Act.
- The Fire Safety Act (FSA) requires that the local authority (municipalities and regional districts) must designate, in writing, a person or a class of persons as fire inspectors (section 8) and fire investigators (section 23).
- There will be different and specific training requirements for designated fire inspectors (“Fire Safety Act Inspector Standard”) and fire investigators (“Fire Safety Act Investigator Standard”). Refer to the “Fire Inspector and Fire Training” section of this Q&A for more information on the online training for fire inspectors and fire investigators that is to follow.

- Designated fire inspectors and fire investigators that already meet the Fire Safety Act Inspector Training Standard and Fire Safety Act Investigator Training Standard, should complete a “Prior Learning Assessment and Recognition” (PLAR) form to confirm that they meet the standards.
- As of August 19, 2024, the Office of the Fire Commissioner Fire Safety Act Inspector Standard and the Fire Safety Act Investigator Standard can be found here: [Fire Safety Act reference documents - Province of British Columbia \(gov.bc.ca\)](#)
- The Fire Safety Act Inspector Standard and Investigator Standard PLARs can also be found here: [Fire Safety Act reference documents - Province of British Columbia \(gov.bc.ca\)](#)
- We encourage all local authorities to designate their fire inspectors and fire investigators as soon as possible.

Insurance Companies

49. Do insurance companies still need to report on fire losses under the new Fire Safety Act

- On August 1, 2024, the new Fire Safety Act came into effect replacing the Fire Services Act.
- With the new act in place, insurance companies are no longer legislated to report on fire losses as they were under the Fire Services Act section 19.
- However, insurance companies continue to be valued partners in ensuring accurate data from fire incident claims to help evaluate fire loss, economic impacts and fire trends in our province. Insurance reports also help ensure accuracy in fire incident reporting from local governments.
- In late fall 2024, the Office of the Fire Commissioner will contact the insurance sector about the continuation of the insurance reporting process. Until then, please continue to report on fire losses through the insurance fire report that can be found, here: [Reporting a fire: guidelines, manuals and forms - Province of British Columbia \(gov.bc.ca\)](#)



Making a difference...together

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 13, 2024**

SUBJECT Community Emergency Preparedness Fund Grant: Volunteer & Composite Fire Department Equipment & Training 2024 Application

ISSUE SUMMARY

The Capital Regional District (CRD) is applying to the Union of British Columbia Municipalities (UBCM) for grant funding for fire department training and equipment under the Community Emergency Preparedness Fund program. The CRD operates seven eligible Electoral Area (EA) fire departments. UBCM requires that all grant applications be accompanied by a motion of support from the local government.

BACKGROUND

UBCM provides funding for a range of community-based projects, including volunteer-based fire departments. A 2024 grant opportunity is available to support training and equipment for volunteer and composite (mixed paid and volunteer) fire departments. The CRD administers seven eligible fire departments through delegated-authority commissions. Improvement district and society-operated departments are eligible to apply directly to UBCM. As part of the application process, UBCM requires a motion of support to receive and manage grant funding.

Protective Services staff coordinated this grant application with seven fire departments: Port Renfrew, Shirley, Otter Point, East Sooke, Willis Point, North Galiano and South Galiano. Grant funds would permit departments to upgrade equipment such as personal protective gear and facilitate training courses to meet the new Provincial Minimum Training Standards.

The grant request breakdown by fire service area is below. Grant funding may be pooled between fire departments to increase efficiency and reduce overhead costs.

Fire Service Area	Funding Proposal
Port Renfrew	\$39,240.00
Otter Point	\$39,724.85
North Galiano	\$39,965.00
East Sooke	\$39,865.00
Shirley	\$39,940.00
Willis Point	\$39,986.02
South Galiano	\$39,582.50
Total	\$278,303.37

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board: That staff be instructed to apply for, negotiate, and if successful, enter into an agreement, and do all such things necessary for accepting grant funds and overseeing grant management for the proposed project.

Alternative 2

That staff be directed to rescind the grant application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for the Fire Department Training and Equipment program.

IMPLICATIONS

Financial Implications

The Volunteer and Composite Fire Departments Equipment and Training funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$40,000.00 per department. The applications presented propose 100% funding and do not include local cost sharing. Additionally, the grant will not be used to fund operational budgets but rather will be used to fund one-time projects that increase fire department capacity and resident safety.

Grants will be awarded in two payments: 50% when the signed Approval Agreement has been returned to UBCM, and the remainder when the project is complete and the final reporting requirements have been met.

CONCLUSION

The CRD supports fire prevention and response in its electoral areas. The UBCM Fire Department Training & Equipment funding stream is an important resource to build fire department capacity in the capital region. If supported by the Board, UBCM will consider the CRD's grant application.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
That staff be instructed to apply for, negotiate, and if successful, enter into an agreement, and do all such things necessary for accepting grant funds and overseeing grant management for the proposed project.

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

ATTACHMENT

Appendix A: UBCM Volunteer & Composite Fire Department Equipment & Training 2024 Application

Community Emergency Preparedness Fund

Volunteer and Composite Fire Departments

Equipment and Training

2024 Application Worksheet

Please complete and return the worksheet with all required attachments by **October 18, 2024**. Applicants will be advised of the status of their application within 90 days of the application deadline.

All questions must be answered by typing directly in this form. **As all questions are reviewed and scored as part of the adjudication process, please do not leave any questions blank.**

If you have any questions, contact cepf@ubcm.ca or (604) 270-8226 ext. 220.

SECTION 1: Primary Applicant Information	
First Nation, Local Government or Fire Department Name: Capital Regional District	File Number*: LGPS-11271

**Refer to the LGPS Online Application Form submission confirmation email*

SECTION 2: Eligibility Requirements
<p>1. Location of Proposed Activities. For the purpose of CEPF funding, fire halls must be a First Nation owned building or publicly owned building or owned by the primary applicant or a sub-applicant:</p> <p><input type="checkbox"/> Fire hall is a First Nations owned building (buildings owned by a Treaty First Nation or a First Nation band).</p> <p><input checked="" type="checkbox"/> Fire hall is a publicly owned building (buildings owned by a local government or public institution, such as health authority or school district).</p> <p><input type="checkbox"/> Fire hall is owned by the primary applicant or sub-applicant.</p>
<p>2. Requirement to be Volunteer or Composite Fire Department. For each eligible fire department that is included in this application:</p> <p>a) Name of each fire department:</p> <p>b) Membership (volunteer or composite) of each department: See below</p> <p>c) Declared level of service of each department: See below</p> <p>d) East Sooke Volunteer Fire Department - Volunteer - Interior</p> <p>e) North Galiano Volunteer Fire Department - Volunteer - Exterior</p> <p>f) South Galiano Volunteer Fire Department - Volunteer - Interior</p>

- g) Otter Point Volunteer Fire Department - Volunteer - Interior
- h) Shirley Volunteer Fire Department - Volunteer - Exterior
- i) Willis Point Volunteer Fire Department - Volunteer - Exterior
- j) Port Renfrew Volunteer Fire Department - Volunteer - Exterior

Copies or extracts of the available evidence of declared level of service are required to be submitted with the application.

