

## Electoral Area Services Committee Agenda

November 7, 2024

2:00 pm

**Members:** *Director Doehle (Chair), Director Schnider (Vice Chair), Director, Clovechok, Director Gay, Director McDonald and Director Walter*

**Voting Rules:** *Unless otherwise indicated on this agenda, all Directors have one vote and a simple majority is required for a motion to pass.*

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	Pages
1. Call to Order	
2. Addition of Late Items <i>All Directors, 2/3</i>	
3. Adoption of the Agenda	
4. Adoption of the Minutes	
4.1 October 10, 2024 Meeting	3
5. Invited Presentations & Delegations	
6. Correspondence	
6.1 Engineering Services Report	6
7. Unfinished Business	
8. New Business	
8.1 Appointing Fire Investigators and Fire Inspectors per Fire Safety Act Requirements	10
8.2 Community Emergency Preparedness Fund – Volunteer and Composite Fire Department Equipment and Training Grant Application	48
8.3 Discretionary Grants-in-Aid – November 2024 <i>EA Directors, Weighted</i>	55
8.4 Kimberley Rural Fire Protection Service - Assent Vote Results	67
8.5 Holland Creek Sewer Budget Reallocation	71
8.6 Cultivating Civility Masterclass for Civic Leaders - Attendance Approval <i>EA Directors, Weighted</i>	75

9. **Bylaws**
10. **Late Agenda Items**
11. **Reports from Directors**
12. **Adjourn to Closed**



## MINUTES OF THE ELECTORAL AREA SERVICES COMMITTEE MEETING

**October 10, 2024**  
**Regional District Office, Cranbrook, BC**

PRESENT:           Committee Chair S. Doehle           Electoral Area B  
                  Director T. McDonald           Electoral Area A  
                  Board Chair R. Gay                Electoral Area C  
                  Director J. Walter                 Electoral Area E  
                  Director S. Clovechok            Electoral Area F  
                  Director R. Schnider             Electoral Area G

STAFF:             S. Tomlin                            Chief Administrative Officer  
                  T. Hlushak                        Corporate Officer  
                  C. Thom                            Executive Assistant (Recording Secretary)

### Call to Order

Committee Chair Stan Doehle called the meeting to order at 1:03pm.

### Adoption of the Agenda

MOVED by Director Walter

SECONDED by Director Clovechok

THAT the agenda for the Electoral Area Services Committee meeting be adopted.

CARRIED

### Adoption of the Minutes

#### September 5, 2024 Meeting

MOVED by Director Schnider

SECONDED by Director McDonald

THAT the Minutes of the Electoral Area Services Committee meeting held on September 5, 2024 be adopted as circulated.

CARRIED

### New Business

#### 2024 Elected Officials Meeting - Attendance Approval

51958

MOVED by Director Clovechok

SECONDED by Director Walter

THAT Chair Rob Gay and Director Thomas McDonald be authorized to attend the 2024 Elected Officials Meeting held on October 23, 2024 in Fernie with the Chair's expenses paid from General Administration and the Directors' expenses paid from Electoral Area Administration.

CARRIED

#### Regional Parks Plan Amendment No. 19 – Silver Spring Public Access

51959

MOVED by Director McDonald

SECONDED by Director Schnider

THAT the Board designate Silver Spring Public Access as an Electoral Area B Park and amend Section 3 of Schedule B Regional Parks Plan to include B3.5 Silver Spring Public Access.

CARRIED

51960  
MOVED by Director Gay  
SECONDED by Director Walter

THAT the Chair and CAO be authorized to sign an agreement with Cardinal Meadows LLC to operate the Silver Spring Public Access Park as a Day Use Public Park and Parking Area.

CARRIED

**Regional Parks Plan Amendment No. 20 – Moyie Lake Public Access**

51961  
MOVED by Director Gay  
SECONDED by Director Clovechok

THAT the Board designate Moyie Lake Public Access as an Electoral Area C Park and amend Section 4 of Schedule B Regional Parks Plan to include B4.2 Moyie Lake Public Access.

CARRIED

**Fernie Valley Trail Development**

51962  
MOVED by Director McDonald  
SECONDED by Director Schnider

THAT an application be submitted to the BC Active Transportation Infrastructure grant program for \$500,000 to support Phase 2 paved trail construction between the City of Fernie and Fernie Alpine Resort along Highway 3 and Fernie Ski Hill Rd south of Fernie BC;

and further, that once constructed, the trail be added to the RDEK Parks Plan as an Electoral Area A park.

CARRIED

**Discretionary Grants-in-Aid – October 2024**

51963  
MOVED by Director Clovechok  
SECONDED by Director Walter

THAT the following Discretionary Grants-in-Aid be approved:

Canadian Mental Health Association for the Kootenays - Essential Items Project

- B - \$1,000
- C - \$2,000
- E - \$1,000

Windermere Valley Youth Centre – Basketball Skills Clinic

- F - \$2,500
- G - \$500

CARRIED

**Budget Amendment - Short-Term Rental Enforcement**

51964  
MOVED by Director Gay  
SECONDED by Director Clovechok

THAT the Electoral Area Services Budget be increased by \$71,000 for short-term rental compliance services;

and further, that the 2024 – 2028 Five-Year Financial Plan be amended.

CARRIED

**Community Works Fund Policy Discussion**

The Directors discussed possible changes to the current Community Works Fund Policy given the increased range of eligible project categories, criteria that the Community Works Fund monies must be spent within five years of receipt from UBCM and new criteria for Non-Local Government Organizations (3<sup>rd</sup> party) grants.

**Bylaws**

**Bylaw No. 3350 (East Side Lake Windermere Water System Service) - Introduction**

51965

MOVED by Director Clovechok

SECONDED by Director Schnider

THAT Bylaw No. 3350 cited as "Regional District of East Kootenay – East Side Lake Windermere Water System Service Establishment Bylaw No. 2786, 2017 – Amendment No. 5, 2024" be introduced.

CARRIED

**Adjourn to Closed**

MOVED by Director Gay

SECONDED by Director Walter

THAT the meeting adjourn to a Closed Electoral Area Services Committee meeting to consider the following matter:

Notice on Title and Bylaw Non-Compliance – Section 90(1)(g) of the *Community Charter* – litigation or potential litigation affecting the RDEK.

CARRIED

The meeting adjourned to closed at 1:45pm.

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Committee Chair Stan Doehle

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Tina Hlushak, Corporate Officer

DRAFT

**Subject**            Engineering and Utilities Report to Board

**Month**             November 2024

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## **UTILITY SYSTEMS**

### Eastside Lake Windermere Water

A substantial leak was discovered on the start of the distribution for the 940 system. (12" HDPE line near the treatment plant). Utility operators worked with Vaughn of Kinbasket Water and Sewer to reroute water from Holland Creek System to the 940 pressure zone via Timbermont connection. The repair was successful and repressurizing of the system to normal flow occurred on Oct 25<sup>th</sup>. A cautionary boil water advisory was issued during the repair and was lifted on October 26<sup>th</sup>.

A big thank you goes out to Vaughn and Kinbasket Water and Sewer Co. for their invaluable assistance in keeping water flowing to customers during this repair.

