

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

---

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

**ISSUE SUMMARY**

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

**BACKGROUND**

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

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

**ALTERNATIVES**

*Alternative 1*

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

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

*Alternative 2*

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

**IMPLICATIONS**

*Alignment with Board & Corporate Priorities*

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

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

### *Social Implications*

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

### **CONCLUSION**

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

### **RECOMMENDATION**

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

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

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

### **ATTACHMENTS**

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