The BC Structure Firefighter Minimum Training Standards include the requirement for fire departments to declare their level of service. This applies to all local government, Treaty First Nation, and society-run fire departments. The training standards are not automatically applicable on federal reserve lands and, for the purpose of CEPF funding, non-Treaty First Nations are not required to declare their level of service if they are not prepared to do so. This will not impact the review or scoring of applications.

3. FIRES Incident Reporting. Compliance with fire incident reporting is a requirement for eligible applicants. Please confirm below that each fire department included in this application has met this requirement. *Note: this is not applicable to First Nations on federal reserves.*

Confirming that each of the seven volunteer fire departments is registered with and submits reports through FIRES Incident Reporting.

SECTION 3: Detailed Project Information

4. Operating Budget(s).

- a) Please indicate the annual operating budgets of each fire department included in this application.

East Sooke - \$685,906

North Galiano \$328,770

South Galiano \$636,003

Otter Point \$728,032

Shirley \$219,094

Willis Point \$160,629

Port Renfrew \$228,171

- b) Describe the extent to which that budget enables each fire department to purchase essential equipment and/or obtain training.

The CRD operates seven fire departments in the Juan de Fuca and Southern Gulf Islands Electoral Areas. The project would enable the departments to work towards compliance with the minimum structure firefighter training and equipment for all their volunteer members. Due to the rural nature and small size of the service areas, there is limited opportunity to purchase essential equipment and comply with minimum levels of training. As seen above, most departmental budgets do not permit significant paid positions or volunteer compensation. The overwhelming majority of budgets go

towards training, equipment, overhead, and capital (apparatus and hall) costs.

5. Proposed Activities. What specific activities will be undertaken as part of the proposed project? Refer to Sections 4, 5 and 6 of the *Program and Application Guide* for eligibility.

a) Purchase of equipment, including installation of and training for eligible equipment. Equipment for the seven departments are based on individual need, and includes basic personal protective equipment (PPE) and fire equipment (see attached budget worksheet for details per fire hall).

b) Training. Please list specific courses.

Note: training is for fire department members only and not community members. All proposed training activities must include the name of the course.

Training is for members of the seven included departments only. All training is aimed at adopting and implementing the new BC Structure Firefighter Minimum Training Standards, particularly competencies for Apparatus Operator, Team Leader, and Incident Commander. CRD is working with the OFC and a contractor to confirm equivalencies. CRD Procurement policy requires the use of a competitive process to award the training contracts which will follow notification of success from UBCM. We will identify the contractor at that time.

6. Resiliency. Describe how the proposed project will build the resiliency of volunteer and composite fire departments in preparing for and responding to emergencies.

East Sooke and Port Renfrew - This will assist in bringing these departments within compliance to the March 2024 BC Structure Firefighter Minimum Training Standards.

North and South Galiano - This project builds resiliency by providing training to members in Live Fire, Fire Officer 1 & 2, ESM, Team Leader, Interior and Exterior Fire, ensuring that incidents are responded to in the most effective manner using modern firefighting principles. The purchase of specialty PPE washer extractor improve toxin removal and the purchase of PPE will replace expired, ill-fitting and worn gear currently worn by members.

Otter Point and Shirley Fire- The additional equipment will enable the department to not only have more resources to deal with larger incidents more efficiently, but also to restock apparatus in a timelier manner thus being ready for the next call sooner. Without the approved Turnout gear they are unable to respond appropriately to emergencies. These departments will also train members in Fire Service, Officer and Incident Safety.

Willis Point - The purchase of specialty washer/dryer/extractor equipment will ensure better safety and toxin removal from PPE.

7. Physical and Mental Well-Being. Describe the extent to which proposed training will specifically address the mental wellbeing of eligible fire department staff and volunteers.

As a volunteer department it is important for members to know they are valued enough to have the proper safety equipment to do their job. As they enter many highly stressful situations with members that may have minimal training, it is very important for their mental health and well being to know that they have equipment that is up to the standard

to properly protect them. Having old, hand me down gear, expired, or toxin laden gear doesn't give the crew the confidence they need to psychologically do their job.

Improved response, PPE and training will improve the confidence and mental wellbeing of fire department staff and volunteers.

8. Partnerships and Transferability. Describe the extent to which the proposed project will provide partnerships, transferability, or mutual aid to neighbouring jurisdictions.

Significant coordination will occur between the 11 Fire Services where CRD is Authority Having Jurisdiction. This project also benefits the Pacheedaht First Nation in that they provide 40% of funding for the Port Renfrew Fire Protection service area.

9. Additional Information. Please share any other information you think may help support your submission.

SECTION 4: Required Attachments

The following separate attachments are required to be submitted as part of the application.

All applicants are required to submit:

- Evidence of declared service level (e.g. bylaw, resolution).
- Detailed budget that indicates the proposed expenditures from CEPF and aligns with the proposed activities outlined in this application worksheet. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#).

First Nation, local government, or improvement district applicants must submit:

- Band Council, Treaty First Nation, or local government resolution **OR** a letter of support from the Band Manager, CAO or CFO for applications that request less than \$50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant management. All regional applications, or applications requesting more than \$50,000 in funding, will require resolutions to be submitted.

Legally incorporated society-run fire department applicants must submit:

- Board of Directors motion indicating support for the current proposed activities and willingness to provide overall grant management.
- Current Certificate of Good Standing.

Regional project applicants are required to submit:

- Band Council, Treaty First Nation, or local government resolution from the primary applicant, indicating support for the current proposed activities and willingness to provide overall grant management; and,

Band Council, Treaty First Nation, or local government resolution from each sub-applicant that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf. Resolutions from sub-applicants must include this language.

SECTION 5: Signature This worksheet is required to be signed by an authorized representative of the applicant (i.e., staff member or elected official). Please note all application materials will be shared with the Province of BC.