The quarterly testing samples have been completed.

Ramtech completed maintenance on the UV units, replacing parts and cleaning.

Taynton Bay replaced/upgraded transformer to support charging electric vehicles and to prevent overloading system during peak demand.

MPE and KJ Controls are working on SCADA controls and PLC upgrades. This work includes control hardware upgrades, programming work and SCADA upgrades to increase the functionality of the system, reduce cyber security vulnerabilities, and eliminate the use of obsolete or unsupported equipment. These communication and controls upgrades should be complete by Nov. 1<sup>st</sup>, 2024.

### Holland Creek Water and Sewer Systems

Meter head replacement in Holland Creek is still ongoing and a final notice was issued to the remaining property owners, roughly 35 properties. The process is replacing the analog meters with radio frequency (RF) heads that can be read more efficiently with the new meter reading equipment.

Actizyme, a sewer additive to break down fats/oils/greases (FOG) is placed in the sewer system weekly. The microbes in Actizyme help breakdown FOG and prevent blockages. The lift station was cleaned for FOG on October 19th.

### Edgewater Water and Sewer

System hydrant flushing was performed and quarterly water samples taken.

The 5-week Columbia River samples testing has been completed and the quarterly testing samples were taken at the lagoon effluent. Contactors were also out to cut the weeds around the lagoons.

The pump at lift station 2 has been faulting and will be pulled week of November 4-8 for inspection.

MPE has begun touring the Edgewater Water and Sewer system for the Edgewater Master Plan. These comprehensive master plans will provide guidance and direction on the operation, maintenance, capital works, infrastructure renewal, and financial planning requirements to sustainably operate the utilities. These master plans are funded by the Growing Communities Fund.

#### Elko Water

Work has begun at the Elko pump house to install roof and ground mounted solar arrays. The intention is to reduce the BC Hydro consumption as much as possible on the site. Some trees were fallen the week of October 21<sup>st</sup> in order to allow for more solar coverage of the parcel. The current plan is to have panels installed and commissioned by early December.

#### Rushmere Water

MPE is working on SCADA controls and PLC upgrades.

No major issues to report.

The water plant is aging and may require many upgrades over the coming years.

#### Spur Valley Water

No major issues or events to report.

#### Utilities General

Operators, along with several RDEK Firefighters, completed Confined Space training in the Columbia Valley office with Dynamic Rescue on October 9<sup>th</sup> and 10<sup>th</sup>.

## **FLOOD CONTROL**

### Fairmont Flood and Landslide Service – Cold Spring Creek Debris Flow Mitigation

Construction is continuing on the Cold Spring Creek Project. During October, grillage has been installed in the outlet structure, the permanent diversion has been completed and the creek is now flowing through the outlet structure.

Construction of the roller compacted concrete (RCC) barrier is ongoing. There are temperature specifications associated with the RCC placement so this work is closely tied to weather conditions. McElhanney and Mackay are working hard to complete the RCC part of the project in 2024 before the winter temperatures really set in. Completion of the barrier will be required for substantial completion. After the RCC is complete, there will still be some work remaining for total construction completion to be achieved which will happen in 2025.

The original date of substantial completion was September 30. As happens in a project of this size and complexity, there have been delays and the date of substantial completion continues to change. Cost projections show the project being completed within the available budget.

The are two photos included below. One is of the outlet structure, taken in early October, and the other is of barrier construction taken on October 23.

### Outlet Structure



### Barrier Construction





### Fairmont Flood and Landslide Service – Fairmont Creek

The Fairmont Creek Debris Flow Hazard and Risk Assessment and Mitigation Options Update project was kicked-off in August. This project is anticipated to be completed in Spring 2025.

### Rosen Lake

McElhanney Engineering has discovered during site investigations that the consequence of failure risk is likely going to change from low to significant due to the potential to washout of Rosen Lake/Audia Rd which would isolate properties on the north end of Audia Rd. McElhanney is unable to assess dams at this level on consequence rating. Alternative options are being explored including the addition of a sub-consultant that can assess a significant dam consequence rating.

### Area A Flood Control

Consultants have debriefed on the field work that was completed in August, developed a flood frequency analysis for the clearwater component, developed sediment volumes, improved understanding of the debris flow and debris flood mechanisms and scenarios for design, started developing the numerical model, and began work on the report outline.

Lotic Environmental will conduct a habitat assessment for Hosmer Creek. McElhanney will be conducting a ground survey, likely in early November (following leaf-off). Once BGC Engineering has the survey data, we will finalize the setup of the numerical model, and identify target storage volumes and potential locations for storage. At this point, we anticipate McElhanney will begin developing high-level concepts in December, and for the options presentation to RDEK to occur in January.

## **GIS, MAPPING, & CIVIC ADDRESSING**

The Esri NG911 Readiness Assessment kick off meeting and workshop was on October 2nd and staff will begin conducting stakeholder interviews October 25th. It is anticipated that interviews will continue through November and possibly into December.

The assessment is reviewing RDEK GIS data which includes District of Invermere, Village of Radium, ᑭᓴᓴᓴᓴᓴᓴ (Akisqnuq First Nation), ᑭᓴᓴᓴᓴᓴᓴ 'it (Tobacco Plains), ᑭᓴᓴᓴᓴᓴᓴ, ᑭᓴᓴᓴᓴᓴᓴ (Shuswap Band), who are supported with GIS services through the RDEK. The recommendations and final report will be shared with ALL EKEMP partners, to help everyone understand the updates required for the NG911 transition.

**Date** October 25, 2024

**Author** Christina Carbrey, Protective Services Manager  
Michael Hockley, Fire Chief, RDEK Elk Valley & South Country Fire Services,  
Drew Sinclair, Fire Chief, RDEK Columbia Fire Services.

**Subject** Appointing Fire Investigators and Fire Inspectors per Fire Safety Act Requirements

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## REQUEST

Designate positions who may perform the duties of a Fire Investigator and/or Fire Inspector in Electoral Areas A, B, C, E, F, and G of the Regional District of East Kootenay, both inside and outside of fire protection areas.

## OPTIONS

1. THAT all RDEK Fire Chiefs, Deputy Fire Chiefs, Assistant Fire Chiefs, Fire Prevention Officers, and qualified Officers be designated as Fire Investigators and Fire Inspectors within all Electoral Areas of the Regional District of East Kootenay, as required by the *Fire Safety Act*.
2. THAT \_\_\_\_\_ be designated to fulfill the role of Fire Investigator and Fire Inspector within all Electoral Areas of the Regional District of East Kootenay, as required by the *Fire Safety Act*.

## RECOMMENDATION

Option 1

## BACKGROUND

The *Fire Safety Act* (FSA), which received royal assent in 2016, took effect in British Columbia on August 1, 2024, replacing the previous *Fire Services Act*. The FSA was developed in response to recommendations from a B.C. Coroners report on the 2012 Lakeland Mills explosion, with the aim of enhancing fire safety across the province. It introduces a more rigorous system of inspections and enforcement, establishes a uniform fire safety standard across B.C., and promotes compliance through a penalty system and enhanced monitoring.

