

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

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

ISSUE SUMMARY

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

BACKGROUND

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

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

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

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

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

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

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

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

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

ALTERNATIVES

Alternative 1

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

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

Alternative 2

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

IMPLICATIONS

Alignment with Board & Corporate Priorities

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

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

Financial Implications

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

Service Delivery Implications

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

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

Social Implications

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

CONCLUSION

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

RECOMMENDATION

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

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

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

ATTACHMENTS

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