I certify that: (1) to the best of my knowledge, all information is accurate, (2) the area covered by the proposed project is within the applicant's jurisdiction (or appropriate approvals are in place) and (3) we understand that this project may be subject to a compliance audit under the program.

Name: Christopher J Vrabel

Title: Manager, Fire Services

Signature*:

Date: October 17, 2024

**A certified digital or original signature is required.*

**Documents should be submitted as Word, Excel, or PDF files.
Total file size for email attachments cannot exceed 20 MB.**

**All documents should be submitted to Local Government Program Services,
Union of BC Municipalities by email: cepf@ubcm.ca.**

Please note "2024 Volunteer Fire Departments" in the subject line.

**Capital Regional District CEPF Fire
Department Grant Proposal UBCM 2024**

Item	Quantity	Cost	Total
East Sooke			
7/8" nozzle tips	16	\$200.00	\$3,200.00
1 1/8" nozzle tip	6	\$200.00	\$1,200.00
1.5" break apart bales	11	\$520.00	\$5,720.00
160GPM at 50psi Fog tips	4	\$265.00	\$1,060.00
2.5" break apart bales	5	\$550.00	\$2,750.00
lengths Kraken Exo 1.75" structural hose (15 lengths orange/ 15 lengths green)	30	\$385.00	\$11,550.00
lengths Aqua flow plus 2.5" structural hose (yellow)	12	\$455.00	\$5,460.00
1.5" Forestry hose 100 foot lengths	10	\$100.00	\$1,000.00
Big inch forestry hose 100' lengths	19	\$75.00	\$1,425.00
3/4" Econo forestry hose 100' lengths	10	\$150.00	\$1,500.00
Electoral Area Training Program to meet Firefighter minimum training standards guidelines -- includes operator, officer, team leader, incident commander, fire 1, pumps & pumping, air brakes.			\$5,000.00
TOTAL			\$39,865.00

North Galiano			
FFII Interior Operations VIERA	2	\$ 840.00	\$1,680.00 Online/exams
Fire Officer II	2	\$ 575.00	\$1,150.00 Online
ESM II	2	\$ 950.00	\$1,900.00 In person
ESM II Accommodations & meals	2	\$ 2,067.50	\$4,135.00 In person
Exterior Live Fire – 1 day	1	\$ 2,000.00	\$2,000.00 Pender
Interior Live Fire – 2 day	1	\$ 4,000.00	\$4,000.00 Pender
Live Fire travel & stipends	1	\$ 2,100.00	\$2,100.00
Hose Roller	1	\$ 3,500.00	\$3,500.00
Hose Dryer Rack	1	\$ 3,500.00	\$3,500.00
Hose Storage Rack	1	\$ 1,000.00	\$1,000.00
Gear Lockers (3 per unit)	5	\$ 2,000.00	\$10,000.00
Electoral Area Training Program to meet Firefighter minimum training standards guidelines -- includes operator, officer, team leader, incident commander, fire 1, pumps & pumping, air brakes.			\$5,000.00
TOTAL			\$39,965.00

South Galiano			
Fire Officer II	1	\$ 575.00	\$575.00 online
Fire Officer 1	2	\$ 575.00	\$1,150.00 online
ESM I	2	\$ 950.00	\$1,900.00 in person

ESM 2	1	\$ 950.00	\$950.00 in person
ESM 2 Accommodations & meals	1	\$ 2,067.50	\$2,067.50
ESM I Accommodations & meals	2	\$ 2,067.50	\$4,135.00
ESM I Mileage	2	\$ 235.00	\$470.00 Nanaimo
ESM 2 Mileage	1	\$ 235.00	\$235.00 Nanaimo
ESM I Training Stipend	2	\$ 500.00	\$1,000.00
Live Fire travel & stipends	1	\$ 2,100.00	\$2,100.00
			Pender; flat rate
Team Leader	6	\$ 4,000.00	\$4,000.00 \$2K per day
Team Leader Travel	1	\$ 2,000.00	\$2,000.00
Staber Extractor Washer	2	\$ 6,000.00	\$12,000.00
Staber Cabinet Gear Dryer	1	\$ 7,000.00	\$7,000.00
TOTAL			\$39,582.50

Otter Point

GRO-EW22G turnout gear washer (NFPA) Associated Fire			\$8,842.40
Wildland firefighting PPE, Associated Fire			\$2,929.92
Training prop for vertical ventilation; MMAH Contracting			\$3,150.00
PPE lockers Associated Fire			\$8,302.53
Forestry econo hose; 50' and 25'			\$2,000.00
Training FR kits; various suppliers			\$3,000.00
Officer training JIBC; upon availability			\$3,000.00
Driver training JIBC; upon availability			\$3,000.00
Electoral Area Training Program to meet Firefighter minimum training standards guidelines -- includes operator, officer, team leader, incident commander, fire 1, pumps & pumping, air brakes.			\$5,500.00
TOTAL			\$39,724.85

Shirley

3" trash pump			\$1,000.00
Leather structural boots	15	\$550.00	\$8,250.00
2.5" structural fire hose	15	\$430.00	\$6,450.00
1.75" structural fire hose	15	\$186.00	\$2,790.00
Air brakes course	6	\$250.00	\$1,500.00
Fire Service Instructor 1 course	4	\$495.00	\$1,980.00
Fire Service Instructor 1 textbooks	4	\$145.00	\$580.00
Forestry backpack pumps	3	\$500.00	\$1,500.00
Incident safety officer course	2	\$495.00	\$990.00
Incident safety officer textbooks	2	\$145.00	\$290.00
Travel and meal expenses (12 courses)	12	\$150.00	\$1,800.00
30" Halligan bar		\$360.00	\$360.00
36" Halligan bar		\$380.00	\$380.00
60 minute Scott 4500 psi SCBA bottle		\$870.00	\$870.00
45 mins Scott 4500 psi SCBA bottle	4	\$1,100.00	\$4,400.00

Electoral Area Training Program to meet Firefighter minimum training standards guidelines -- includes operator, officer, team leader, incident commander, fire 1, pumps & pumping, air brakes.

\$6,800.00

TOTAL

\$39,940.00

Willis Point

Circul-air express drying cabinet 6 gear cap; 6 gear hangers, 6 glove/boot hangers, 3 hose racks crating for above dryer

\$ 12,252.24

\$ 312.80

Circul-air accessory hangers

2 \$ 21.21 \$ 42.42

Circul-air extractor pump drain

2 \$ 9,700.88 \$ 19,401.76

Circul-air pre-programming fire industry

2 \$ - \$ -

Circul-air chemical dosing pump

2 \$ - \$ -

Citro squeeze 1 gallon container

2 \$ - \$ -

crating fees for above

2 \$ 88.40 \$ 176.80

Electoral Area Training Program to meet Firefighter minimum training standards guidelines -- includes operator, officer, team leader, incident commander, fire 1, pumps & pumping, air brakes.