Under the previous *Fire Services Act*, Fire Service Advisors from the Office of the Fire Commissioner (OFC) assisted local authorities in conducting fire inspections and investigations as part of the Local Assistant to the Fire Commissioner (LAFC) program. This program concluded on October 28, 2024. The new Act introduces new requirements for Regional Districts (RD), including support for the province's commitment to a single fire safety standard for all public buildings, as well as designating persons or positions as Fire Investigators and Fire Inspectors. The FSA requires 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. Further, defined fire protection areas are not a limiting factor on this requirement, all electoral areas are included in this requirement. Currently, the Office of the Fire Commissioner (OFC) has committed to performing fire inspections and fire investigations on behalf of Regional Districts at no cost to the RD; and can be requested by the designated Fire Investigator/Inspector through the Emergency Coordination Center (ECC) in Victoria.

## REQUIREMENTS

### **Fire Safety Act (FSA)**

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 standards established by the fire commissioner.

Designation of fire investigators-section 23 of the FSA outlines:

- Section 22 (2) A fire department or the fire commissioner, as the case may be, must immediately report a fire referred to in subsection (1) to the local authority within whose boundaries the land or premises where the fire occurred are located.
- 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 standards established by the fire commissioner.

## TRAINING

Designated individuals are required to have a minimum level of training in order to fulfill the duties of a Fire Investigator or Inspector; that must be completed within the year.

The Office of the Fire Commissioner is providing two online training courses: one for fire inspectors and one for fire investigators. Each course is 8-10hours in length. Training materials for the courses and the online training will be provided at no cost. Organizational costs will be incremental staff time.

Designated fire inspectors and fire investigators that already meet the *Fire Safety Act* Inspector Training Standard and *Fire Safety Act* Investigator Training Standard, can complete a “Prior Learning Assessment and Recognition” (PLAR) form to confirm for the local authority that they meet the standard.

Two RDEK Chiefs have previously completed training that meets or exceeds all or one of the investigator/inspector training requirements.

## PROCESS

Designating the positions that will be able to act as Fire Investigators and Fire Inspectors is the first step in aligning with the new *Fire Safety Act* requirements. As with all legislative changes it will take time to fully assess the impacts of the new Act on the organization, and to determine any policies and procedures that may need to be developed to ensure we are fulfilling the legislated requirements.

## SPECIFIC CONSIDERATIONS

### Financial

The *Fire Safety Act* requires Fire Investigations and Inspections in areas that do not currently have a Fire Protection Service established. Additional staff hours are anticipated for incidents that take place in unprotected areas.

All salaries and expenses for Fire Investigations and Inspections for any property in the rural areas (including ones with fire services) will be charged to Electoral Area Administration. Currently, the costs are expected to be minimal.

### Attachment

1. Fire Safety Act Questions and Answers
2. Fire Safety Act: Regional District Fire Inspections and Investigations Procedures

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

**Contents**

Change Summary .....	2
The Office of the Fire Commissioner .....	5
Definitions under the Fire Safety Act .....	6
Fire Safety Act Overview .....	9
Fire Inspectors and Fire Investigators and Local Authorities .....	10
Fire Investigator and Fire Inspector Training .....	19
Tools, Processes and Procedures .....	20
Fire Safety Act and Owners .....	21
Administrative Monetary Penalties .....	24
Administrative Requirements/Approach .....	25
Local Assistants to the Fire Commissioner .....	28
Insurance Companies.....	31



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	<b>Update:</b> 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	<b>New:</b> 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	<b>New:</b> Outlines if an improvement district can designate fire inspectors or fire investigators.
August 19, 2024	#18	<b>New:</b> 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	<b>New:</b> Addresses if there is a requirement for a

		regional district to identify a public building.
August 19, 2024	#27	<b>Update:</b> Added/adjusted copy for clarity.
August 19, 2024	#28	<b>Update:</b> Clarified that this question was related to an independent fire department, not a volunteer fire department.
August 19, 2024	#30	<b>Update:</b> 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	<b>Update:</b> 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	<b>Update:</b> Added last bullet for clarity.
August 19, 2024	#45	<b>Updated:</b> 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	<b>Update:</b> Added last bullet for clarity.

August 19, 2024	#48	<b>New:</b> 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	<b>New:</b> 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](mailto: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](mailto: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-assistance-or-fire-investigation-support)

## **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](mailto: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.



- 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 \(gov.bc.ca\)](#)



## **Fire Safety Act: Regional District Fire Inspections and Investigations —PROCEDURES**

### **AUDIENCE**

These procedures are intended for the Office of the Fire Commissioner (OFC), Fire Services Advisors (FSA), regional districts (including fire services) and building owners and occupiers.

### **BACKGROUND**

- These procedures:
  - are specific to regional districts.
  - support the Province’s commitment to a single standard of fire safety for public buildings in the province.
  - are consistent with current practices under the *Fire Services Act*. At present, FSAs within the OFC support local authorities<sup>1</sup> with conducting fire inspections and investigations.
  - address the issues raised by members of the Union of BC Municipalities (UBCM), that due to a lack of expertise, capacity, and funding constraints, regional districts may need support from the OFC to conduct fire inspections of public buildings and fire investigations under the *Fire Safety Act* once it comes into force.
- The OFC will provide advice and/or perform fire inspections of public buildings and fire incident investigations as requested by regional districts<sup>2</sup>. The OFC will continue to work with regional districts to explore other options for conducting fire inspections of public buildings and fire investigations in regional districts.

### **Rationale**

Below is the rationale for the OFC supporting regional districts with conducting fire inspections and investigations under the *Fire Safety Act*.

- **Consistency**—FSAs are regionally located throughout the province. They regularly conduct fire inspections and investigations according to National Fire Protection Association (NFPA) standards, which supports a consistent and standardized approach to those activities throughout British Columbia.

<sup>1</sup> Under the *Fire Safety Act*, local authorities are defined as a municipality, regional district, or any authority prescribed by regulation.

<sup>2</sup> Agreed upon by the Single Standard of Fire Safety Working Group (SSFSWG) and supported by UBCM Executive, November 17, 2023.



- **Expertise**—FSAs are trained in accordance with NFPA standards and maintain their professional development requirements. The skills of fire inspectors and fire investigators are perishable, and therefore, need to be routinely maintained.
- **Capacity and resources**—Some regional districts do not have the capacity, expertise, or funding to conduct fire inspections and investigations without support from the OFC.

## DOCUMENTATION AND REVISIONS

- The OFC will be responsible for developing a tracking system to document regional districts' requests for assistance with fire inspections and investigations.
- Any decisions on record keeping by the regional district regarding fire inspections and investigations will be solely at their discretion and developed to meet their internal procedural requirements as the regional districts are not defined as a monitoring entity under the *Fire Safety Act*.
- The OFC will meet with UBCM annually before April 1 to review the effectiveness of these procedures and make amendments, as required, to reflect new information or processes.

## APPLICATION

- OFC FSA staff will support regional districts with fire inspections and investigations upon request.
- Some regional districts have the expertise, capacity, and funding to conduct fire inspections and investigations within their jurisdictions.
- Regional districts will not incur any financial costs for the services provided by the OFC. This arrangement will be evaluated on an ongoing basis.

## DEFINITIONS

The following terms and definitions apply to these procedures only.

**Local Authority:** As defined in the *Fire Safety Act*, means the council of a municipality, the board of a regional district and any authority prescribed by regulation.

**Designated Inspector:** Any person, or class of persons, designated by a Local Authority as a fire inspector under the *Fire Safety Act* (when it comes into force).

**Designated Investigator:** Any person, or class of persons, designated by a Local Authority as a fire investigator under the *Fire Safety Act* (when it comes into force).

**Fire Department:** A department established and operated as a Local Authority service responsible for the prevention or suppression of fires in a defined Fire Protection Area by a Local Authority or a board, or commission of a registered society having the responsibility for the management or conduct of work or services through a service agreement, or equivalent of any of the above.

**Fire Protection Area:** A geographically defined area that is determined by a Local Authority service



establishment bylaw, municipal service, or service agreement between the Local Authority for the fire department and the party benefiting from the fire protection service by means of an established service delivery agreement or equivalent.

## PROCEDURES

- Under the *Fire Safety Act*, Local Authorities are required to designate fire inspectors and fire investigators for their jurisdictions. There is a one-year transition period (from the date the FSA came into force) for Local Authorities to train designated inspectors and designated investigators before they will be required to meet the standards established by the Fire Commissioner. (**Note:** The OFC will provide training and training-related documents for these individuals to meet the new standards.)
- The current Local Assistants to the Fire Commissioner (LAFC) function will be phased out three months after the *Fire Safety Act* comes into force.
- A regional district Designated Inspector or Designated Investigator can request assistance from the OFC to conduct an inspection or investigation.
- The procedures for regional districts to request assistance are listed below:

### 1) Inspections

- a) Situations that may require an inspection:
  - i) changes in major occupancy and use of a public property or premises
  - ii) new public building being constructed
  - iii) complaint received about a premises
  - iv) at the request of the owner or occupier of a premises
- b) Process:
  - i) Regional district may first determine if the required action is:
    - (a) to issue a Fire Safety Assessment Checklist (to be completed by an owner or agent), or, if
    - (b) the location requires a physical inspection, then assign the required action to the Designated Inspector(s) within their jurisdiction
  - ii) If the regional district's Designated Inspector(s) is/are unavailable, or requires support, then the regional district representative may initiate a request for support from the OFC by sending an email to [OFC@gov.bc.ca](mailto:OFC@gov.bc.ca) with the following details:
    - (a) address of inspectable premises
    - (b) reason for inspection
    - (c) identification and contact information of owner/occupier of premises
  - iii) The OFC will assign the task to the appropriate OFC FSA. The FSA will contact the owner to enter the premises at a reasonable time and date
  - iv) The OFC FSA will perform and record the inspection



- v) The OFC FSA will enter the information into the single standard of fire safety tracking system (future system) and provide a copy of the fire inspection report to the regional district and building owner or owner's agent.

## **2) Investigations:**

- a) Situations requiring investigations:
  - i) all fire incidents (post-fire)
  - ii) any fatalities due to a fire incident
  - iii) high-impact to community fire incidents
- b) Process:
  - i) As required under the *Fire Safety Act*, the owner/occupier would inform their local fire department or the fire commissioner (the OFC) of the fire incident
    - (a) If the information comes to OFC directly then the OFC must inform the regional district of the incident having occurred in their jurisdiction
  - ii) The regional district will determine if their Designated Investigator(s) is/are able to conduct the investigation of the fire incident
  - iii) If the regional district's Designated Investigator(s) is/are not available, or is unable to begin the investigation within the legislated five days, or there was a fatality because of the fire, or the incident was significant to the community, the regional district may contact the on-call OFC FSA by calling the Emergency Co-ordination Centre (ECC) at 1-800-663-3456
  - iv) Caller will provide the following details:
    - (a) address/location of the fire incident
    - (b) fire type (building/vehicle/outdoor/etc.)
    - (c) status of fire suppression efforts
    - (d) any details of the fire provided by the local fire department
  - v) On-call FSA will request support from the appropriate OFC FSA member
  - vi) Assigned OFC FSA will attend the scene and investigate the fire incident
  - vii) Assigned OFC FSA will collect all required information and complete the appropriate Fire Inventory Reporting Evaluation System (FIRES) reports
  - viii) OFC FSA will inform the regional district of the actions taken to support the regional district and the fire investigation details that were recorded in FIRES

**END OF PROCEDURES**

**Date** October 22, 2024  
**Author** Thomas Dobbin, Assistant Fire Chief – Columbia Valley Rural Fire & Rescue  
**Subject** Community Emergency Preparedness Fund – Volunteer and Composite Fire Department Equipment and Training Grant Application

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### REQUEST

Approve the submission of a joint application from RDEK Fire Departments for a UBCM Community Emergency Preparedness Fund (CEPF) grant to support Baynes Lake, Edgewater, Elko, Fairmont Hot Springs, Hosmer, Jaffray, Panorama, and Windermere Fire Departments in improving their resiliency and emergency response capabilities.

### OPTIONS

1. THAT an application for a Community Emergency Preparedness Fund grant of \$308,141.70 be submitted to UBCM to acquire new and replacement equipment for operations and to enhance preparedness; and further, that the RDEK will oversee the overall management of the grant for the project.
2. THAT the Community Emergency Preparedness Fund grant application not proceed.

### RECOMMENDATION

Option 1

### BACKGROUND/ANALYSIS

The Community Emergency Preparedness Fund (CEPF) comprises various funding programs aimed at strengthening the resilience of local governments and their communities in responding to emergencies. This funding is provided by the Province of BC and managed by the Union of BC Municipalities (UBCM).

Eligible projects for the CEPF Volunteer & Composite Fire Department Equipment & Training Grant include those designed to standardize regional equipment, enhance shared training, and improve response capabilities. Additionally, the grant can be used to replace equipment that has reached the end of its service life.

Operational budgets often struggle to accommodate the purchase of additional equipment or props after basic training and repair needs are fulfilled. This grant presents an opportunity to acquire advanced equipment and training props for paid-on-call firefighters, thereby enhancing their safety and response capabilities.

Training and equipment plans for this grant include: driver training, wildfire resilience training, fire investigation training, turnout gear (structural and wildland), portable radios, hoses, helmets, extractors for cleaning and decontaminating gear, and a variety of other personal protective equipment (PPE).



## SPECIFIC CONSIDERATIONS

**Financial:** Each Fire Department is eligible to apply for up to \$40,000 in grant funding. With the eight Fire Departments in this project, we are applying for \$308,141.70 in grant funding. This project will be 100% grant funded, with in-kind contributions coming from staff time.

**Previous Board Action:** The Board previously approved a grant application for \$232,322.00 under UBCM's 2023 Community Resiliency Investment Program (Volunteer and Composite Fire Department Equipment and Training Grant). This funding has been essential in enhancing the equipment of all eight fire departments, facilitating cross-training, improving response capabilities and has helped mitigate risks while building resilience in communities.

**Purchasing Policy:** All expenses will be subject to the current RDEK Purchasing Policy.

**Partnerships:** Eight Regional District Fire Departments have joined in this application, ensuring region-wide benefits.