\$ 7,800.00

TOTAL

\$39,986.02

Port Renfrew

Incident safety officer course

2 \$495.00 \$990.00

Fire Officer 1

2 \$ 575.00 \$1,150.00

Fire Officer II

2 \$ 575.00 \$1,150.00

ESM I

1 \$ 950.00 \$950.00

ESM II

2 \$ 950.00 \$1,900.00

Exterior Live Fire – 1 day

1 \$ 2,000.00 \$2,000.00

Live Fire travel

1 \$ 2,100.00 \$2,100.00

Electoral Area Training Program to meet Firefighter minimum training standards guidelines -- includes operator, officer, team leader, incident commander, fire 1, pumps & pumping, air brakes.

\$29,000.00

TOTAL

\$39,240.00

Total Grant Request

\$278,303.37



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**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 13, 2024**

SUBJECT **Request to Amend Remuneration for Elected Officials of the Salt Spring Electoral Area**

ISSUE SUMMARY

To provide information and recommendations regarding remuneration of elected officials of the Salt Spring Island Electoral Area, and specifically to allocate a portion of the Salt Spring Island (SSI) Electoral Area Director's remuneration to Commissioners of the Salt Spring Island Local Community Commission (LCC).

BACKGROUND

The CRD Board has approved a Remuneration Policy ("Policy") for CRD Board Directors and Alternates. The Policy is derived from a remuneration philosophy that recognizes the significant commitment and expectations of a CRD Director, and gross remuneration which is comparable with other organizations. Remuneration is adjusted annually to the cost of living based on the Victoria Consumer Price Index year over year, with a more comprehensive review undertaken every three (3) to five (5) years to ensure alignment with the Board philosophy. The next comprehensive review is scheduled for 2026 and for implementation commensurate with the 2027-2030 Board term.

From time-to-time amendments are made to the Policy for Board consideration. Two recent examples are: the inclusion of remuneration for the SSI LCC in December 2022, which was approved; and, a notice of motion in 2022 to retain Electoral Area Director remuneration at the previous year's level, which was defeated.

The current CRD Board Remuneration Policy, inclusive of the remuneration schedules and philosophy, is in Appendix A.

On October 9, 2024, Director Holman provided a notice of motion, amended by the Board, as follows:

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

THEREFORE be it resolved that staff report back to the Electoral Areas Committee on the policy options and implications on the remuneration for the Salt Spring Island CRD Director and LCC Commissioners be revised to better reflect the shift in responsibilities, including by reducing the Director's annual remuneration by \$10,000 per year and increasing LCC Commissioner annual remuneration by \$2,500 per year, starting in 2025.

For Electoral Area Directors, remuneration includes two components:

Electoral Areas Committee – November 13, 2024
Request to Amend Remuneration for Elected Officials of the Salt Spring Electoral Area 2

- 1) a base Director annual stipend which recognizes attendance at all Board meetings and Committee of the Whole meetings plus two Standing Committee commitments (the “Director portion”), with additional remuneration for any additional Board Committee, Chair or Vice-Chair appointments; and
- 2) an additional annual stipend which recognizes all additional responsibilities of the Electoral Area Directors, including appointments to the local area commissions and boards within their Electoral Area (the “Electoral Area portion”).

For the SSI Electoral Area Director in 2024, in addition to fifteen (15) internal Boards/Committee and external Board/Committee appointments, these additional responsibilities include ex-officio responsibilities on the seven (7) local commissions within the SSI Electoral Area and the responsibilities as a member of the SSI Local Community Commission.

The CRD Board has approved remuneration for Directors and the SSI LCC. For 2024 the current base remuneration exclusive of any additional Board Committee, Chair or Vice-Chair appointments is as follows:

- a) for Electoral Area Directors including the SSI Electoral Area Director, excluding any additional Board Committee or Chair/Vice-Chair appointments: \$68,463, which is comprised of \$23,385 for the Director portion and an additional \$45,078 for the Electoral Area portion; and
- b) for SSI LCC Commissioners: \$10,370.

Remuneration for 2025 will be adjusted by provincially announced cost of living increases, in accordance with Board Policy.

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board: That the remuneration for the Salt Spring Island Electoral Area Director and Commissioners of the Salt Spring Island Local Community Commission be retained at the current remuneration level, and that this be evaluated in 2026 as scheduled and as part of the regular remuneration review for the 2027-2030 Board term.

Alternative 2

The Electoral Areas Committee recommends to the Capital Regional District Board: That staff be directed to have the remuneration provided to Electoral Area Directors and to Commissioners of the Salt Spring Island Local Community Commission reviewed in 2025 and in advance of the next scheduled remuneration review.

Alternative 3

The Electoral Areas Committee recommends to the Capital Regional District Board: That that the remuneration provided to Commissioners of the Salt Spring Island Local Community Commission be amended, and that staff be directed to report back to the CRD Board on a recommendation for approval.

Alternative 4

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

IMPLICATIONS

Board Implications

Alternative 1

This alternative maintains alignment with the approved CRD Board Remuneration Policy, including the established process to review remuneration. The next remuneration review is scheduled for 2026 and for implementation for the 2027-2030 Board term. This review will be conducted by a third-party consultant, and will be based on the Board approved remuneration philosophy in accordance with the Board Remuneration Policy.

Alternative 2

This alternative would have Electoral Area Director and SSI LCC Commissioner remuneration reviewed in 2025 prior to the comprehensive review in 2026. As Director remuneration would be considered, this review would be conducted by a third-party consultant, and will be based on the Board approved remuneration philosophy in accordance with the Board Remuneration Policy. Any recommendations regarding adjustments to remuneration would be presented to the CRD Board for approval.

Alternative 3

This alternative would have remuneration for Commissioners of the SSI LCC reviewed in 2025 prior to the comprehensive review in 2026.

Remuneration for Commissioners of the SSI Local Community Commission was approved by the CRD Board. Remuneration levels were based on the anticipated time required of the SSI LCC. The SSI LCC has been in place for over a year now, and the level of effort to level of remuneration may require a more detailed review. This review may be conducted by staff. Any recommendations regarding adjustments to remuneration for Commissioners of the SSI LCC would be presented to the CRD Board for approval. This alternative would not impact remuneration to Electoral Area Directors.