**Process:** Should the grant application be successful, RDEK Fire Chief's with the support of the RDEK Purchaser will work together to purchase the equipment and complete the project.

### Attachments

1. 2024 CEPF RDEK Fire Department Volunteer and Composite Fire Department Equipment & Training 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](mailto:cepf@ubcm.ca) or (604) 270-8226 ext. 220.

<b>SECTION 1: Primary Applicant Information</b>	
First Nation, Local Government or Fire Department Name: Regional District of East Kootenay	File Number*: LGPS-11347.

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

<b>SECTION 2: Eligibility Requirements</b>
<p><b>1. Location of Proposed Activities.</b> 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><b>2. Requirement to be Volunteer or Composite Fire Department.</b> For each eligible fire department that is included in this application:</p> <p>a) Name of each fire department: Jaffray, Baynes Lake, Hosmer, Elko, Windermere, Edgewater, Fairmont and Panorama Volunteer Fire Departments</p> <p>b) Membership (volunteer or composite) of each department: The 8 RDEK Firehalls are divided into two areas - Elk Valley/South Country and the Columbia Valley. Each area operates with three full-time Chiefs (Chief, Deputy, and Assistant) overseeing four fire halls and upwards of 70 Volunteer/Paid on-call Firefighter members.</p>

c) Declared level of service of each department: All interior operations with the exceptions of Edgewater and Hosmer, which are both 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.*

I confirm that all eight of our fire departments are compliant with the fire incident reporting requirement as defined by the Office of the Fire Commissioner.

### SECTION 3: Detailed Project Information

#### 4. Operating Budget(s).

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

Jaffray - 2024 Annual Operating Budget \$ 456,000, training budget is \$ 10,000, and Equipment and maintenance budget is \$ 55,000

Baynes Lake - 2024 Annual Operating Budget \$ 255,000, training budget is \$ 10,000, and Equipment and maintenance budget is \$ 10,000

Hosmer - 2024 Annual Operating Budget \$ 176,000, training budget is \$ 7,000, and Equipment and maintenance budget is \$ 10,000

Elko - 2024 Annual Operating Budget \$ 284,000, training budget is \$ 10,000, and Equipment and maintenance budget is \$ 10,000

Edgewater - 2022 Annual Operating Budget \$179,325.00; training budget is \$7,700.00 and \*Equipment Maintenance is \$11,000.00.

Fairmont - 2022 Annual Operating Budget \$296,591.00; training budget is \$8,500.00 and \*Equipment Maintenance is \$25,380.00

Panorama - 2022 Annual Operating Budget \$348,057.00; training budget is \$13,000.00 and \*Equipment Maintenance is \$40,000.00.

Windermere - 2022 Annual Operating Budget \$437,633.00; training budget is \$11,000.00 and \*Equipment Maintenance is \$27,000.00

Non-Capital essential equipment purchases typically use the Equipment Maintenance line item. This line item also covers normal equipment purchases and all equipment maintenance expenses.

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

Operational budgets have insufficient funds to purchase additional equipment or props after the basic training and equipment needs are met. This chance to obtain more advanced equipment and training props for paid on-call firefighters through this grant would be a massive step towards improving paid-on-call firefighter safety and response capabilities

**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 purchases to support volunteer firefighters response to incidents, as well as upgrades to existing equipment

- 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.*

FPA 1033 Fire Investigation training

NFPA - 1002 Driver/Operator

NFPA 1021 Fire Officer Level 2 training

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

Both the CV and EVSC Rural Fire and Rescue Services will be better equipped to respond to incidents, and the paid-on-call firefighters will have better PPE and equipment to make their response safer while protecting and preventing emergencies within the fire protection area of the Regional District of East Kootenay.

**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.

No proposed training is being asked for in this application. Currently, the CV falls are going through a Firefighter mental health program, with no other proposed training at this time.

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

This project will provide much-needed equipment, apparatus upgrades, and training props to equip our paid-on-call firefighters better to respond to mutual aid calls.

EVSC Fire departments have mutual aid agreements with Fernie Fire Rescue and Sparwood Fire Department and conduct training for Yaqit ?a·knuqhi ‘it (Tobacco Plains Fire Department)

CVRFRS has mutual aid agreements with the District of Invermere, Radium Hot Springs, and Canal Flats. This project will provide much-needed equipment, apparatus upgrades, and training props to equip our paid-on-call firefighters better to respond to mutual aid calls. This Equipment also assists in supporting incidents in the two surrounding First Nations communities (Shuswap & Akisqnuk)

All of our RDEK fire halls will collaborate to complete this project on time and within budget, with the support of the Wildfire Resiliency Supervisor.

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

With the limited budgets for training and equipment associated with the RDEK fire halls, this project will allow our halls and paid-on-call firefighters to be better equipped to respond to incidents and respond safely.

#### 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: Christina Carbrey

Title: Protective Services Manager

Signature\*: *CCarbrey, #750*

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](mailto:cepf@ubcm.ca).**

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

**Date** October 21, 2024  
**Author** Sandra Haley, Community Services Coordinator  
**Subject** Discretionary Grants-in-Aid – November 2024

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### REQUEST

Consider Discretionary Grant-in-Aid applications.

### OPTIONS

1. THAT the following Discretionary Grants-in-Aid be approved:

Elko Parks and Recreation Association (1987) – Hall Security

- B - \$1,800

Senior Citizens' Association of Cranbrook – Replacement of Tools & Supplies 2024

- C - \$1,500

Wardner Community Association – Wardner Cemetery Insurance

- C - \$1,545

### RECOMMENDATION

Option 1

### BACKGROUND/ANALYSIS

Discretionary Grant-in-Aid applications are reviewed to ensure they meet the criteria established by Board. Eligible applications are reviewed by the respective Electoral Area Advisory Commissions (EAAC). The EAACs make a recommendation to the Electoral Area Director who makes a recommendation to the Board. Option 1 represents the Electoral Area Directors' recommendations for the attached Discretionary Grant-in-Aid applications.

Attachments



# Discretionary Grants-in-Aid Application Form

Section A – Applicant/Organization Information	
<b>1.</b>	<b>Registered Non-Profit Organization No.:</b> S0022836
<b>2.</b>	<b>Project Title:</b> Security
<b>3.</b>	<b>Applicant/Organization.</b> Must be an eligible applicant. a) <b>Legal Name of Organization:</b> Elko Parks and Recreation Association (1987) b) <b>Mailing Address:</b> 5445 Bate Avenue c) <b>City:</b> Elko <span style="float: right;">d) <b>Postal Code:</b> V0B 1T3</span> e) <b>Main Contact for Application:</b> Corlyn Haarstad f) <b>Telephone #:</b> 250*529*7637 <span style="float: right;">g) <b>Email:</b> elkoparksnrec@gmail.com</span>
<b>4.</b>	<b>Sponsored Organization.</b> Only complete if applicable. a) <b>Legal Name of Organization:</b> b) <b>Mailing Address:</b> c) <b>City:</b> <span style="float: right;">d) <b>Postal Code:</b></span> e) <b>Main Contact for Application:</b> f) <b>Telephone #:</b> <span style="float: right;">g) <b>Email:</b></span>

Section B – Grant Request	
<b>1. Enter the grant amount you are requesting from each electoral area.</b>	
Electoral Area A      \$      _____	Electoral Area E      \$      _____
Electoral Area B      \$ <u>1,800</u>	Electoral Area F      \$      _____
Electoral Area C      \$      _____	Electoral Area G      \$      _____
<b>Total Funding Request: \$ <u>1,800</u></b>	
<b>Electoral Area Descriptions:</b> <b>Area A:</b> rural Elk Valley <b>Area B:</b> South Country <b>Area C:</b> rural Cranbrook, Moyie, Fort Steele, Bull River, Wardner	<b>Area E:</b> rural Kimberley, Wasa, Ta Ta Creek, Skookumchuck <b>Area F:</b> rural Canal Flats to rural Invermere <b>Area G:</b> Wilmer to Spillimacheen

Office Use Only					
EAAC Recommendations			Board Resolution		
A		E		Board Date:	
B	\$1,800	F		Resolution No:	
C		G		Approved/Denied (\$):	
Total EAAC Recommendation:			Funding changes at Board from EAAC recommendation:		
<b>\$1,800</b>					

Personal information requested on this funding application is collected under the authority of section 26 of the *Freedom of Information and Protection of Privacy Act* (FOIPPA) and will be used by the Regional District of East Kootenay (RDEK) for evaluation of this application and administration purposes only. Disclosure of personal information by the RDEK is subject to the requirements of FOIPPA. For questions about the collection, use or disclosure of your personal information by the RDEK, contact the RDEK Corporate Officer at 19-24 Avenue South, Cranbrook, BC, V1C 3H8, 250-489-2791.



**2. Purpose of Grant.**

Provide a clear description of the nature of the project and how the grant will be used.

Recently the Elko Community Hall was broken into with several items being stolen as well as damage to a locked cabinet (wooden).

We would use this grant to install security cameras and purchase a metal locking cabinet to protect our electronics that are kept on site.

\*A copy of the Elko Parks and Recreation (1987) Board adopted privacy guidelines, which outlines the collection, use and access to personal information has been provided. \*

**3. Areas Benefitting.**

List the specific areas that will benefit from the grant.

The community of Elko would have the greatest benefit from this grant, but installing security cameras would also protect our local fire department, surrounding neighbours, renters and have a clear line of site to the main road (Bate Avenue) that enters our community.

With proper placement of the cameras, we would be able to monitor a greater area surrounding our community hall.

**4. Benefits.**

Describe how the project will benefit the areas listed in section 3, including the residents of those areas, and how the project meets local needs.

Break ins and theft in the South Country are increasing at an alarming rate. We would like to protect our community hall from future break ins by installing the cameras and protect our electronics with a better cabinet for electronic storage.

By installing cameras on the exterior of our building, we will be better able to monitor other areas in our community as well.

Section C

Canadian Tire - Mastercraft 2 - Door Lockable Storage Cabinet \$599.99

Best Buy - Price of cameras varies, but we feel we can get exactly what we need for around \$1000.00

Both items would have taxes added

One of our executive members is a certified electrician and has offered to install the security system

**Section C – Required Additional Information**

All applications must include the following additional information:

**Project Budget**

- Provide a budget detailing revenue, expenditures and in-kind contributions. The budget must clearly show all funds received from other sources.

**Project Partners**

- Identify any partners or resources which will be assisting you during this project.

*Additional information is not to exceed 6 single-side pages or 3 double-side pages.*

Proposals may be submitted by mail, email, fax or dropped off to:

Attention: Corporate Services  
Regional District of East Kootenay  
19 – 24 Avenue South, Cranbrook BC V1C 3H8

Email: corporateservicesdept@rdek.bc.ca

Fax: 250-489-3498

The Discretionary Grants-in-aid Policy has been included with the application for your reference.



# Discretionary Grants-in-Aid Application Form

Section A – Applicant/Organization Information	
<b>1. Registered Non-Profit Organization No.:</b>	S0074793
<b>2. Project Title:</b>	Replacement of Tools & Supplies 2024
<b>3. Applicant/Organization.</b> Must be an eligible applicant.	
a) <b>Legal Name of Organization:</b>	Senior Citizens' Association of Cranbrook
b) <b>Mailing Address:</b>	c/o 125 - 17 Ave. S
c) <b>City:</b> Cranbrook	d) <b>Postal Code:</b> V1C 3A4
e) <b>Main Contact for Application:</b> Sandy Zeznik	
f) <b>Telephone #:</b> 250-426-3618	g) <b>Email:</b> seniorshall11@gmail.com
<b>4. Sponsored Organization.</b> Only complete if applicable.	
a) <b>Legal Name of Organization:</b>	Young at Heart Woodworking Club
b) <b>Mailing Address:</b>	125 - 17 Ave. S.
c) <b>City:</b> Cranbrook	d) <b>Postal Code:</b> V1C 3A4
e) <b>Main Contact for Application:</b> Mike Jensen (250-426-8191) jensenm@shaw.ca	
f) <b>Telephone #:</b> Guy Santucci (250-919-2441)	g) <b>Email:</b> gsantucci@telus.net

Section B – Grant Request	
<b>1. Enter the grant amount you are requesting from each electoral area.</b>	
Electoral Area A      \$      _____	Electoral Area E      \$      _____
Electoral Area B      \$      _____	Electoral Area F      \$      _____
Electoral Area C      \$ <u>8,700</u>	Electoral Area G      \$      _____
<b>Total Funding Request: \$ <u>8,700</u></b>	
<b>Electoral Area Descriptions:</b> Area A: rural Elk Valley Area B: South Country Area C: rural Cranbrook, Moyie, Fort Steele, Bull River, Wardner	Area E: rural Kimberley, Wasa, Ta Ta Creek, Skookumchuck Area F: rural Canal Flats to rural Invermere Area G: Wilmer to Spillimacheen

Office Use Only			
EAAC Recommendations		Board Resolution	
A		E	Board Date:
B		F	Resolution No:
C	\$1,500	G	Approved/Denied (\$):
Total EAAC Recommendation:		Funding changes at Board from EAAC recommendation:	
<b>\$1,500</b>			

Personal information requested on this funding application is collected under the authority of section 26 of the *Freedom of Information and Protection of Privacy Act* (FOIPPA) and will be used by the Regional District of East Kootenay (RDEK) for evaluation of this application and administration purposes only. Disclosure of personal information by the RDEK is subject to the requirements of FOIPPA. For questions about the collection, use or disclosure of your personal information by the RDEK, contact the RDEK Corporate Officer at 19-24 Avenue South, Cranbrook, BC, V1C 3H8, 250-489-2791.

**2. Purpose of Grant.**

Provide a clear description of the nature of the project and how the grant will be used.

Young at Heart Woodworking Club is part of the activities sponsored by the Senior Citizens' Association of Cranbrook. It operates out of the basement of the Cranbrook Senior's Citizens Hall at 125 - 17th Ave. S. The woodworkers comprise of a varying number of senior citizens who enjoy creating wood projects.