Financial Implications

Alternative 1

There are no financial implications. Remuneration for SSI Electoral Area Director and Commissioners of the SSI LCC, and for any comprehensive remuneration review in 2026, are within the requisition.

Alternative 2

The CRD would be required to engage a third-party consultant, and the costs would be borne by the Electoral Area. If remuneration adjustments were recommended and approved, there would be financial implications to individual members, and specifically the Electoral Area Director(s) and Commissioners of the SSI LCC. Adjustments to budgets may be required.

Alternative 3

The SSI Electoral Area requisition would be amended commensurate with any approved

Electoral Areas Committee – November 13, 2024
Request to Amend Remuneration for Elected Officials of the Salt Spring Electoral Area 4

adjustment to Commissioners of the Local Community Commission. Staff would report back to the Board prior to the final budget review in 2025.

CONCLUSION

On October 9, 2024 staff were requested to review the implications of amending the remuneration for elected officials in the Salt Spring Island Electoral Area. The CRD Board has established and approved a Remuneration Policy for CRD Board Directors and Alternates, and which is based on a longstanding philosophy that recognizes the significant commitment and expectations of a CRD Director, and remuneration which is comparable with other organizations. Any amendment to remuneration levels should be done in accordance with the Remuneration Policy and the Board's approved philosophy, and be aligned with the review schedule.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the remuneration for the Salt Spring Island Electoral Area Director and Commissioners of the Salt Spring Island Local Community Commission be retained at the current remuneration level, and that this be evaluated in 2026 as scheduled and as part of the regular remuneration review for the 2027-2030 Board term.

Submitted by:	Chris Neilson, MBA, CPHR, Senior Manager Human Resources & Corporate Safety
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance & IT
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Board Remuneration and Travel Expense Reimbursement Policy (BRD03), with Appendices



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CAPITAL REGIONAL DISTRICT BOARD POLICY

Policy Type	Board		
Section	Policies, Procedures, Manuals		
Title	BOARD REMUNERATION AND TRAVEL EXPENSE REIMBURSEMENT		
Adoption Date	September 9, 2015	Policy Number	BRD03
Last Amended	January 19, 2024	Amended By	HR
Policy Owner	Human Resources		

1. POLICY:

To provide for remuneration and travel expense reimbursement for CRD Board Members according to the CRD Board Remuneration Framework.

2. PURPOSE:

To outline the Board remuneration and travel expense reimbursement guidelines. The CRD Board approved a new Board remuneration framework on September 9, 2015. A primary driver for establishing a CRD Board remuneration philosophy was to recognize the significant amount of commitment required of Directors and to design an approach that would assist with engagement as well as attendance.

3. SCOPE:

The policy applies to all CRD Board Directors, Commission members, First Nations Members and certain Board appointees to external Boards.

4. DEFINITIONS:

“Board Remuneration” refers to any compensation paid to Board Directors, certain Commission members, First Nations Members and Board appointees to external Boards as approved by the CRD Board in exchange for undertaking CRD business activities.

5. PROCEDURE:

Human Resources, in consultation with Finance and Technology and Corporate Services, is responsible for the control, coordination, and implementation of the policy. Modifications to the overall policy are to be approved by the Capital Regional District (CRD) Board.

1. All Board Directors, certain Commission members, Municipal Councillors, First Nations Members and certain Board appointees to external Boards shall receive an annual stipend and/or a payment per meeting and travel expenses as per CRD Board Remuneration and Travel Expense Policy - Schedule 1.
2. Eligibility for payments is defined in CRD Directors Appointments by Committees, Commissions to External Board - Schedule 2.

3. The remuneration amounts will be adjusted annually, by Financial Services, based on the Consumer Price Index for the Victoria area for the twelve months ending December 31 of the preceding year – Schedule 3.
4. The remuneration structure will be reviewed periodically as directed by the Board.

6. SCHEDULE(S):

- A. Schedule 1 – CRD Board Remuneration and Travel Expense Policy
- B. Schedule 2 – Remuneration Eligibility Table
- C. Schedule 3 – CRD Board Remuneration Philosophy

7. AMENDMENT(S)

Adoption Date	Description
September 9, 2015 (Revised April 18, 2016)	<i>Approved by the Board</i>
April 12, 2017 (eff. January 1, 2017)	<i>Amendment 1, approved by the Board</i>
May 9, 2018 (eff. January 1, 2019)	<i>Amendment 2, approved by the Board</i>
February 10, 2020 (Schedule 1 and 2 updates)	<i>Amendment 3, approved by Human Resources (eff Jan.2020 Schedule 1; Dec.2019 Schedule 2)</i>
January 13, 2021 (Schedule 2 update)	<i>Amendment 4, approved by the Board</i>
February 2, 2021 (Schedule 1 update)	<i>Amendment 5, approved by Human Resources (eff. Jan.2021)</i>
January 24, 2022 (Schedule 1 update)	<i>Amendment 6, approved by Human Resources (eff. Jan.2022)</i>
January 20, 2023 (Schedule 1 update)	<i>Amendment 7, approved by Human Resources (eff. Jan.2023)</i>
June 2023	<i>Amendment 8, approved by the Board (eff. June 2023)</i>
January 19, 2024 (Schedule 1 update)	<i>Amendment 9, approved by Human Resources (eff. Jan.2023)</i>

8. REVIEW(S)

Review Date	Description:
Annually	<i>Review annually for schedule(s) update</i>

9. RELATED POLICY, PROCEDURE OR GUIDELINE(S):

- *Bylaw No. 3828, "Board Procedures Bylaw, 2012"*

*CRD Board Remuneration and Travel Expense Policy – Schedule 1
Effective January 1, 2024*