Covid and the increasing numbers of seniors, both men and women, have ignited more interest in the hobby and the use of the shop. Some of the equipment is old, outdated, and possibly unsafe and needs to be replaced. As well, the increased numbers of users has made it necessary to purchase more supplies.

The purpose of this grant is to replace, repair and recondition machinery and to purchase supplies such as replacement parts and disposable supplies.

**3. Areas Benefitting.**

List the specific areas that will benefit from the grant.

The shop is open to all seniors living in the City of Cranbrook and Area C. Residents from outlying RDEK areas are also welcome, however it is unlikely to be many because of travel.

**4. Benefits.**

Describe how the project will benefit the areas listed in section 3, including the residents of those areas, and how the project meets local needs.

- The grant will make the access to the shop easier and more open to seniors.
- will ensure a safe working environment
- will provide for training and education
- will ensure tools and equipment will not jeopardize seniors' safety
- will allow for more participation
- will provide another avenue of service for seniors
- will provide a social gathering place for like minded senior hobbyists

**Section C – Required Additional Information**

All applications **must** include the following additional information:

**Project Budget**

- Provide a budget detailing revenue, expenditures and in-kind contributions. The budget must clearly show all funds received from other sources.

**Project Partners**

- Identify any partners or resources which will be assisting you during this project.

*Additional information is not to exceed 6 single-side pages or 3 double-side pages.*

Proposals may be submitted by mail, email, fax or dropped off to:

Attention: Corporate Services  
Regional District of East Kootenay  
19 – 24 Avenue South, Cranbrook BC V1C 3H8

Email: corporateservicesdept@rdek.bc.ca

Fax: 250-489-3498

The Discretionary Grants-in-aid Policy has been included with the application for your reference.





# Discretionary Grants-in-Aid Application Form

Section A – Applicant/Organization Information											
<b>1. Registered Non-Profit Organization No.:</b> S0005694											
<b>2. Project Title:</b> Wardner Cemetery Insurance											
<b>3. Applicant/Organization.</b> Must be an eligible applicant.											
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; padding: 5px;">a) <b>Legal Name of Organization:</b> Wardner Community Association</td> <td style="width: 50%;"></td> </tr> <tr> <td style="padding: 5px;">b) <b>Mailing Address:</b> 6211 Cartwright Street</td> <td></td> </tr> <tr> <td style="padding: 5px;">c) <b>City:</b> Wardner</td> <td style="padding: 5px;">d) <b>Postal Code:</b> V0B 2J0</td> </tr> <tr> <td colspan="2" style="padding: 5px;">e) <b>Main Contact for Application:</b> Cathy Fox</td> </tr> <tr> <td style="padding: 5px;">f) <b>Telephone #:</b> 250-919-2020</td> <td style="padding: 5px;">g) <b>Email:</b> wardnerfoxes@gmail.com</td> </tr> </table>		a) <b>Legal Name of Organization:</b> Wardner Community Association		b) <b>Mailing Address:</b> 6211 Cartwright Street		c) <b>City:</b> Wardner	d) <b>Postal Code:</b> V0B 2J0	e) <b>Main Contact for Application:</b> Cathy Fox		f) <b>Telephone #:</b> 250-919-2020	g) <b>Email:</b> wardnerfoxes@gmail.com
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f) <b>Telephone #:</b> 250-919-2020	g) <b>Email:</b> wardnerfoxes@gmail.com										
<b>4. Sponsored Organization.</b> Only complete if applicable.											
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; padding: 5px;">a) <b>Legal Name of Organization:</b></td> <td style="width: 50%;"></td> </tr> <tr> <td style="padding: 5px;">b) <b>Mailing Address:</b></td> <td></td> </tr> <tr> <td style="padding: 5px;">c) <b>City:</b></td> <td style="padding: 5px;">d) <b>Postal Code:</b></td> </tr> <tr> <td colspan="2" style="padding: 5px;">e) <b>Main Contact for Application:</b></td> </tr> <tr> <td style="padding: 5px;">f) <b>Telephone #:</b></td> <td style="padding: 5px;">g) <b>Email:</b></td> </tr> </table>		a) <b>Legal Name of Organization:</b>		b) <b>Mailing Address:</b>		c) <b>City:</b>	d) <b>Postal Code:</b>	e) <b>Main Contact for Application:</b>		f) <b>Telephone #:</b>	g) <b>Email:</b>
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f) <b>Telephone #:</b>	g) <b>Email:</b>										

Section B – Grant Request	
<b>1. Enter the grant amount you are requesting from each electoral area.</b>	
Electoral Area A      \$ _____	Electoral Area E      \$ _____
Electoral Area B      \$ _____	Electoral Area F      \$ _____
Electoral Area C      \$ <u>1,545</u>	Electoral Area G      \$ _____
<b>Total Funding Request: \$ <u>1,545</u></b>	
<b>Electoral Area Descriptions:</b> <b>Area A:</b> rural Elk Valley <b>Area B:</b> South Country <b>Area C:</b> rural Cranbrook, Moyie, Fort Steele, Bull River, Wardner	<b>Area E:</b> rural Kimberley, Wasa, Ta Ta Creek, Skookumchuck <b>Area F:</b> rural Canal Flats to rural Invermere <b>Area G:</b> Wilmer to Spillimacheen

Office Use Only			
EAAC Recommendations		Board Resolution	
A		E	Board Date:
B		F	Resolution No:
C	\$1,545	G	Approved/Denied (\$):
Total EAAC Recommendation:		Funding changes at Board from EAAC recommendation:	
<b>\$1,545</b>			

Personal information requested on this funding application is collected under the authority of section 26 of the *Freedom of Information and Protection of Privacy Act* (FOIPPA) and will be used by the Regional District of East Kootenay (RDEK) for evaluation of this application and administration purposes only. Disclosure of personal information by the RDEK is subject to the requirements of FOIPPA. For questions about the collection, use or disclosure of your personal information by the RDEK, contact the RDEK Corporate Officer at 19-24 Avenue South, Cranbrook, BC, V1C 3H8, 250-489-2791.

**2. Purpose of Grant.**

Provide a clear description of the nature of the project and how the grant will be used.

This grant is to cover the cost of insurance for the cemetery which the Wardner Community Association

The Wardner Community Association assumed operation of the Wardner Cemetery in 2021 under and agreement with the RDEK.

When we took on this responsibility it was our understanding that the liability insurance would have been covered under the policy we had to cover the hall and park areas.

When we requested to have it included we were informed it needed to be a separate policy.

The policy we have is the lowest cost we have been able to find.

The total income for the cemetery in the past year has been \$0.00.

Other funding sources we have are utilized for expenses related to our hall and ballpark areas.

**3. Areas Benefitting.**

List the specific areas that will benefit from the grant.

Area C



**4. Benefits.**

Describe how the project will benefit the areas listed in section 3, including the residents of those areas, and how the project meets local needs.

The Historical Wardner Cemetery had fallen into disrepair over the years.

Now that the community has an agreement in place with the RDEK as well as additional area to work with we have been able to make improvements and design new areas for plots.

We experience very little income from the cemetery so this grant will help keep our community funding available for ongoing operations.