	REMUNERATION	EXPENSE ALLOWANCE	TOTAL	
ANNUAL STIPENDS				
Paid periodically throughout the year (currently, biweekly)				
1	CRD / CRHD Board Directors	15,590	7,795	23,385
	<i>Includes all CRD/CRHD Board meetings, Committee of the Whole Meetings, and two Standing Committee* commitments *where defined as a standing committee in bylaws or terms of reference AND members are appointed by the Board Chair</i>			
2	Electoral Area Directors (additional)	30,052	15,026	45,078
3	CRD Board Chair (additional)	22,928	11,464	34,392
4	CRD Board Vice-Chair (additional)	4,585	2,292	6,877
5	CRHD Board Chair (additional)	4,585	2,292	6,877
	<i>(Not paid if the CRHD Board Chair is also the CRD Board Vice-Chair)</i>			
6	Board Standing Committee Chair, CRD Arts Commission Chair & Solid Waste Advisory Commission Chair (additional) (when appointed by CRD Board Chair)	2,293	1,147	3,440
7	Additional Board Standing Committee(s) (additional)	4,585	2,292	6,877
	<i>(Payable if Standing Committee Membership exceeds the two remunerated in Section 1)</i>			
8	Salt Spring Island Local Community Commissioner	6,913	3,457	10,370
	<i>(Payable to all elected LCC commissioners, except the Electoral Area Director)</i>			
PER MEETING PAYMENTS				
Paid for scheduled attendance at a meeting, except where such meeting has been cancelled in advance (see Footnote 2 – Eligibility Verification)				
9	Alternate CRD/CRHD Board Director and Acting Standing Committee Chair	73	37	110
10	CRD Board Directors - Local & Sub-Regional Commission/Committee Meetings	73	37	110
	Does not apply when:			
	i. Commission /Committee within the responsibilities of the Electoral Area Director			
	ii. Remuneration is already paid by the Commission			
	iii. The Committee/Commission is not eligible for payment by Act, Regulation, Bylaw or other			
11	First Nation Member appointees to eligible CRD Committee	73	37	110

12	CRD Board Directors – appointed by CRD to External Board	73	37	110
	Does not apply when:			
	i. External Board falls within the responsibilities of the Electoral Area Director			
	ii. Remuneration is already paid by the External Board			
	iii. The External Board is not eligible for payment by Act, Regulation, Bylaw or other			
13	CRD Municipal Directors who vote on Part 26 Decisions of Juan de Fuca Electoral Area	73	37	110
	Applies only when:			
	a. Attendance at a JDFEA land use committee meeting of which the director is a member			
	b. Attendance at any land use public hearing of the JDFEA regarding an area where the director is eligible to vote on decisions at the CRD Board			
	Does not apply to the Electoral Area Director			
14	Alternate CRD Electoral Area Director attending formal Local and Sub-Regional Commission meetings in place of the Electoral Area Director	73	37	110
15	All Commissioners - Regional Water Supply Commission	73	37	110
16	Forum of Councils – First Nations, Municipal Councilors and Directors	73	37	110

TRAVEL EXPENSES

(see Footnote 3 regarding claim process)

17	All Director, LCC Commissioner, or First Nation Member Travel - to and from meetings where the Director, LCC Commissioner or First Nation Member is a member	\$0.64	Per km. for regularly constituted meetings of Board, Commissions, Standing, and Select Committees
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DIRECTOR TRAVEL

Within Capital Region/Vancouver Island and Lower Mainland

18	Travel by Personal Automobile	\$0.64	Per kilometre
19	Travel by Bus, Train, Ferry, Air (economy class)	Actual expense	Payable upon receipt

DIRECTOR TRAVEL

Outside Capital Region/Vancouver Island and Lower Mainland

20	Travel by Personal Automobile	\$0.64	Per kilometre
21	Travel by Bus, Train, Ferry, Air (economy class), Car Rental (mid-size)	Actual expense	Payable upon receipt
22	Electoral Area Director Travel - within Electoral Area	\$0.64	For travel greater than 10km from EA Director's residence within the EA or their office, provided the destination is a place to conduct EA business

23	CRD Board Chair, CRHD Board Chair, Standing Committee Chair - including Acting Chairs	\$0.64	For any business travel of the Board or Standing Committee, provided the expenses are incurred outside the municipality or EA which the Chair represents
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MEALS

24	For Travel Requiring Greater-Than 24 Hours from Place of Residence	\$70	Per diem allowance for meals, gratuities, parking, local calls
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For Travel Requiring Less-than 24 Hours from Place of Residence

25	- Breakfast	\$15.00	See Footnote 1
26	- Lunch	\$20.00	See Footnote 1
27	- Dinner	\$35.00	See Footnote 1

OTHER

28	Seminars, Courses, Conferences, Meetings	Actual Cost	Registration Fees paid for single participation (Receipt required)
29	Accommodation	Actual Cost	Based on single occupancy
30	Taxi Expenses	Actual Cost	Receipts are required
31	Long Distance Telephone Calls	Actual Cost	Receipts are required

FOOTNOTES

(1) Meal payments will be paid as follows:

If Departure Prior to:	7:00am	Breakfast, Lunch, Dinner
	12:00noon	Lunch, Dinner
	6:00pm	Dinner
If Return After:	12:30pm	Breakfast, Lunch
	6:00pm	Breakfast, Lunch, Dinner

(2) Eligibility Verification:

For attendance at meetings, seminars, courses, conferences and/or meetings outside of CRD facilities, claimants will confirm their attendance on the CRD Travel Expense Report Claim form and eligibility of expense claims will be approved by Legislative Services.

(3) Travel Expense Claims Process:

Claims for travel expenses are submitted to *Legislative Services* for approval on the CRD Travel Expense Report Claim form within thirty (30) *calendar days* of the period in which the expenses were incurred.

CRD Board Remuneration and Travel Expense Policy – Schedule 2

Remuneration Eligibility Table

Regional Board and Standing Committees	See Footnote
Capital Regional District Board	1
Capital Regional Hospital District Board	1
Capital Region Housing Corporation Board	1, 6
Climate Action Inter-Municipal Task Force	7
Committee of the Whole	1
Core Area Liquid Waste Management Committee	1, 2, 8
Electoral Areas Committee	1, 2, 8
Environmental Services Committee	1, 2, 8
First Nations Relations Committee	1, 2, 8
Finance Committee	1, 2, 8
Governance Committee	1, 2, 8
Hospitals and Housing Committee	1, 2, 8
Planning and Protective Services Committee	1, 2, 8
Regional Parks Committee	1, 2, 8
Solid Waste Advisory Committee	7
Transportation Committee	1, 2, 8

Footnotes:

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee or other*
8. *Payments to be made to respective First Nations Governments on behalf of First Nation Member appointees following attendance at the meeting. Payments for attendance and expenses shall not exceed \$8,250 per year per First Nation. Note that First Nation participation is only permitted where the specific Committee Terms of Reference allow.*

Director Appointments to Local & Subregional Commissions	See Footnote
Arts Commission	3
East Sooke Fire Protection and Emergency Response Service Commission	4
East Sooke Advisory Planning Commission	4
Galiano Island Parks and Recreation Commission	4
Juan de Fuca Board of Variance	4
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission	4
Juan de Fuca Land Use Committee	4
Juan de Fuca Water Distribution Commission	3, 4
Lyall Harbour/Boot Cove Water Local Services Committee	4
Magic Lake Estates Water and Sewer Committee	4
Mayne Island Parks and Recreation Commission	4
North Galiano Fire Protection and Emergency Response Service Commission	4
Otter Point Advisory Planning Commission	4
Otter Point Fire Protection and Emergency Response Service Commission	4
Pender Islands Parks and Recreation Commission	4
Peninsula Recreation Commission	3
Port Renfrew Fire Protection and Emergency Response Service Commission	4
Port Renfrew Utility Services Committee	4
Regional Housing Trust Fund Commission	3
Regional Water Supply Commission	5
Saanich Peninsula Wastewater Commission	3
Saanich Peninsula Water Commission	3
Salt Spring Island Local Community Commission	1,4
Salt Spring Island Electoral Area Emergency Program Advisory Commission	4

Footnotes:

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee or other*

Director Appointments to Local & Subregional Commissions (con't)	See Footnote
Saturna Island Parks and Recreation Commission	4
Shirley Fire Protection and Emergency Response Service Commission	4
Shirley/Jordan River Advisory Planning Commission	4
Skana Water Service Committee	4
Sooke and Electoral Area Parks and Recreation Commission	3, 4
Southern Gulf Islands Community Economic Sustainability Commission	4
Southern Gulf Islands Electoral Area Emergency Advisory Commission	4
Southern Gulf Islands Harbours Commission	4
Southern Gulf Islands Public Library Commission	4
SSI - Beddis Water Service Commission	4
SSI - Cedar Lane Water Service Commission	4
SSI - Cedars of Tuam Water Service Commission	4
SSI - Fernwood Water Local Service Commission	4
SSI - Fulford Water Service Commission	4
SSI - Ganges Sewer Local Services Commission	4
SSI - Highland Water and Sewer Services Commission	4
Sticks Allison Water Local Service Committee	4
Surfside Park Estates Water Service Committee	4
Traffic Safety Commission	3
Victoria Family Court and Youth Justice Committee	3
Water Advisory Committee	6
Wilderness Mountain Water Service Commission	4
Willis Point Fire Protection and Recreation Facilities Commission	4

Footnotes:

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee or other*

Regional Board Appointments to External Boards	See Footnote
Capital Regional Emergency Services Telecommunications	5
Greater Victoria Coalition to End Homelessness Society	6
Greater Victoria Harbour Authority Board	5
Greater Victoria Labour Relations Board	3
Gulf Islands National Park Reserve Advisory Board	4
Island Corridor Foundation Board	5
Municipal Finance Authority	5
Pender Islands' Fire Protection Society	4
Regional Representative to the Treaty Table	3
Royal and McPherson Theatres Society Advisory Committee	7
Royal and McPherson Theatres Society Board	3
Salt Spring Island Ferry Advisory Committee	4
Sooke Historical Society	4
Southern Gulf Islands Ferry Advisory Committees	4
Vancouver Island Regional Library	4

Footnotes:

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee or other*

CRD Board Remuneration and Travel Expense Policy – Schedule 3

CRD Board Remuneration Philosophy

(Effective January 1, 2016)

- a base Director annual stipend as the average paid to CRD member councillors, which recognizes attendance at all Board meetings and Committee of the Whole meetings plus two Standing Committee commitments; and
- an additional annual stipend to Electoral Area Directors which recognizes all additional Electoral Area work including Electoral Area Commission commitments; and
- an additional annual stipend to the CRD Board Chair consistent with payments made by other Regional Districts, which recognizes all Board Chair responsibilities including all ex-officio responsibilities on Standing Committees; and
- additional annual stipends to recognize the additional commitments of the: CRD Board Vice-Chair; Capital Region Hospital District Chair; Standing Committee Chairs; CRD Directors appointed as a Commission Chair, when such Commission Chair appointment is made directly by the CRD Board Chair *[amended effective January 1, 2017]*; and CRD Directors who are involved on more than two Standing Committees; and
- per meeting payments to CRD Directors appointed to local and sub-regional Commissions and external boards (except where remuneration is already paid and/or not eligible); and
- per meeting payments to Alternate Directors consistent with payments made by other Regional Districts; and
- that the annual cost of living adjustment based on the Victoria Consumer Price Index continue to be applied, and that a regular review be undertaken every three (3) to five (5) years to ensure remuneration remains comparable.



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

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

Date/Time: September 12, 2024

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

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

Guest: Steve Patko, Trail Guardian, departed 3:20 pm

The meeting was called to order at 3:03 pm

1. Territorial Acknowledgement

Mayne Island Parks and Recreation Commission is grateful to the Coast Salish peoples for their historic custodianship of these traditional territories on which we meet today.

2. Approval of Agenda

MOVED by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick, that the agenda be approved as presented.

CARRIED

3. Adoption of Minutes of August 8, 2024

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper, that the minutes of August 8, 2024 be approved as presented.

CARRIED

4. Chair's Remarks

There were no remarks.

5. Reports

5.1. Treasurer's Reports

5.1.1. Treasurer's Report for the period August 1 - 31, 2024

The report was received with the agenda.

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Banelis that the Treasurer's report for the period August 1 – 31, 2024 be approved as presented.

CARRIED

Mayne Island Parks and Recreation Commission
Minutes for: September 12, 2024

- 5.1.2. Five-year Budgets for 2025 – 2029 and Motions
A report was received for information.

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Bell that the 2024 Operating surplus, if any, be transferred into the Capital Reserve Fund for parks service.

CARRIED

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Bell that the 2024 community recreation surplus, if any, be carried forward and transferred into the surplus account of the Community Recreation Service.

CARRIED

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Bell that Mayne Island Parks and Recreation Commission approve the Operating Funds Budget for 2025 to 2029.

CARRIED

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Bell that Mayne Island Parks and Recreation Commission approve the Recreation Funds Budget for 2025 to 2029.

CARRIED

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Bell that Mayne Island Parks and Recreation Commission approve the Donation Funds Budget for 2025 to 2029.

CARRIED

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Bell that Mayne Island Parks and Recreation Commission approve the Five-Year Capital Expenditure Plan for 2025 to 2029.

CARRIED

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Banelis that Mayne Island Parks and Recreation Commission initiate Capital Projects 23-02 Dinner Bay Washrooms in the amount of \$3,000 and 23-06 Vulture Ridge Summit in the amount of \$2,000.

CARRIED

- 5.1.3. Finance Report

A report was received with the agenda.

- A thank you email for the recreation grant to the Disc Golf Club was received after the Finance Report was prepared.
- The need to have tractor operation training and budget planning were discussed. Clarification will be sought from CRD regarding amounts expensed for parts and service.
- MIPRC follows CRD board meeting procedures for monthly meetings. Next summer a field trip meeting can be considered.

Mayne Island Parks and Recreation Commission
Minutes for: September 12, 2024

5.2. Administration

5.2.1. Follow up Action Report (not covered elsewhere)

- Commissioner Kilpatrick will no longer represent MIPRC on the Fallow Deer Committee and advise the committee accordingly. This standing item will be removed from the agenda. The meetings are open to the public and information relevant to MIPRC will be communicated as necessary.
- Calendar of events:
 - The Terry Fox Run organizers will be asked to include ice-cream in future Recreational Grant requests.
 - The Kippen Beach Access stairway will be raised in October.
 - Arrangements for the holiday dinner will be made in October.
- T-shirts were received and the lettering will be done this week
- A winning ribbon was presented for MIPRC's float in the Mayne Island Fall Fair parade.
- Rob Underhill will be contacted regarding the Charter Road park assessment.
- Cheques were sent to all Recreational Grant applicants.
- New bathroom faucets were installed at Dinner Bay Park.
- Bob Downie registered for the playground assessment course in September and he has signed a letter of agreement with CRD.
- Catch basin culverts for Dinner Bay Park will be picked up.
- Inquiries to CRD regarding insurance damage coverage will not be pursued.

5.2.2. Health and Safety Concerns
No issues reported.

5.2.3. Events

A report was received with the agenda.

- A reminder will be sent regarding garbage removal for a recent event held at Dinner Bay Park.
- The water heater, fridge and freezer in the Adachi Pavilion will remain on until after the last scheduled event.

5.2.4. Naming and renaming policy for community parks and trails
A draft policy was received for information.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Wright that the Naming and Renaming Community Parks and Trails Policy be adopted as presented.

CARRIED

5.2.5. Commissioner term renewals

Commissioners, whose terms expire at the end of the year, were reminded that CRD requires information by the end of October regarding renewals.

Mayne Island Parks and Recreation Commission
Minutes for: September 12, 2024

5.3. Committees

5.3.1. Fitness Circuit

A report was received with the agenda

It was reported that 27 people attended the fitness and equipment use session led by Tim Begley. More classes are being encouraged and specific and group focussed classes were discussed. Advertising will be done through Facebook postings.

5.3.2. Technology

A report was received with the agenda

It was reported that the QR codes have been sent to CRD and that the Hiking and Walking Trail brochure and Tim Begley's exercise equipment use video was posted under the Mayne Island Parks and Recreation Commission page.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick that Mayne Island Parks and Recreation Commission have a trial online presence for 12 months at a cost not to exceed \$500.

CARRIED

5.3.3. Sanitation

- The de-scaler product will be applied in the bathrooms.
- The bathrooms will need to be locked when the power goes out. A planned outage is scheduled for Dinner Bay on September 24th.
- A garbage bin with a lock has been requested from MI Garbage Services.

5.4. Parks

5.4.1. Miners Bay

The new book return slot was installed on the library building and no construction concerns were observed.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Burrows that Mayne Island Parks and Recreation Commission engage SGI Electrical Services to install GFI breaker(s) in the library basement for up to a value of \$1,400.

CARRIED

5.4.2. Dinner Bay

a) Softball field 1st baseline

- It was reported that Matt Taylor provided some history regarding drainage pipe installation under the field. Commissioners discussed the seasonally wet area and discussed options to assess this issue.
- Various work projects to be coordinated for October.

b) Playground funding and acquisition

Mayne Island Parks and Recreation Commission
Minutes for: September 12, 2024

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Bell that Mayne Island Parks and Recreation Commission approve the purchase of a 8'x9' black 5/8" poly/dacron rope climbing net from Pacific Fibre and Rope in an amount not to exceed \$1,500.00.

CARRIED

5.4.3. Cotton Park
A report was received with the agenda.

5.4.4. Japanese Memorial Garden
A report was received with the agenda.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Burrows that Mayne Island Parks and Recreation Commission approve the purchase of 20 ball caps embroidered with the JMG logo for the volunteers of the Japanese Memorial Garden in an amount not to exceed \$650.00 from Team Sales of Victoria.

CARRIED

5.4.5. Trail Network Development and Pocket Parks

- Maintenance activities were reported on.
- A sign was changed at Conconi Reef and mesh was installed in the wet areas. It will be investigated as to whether the trail was previously closed from October to March.
- A bulk purchase of heavier wire mesh will be made for use on all park boardwalks.

MOVED by Commissioner Wright and **SECONDED** by Commissioner Kilpatrick that the name Trail Network Development Committee be changed to Trail Committee.

CARRIED

Sandy Hook Park
A report was received with the agenda.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Burrows that the park located on Sandy Hook Road be officially named the Sandy Hook Community Park.

CARRIED

6. Correspondence/Meetings

- 6.1. Emails to/from Mayne Island Agricultural Society regarding booth at the Fall Fair, August 17, 2024.
- 6.2. Emails regarding shipping of Toadstool Teeter from Blue Imp on September 9, 2024.
- 6.3. Emails to/from CRD Liaison regarding posting on CRD website, QR codes and event application.

Mayne Island Parks and Recreation Commission

Minutes for: September 12, 2024

- 6.4. Email and letter agreement regarding volunteer attending playground inspection course.
- 6.5. Emails to/from Mayne Island Reading Centre Society regarding library drop box.
- 6.6. Thank you emails from certain recreational funding recipients and cheques mailed to all recipients.
- 6.7. Various emails to/from volunteers and neighbours of the Sandy Hook pocket park.
- 6.8. Various emails to/from and order of T-shirts from MVP Awards.
- 6.9. Investigative emails and telephone conversations with supplier and installers of putting greens.
- 6.10. Emails and telephone conversations with Mayne Metal regarding 1st baseline fence.
- 6.11. Email from CRD regarding commissioner terms expiring December 31, 2024 and renewals.

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

It was **MOVED** and **SECONDED** that the Mayne Island Parks and Recreation Commission meeting be adjourned.

CARRIED

The meeting adjourned at 5:05 pm

Original signed by

October 10, 2024

Debra Bell, Chair

DATE

Original signed by

Lauren Edwards, Recorder