**Section C – Required Additional Information**

All applications **must** include the following additional information:

**Project Budget**

- Provide a budget detailing revenue, expenditures and in-kind contributions. The budget must clearly show all funds received from other sources.

**Project Partners**

- Identify any partners or resources which will be assisting you during this project.

*Additional information is not to exceed 6 single-side pages or 3 double-side pages.*

Proposals may be submitted by mail, email, fax or dropped off to:

Attention: Corporate Services  
Regional District of East Kootenay  
19 – 24 Avenue South, Cranbrook BC V1C 3H8

Email: [corporateservicesdept@rdek.bc.ca](mailto:corporateservicesdept@rdek.bc.ca)

Fax: 250-489-3498

The Discretionary Grants-in-aid Policy has been included with the application for your reference.



**HUB International Insurance Brokers**

Phone: (250) 426-8261  
Fax: (250) 426-5056

Wardner Community Association  
Box 79  
Wardner, BC V0B 1J0

Invoice # **3440015**

Page 1 of 1

ACCOUNT NUMBER	DATE
WARDCOM-01	05/28/2024
BALANCE DUE ON	AMOUNT DUE
06/09/2024	\$1,545.00 CAD

\*\*\*ALL AMOUNTS SHOWN ARE CAD\*\*\*

**Pay My Bill Online**

Visit our online portal to easily and securely pay your HUB invoice using your banking information (EFT)

[www.hubinternational.com/paymybill](http://www.hubinternational.com/paymybill)

Commercial General Liability

Policy Number: 0238923RE01

Effective: 06/09/2024 to 06/09/2025

Item #	Effective	Due Date	Trans	Description	Amount
20404893	06/09/2024	06/09/2024	RENB	Commercial General Liability - Renewal	\$1,545.00
<b>Policy Invoice Balance:</b>					<b>\$1,545.00</b>
<b>Total Invoice Balance:</b>					<b>\$1,545.00 CAD</b>

Premiums are due and payable on the effective date or the policy may be canceled if funds not received within 30 days of policy effective date. Your earliest remittance is appreciated.

Policies not required must be returned to our office for immediate cancellation. Not doing so will incur premium payable for coverage while the policy is in force. Holding the contract in your possession will be considered acceptance of the policy.



**ADDITIONAL PAYMENT OPTIONS**

**PAY BY CHEQUE**

Please remit your payment to:  
**HUB International**  
307 Cranbrook Street North  
Cranbrook, BC V1C 3R4

**PAY BY ONLINE BANKING**

(at participating institutions)  
When adding us as a Payee search using keyword: **HUB Int Barton**  
Your Bill To Code is: **WARDCOM-01**  
(if your Bill To code contains a dash (-), please remove the dash for online banking)

**PAY BY CREDIT CARD** Visa® or MasterCard®

Please contact your servicing HUB office for payments of \$5,000 or less. For payments greater than \$5,000, please visit the following website:  
[www.policypayments.com/HUBINTERNATIONAL?step2](http://www.policypayments.com/HUBINTERNATIONAL?step2)  
Entry of Name, Phone # & Account # are required; your Bill To Code is your Account #.  
An administrative fee of 2% will be applied to your charge.

\*\*\* PREMIUM FINANCING OPTIONS MAY BE AVAILABLE UPON REQUEST; PLEASE CONTACT YOUR HUB REPRESENTATIVE \*\*\*  
\*\*\* PLEASE RETURN A COPY OF THIS INVOICE WITH YOUR CHECK, AND REFERENCE ON THE PAYMENT YOUR INVOICE # 3440015 \*\*\*

**Date** October 30, 2024  
**Author** Tina Hlushak, Chief Election Officer  
**Subject** Kimberley Rural Fire Protection Service - Assent Vote Results

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## BACKGROUND

The RDEK had received requests from property owners in portions of Electoral Areas C and E to establish rural fire protection to include properties in the Wycliffe and St. Mary Lake Road areas.

The establishment of a Kimberley Rural Fire Protection Service had been a Board strategic priority for many years and with renewed interest from the community, staff were directed to look into what a potential service would look like for portions of Wycliffe and St. Mary Lake Road.

After review of the proposed service area and in consultation with the City of Kimberley, it was determined that both parties were keen to move forward on the project and work toward establishing the Kimberley Rural Fire Protection Service, conditional to the approval of the electors.

The proposed service would have been provided by the City of Kimberley Fire Department and would have included:

- fire protection and fire suppression; and
- the RDEK would have provided the City of Kimberley with a water tender and installation of an underground water tank.

Costs for fire protection services would have been recovered by a property tax on all land and improvements within the proposed service area. The service establishment bylaw had a maximum requisition of \$1.75 per \$1,000 of taxable assessed value; however, it was anticipated the actual cost to be lower for the first few years.

Bylaws No. 3331 and 3332 had received three readings and approval of the Inspector of Municipalities but required elector approval prior to adoption.

Bylaw No. 3331 – Kimberley Rural Fire Protection Service Establishment Bylaw – would establish a service to provide fire protection to the rural Kimberley area within a portion of Electoral Areas C and E. This bylaw also outlined the service area boundary, the participants, and the maximum amount of annual requisition.

Bylaw No. 3332 – Kimberley Rural Fire Protection Service Loan Authorization Bylaw – would authorize the borrowing of \$935,000 amortized over 15 years to purchase a water tender and underground water tank for providing fire protection service to the Kimberley Rural Fire Protection Service Area.

The assent voting process is based on a question to electors which asks for elector approval for both bylaws. Qualified electors within the proposed Service Area had an opportunity to vote “Yes” or “No” on the following question:

“Are you in favour of the Regional District of East Kootenay adopting Bylaw No. 3331 and Bylaw No. 3332 to:

- establish the “Kimberley Rural Fire Protection Service” to provide fire protection to the rural Kimberley area within a portion of Electoral Areas C and E;
- borrow up to \$935,000 amortized over a maximum of 15 years to purchase a water tender and underground water tank for providing fire protection service, serving the Kimberley Rural Fire Protection Service; and
- annually requisition a maximum of \$1.75 per \$1,000 of the net taxable value of land and improvements to pay for the service?”

Voting opportunities included an advance vote on October 16, 2024 and general voting day was held on October 26, 2024. Both voting days were held from 8:00am to 8:00pm at the RDEK Board Room in Cranbrook. In addition, voting by mail was also available for eligible electors from September 26 – October 26, 2024.

## RESULTS

The official results of the Kimberley Rural Fire Protection Service Assent Vote were declared on October 30, 2024 at 1:00pm as follows:

**YES: 63      NO: 120**

The establishment of a service to provide fire protection will **not** be proceeding as elector approval was not received.

There were 331 folios in the proposed Kimberley Rural Fire Protection Service area. 251 (76%) folios were within Electoral Area C and 80 (24%) folios were within Electoral Area E.

Voter turnout was 36.8%, determined by an estimated 497 eligible electors, and 183 valid ballots received.

The Declaration of Official Voting Results and the Determination of Official Voting Results are attached for your reference.

## NEXT STEPS

Planning and discussions with City of Kimberley for fire protection services will cease and costs associated with the assent vote will be charged to Electoral Area Administration.

Attachment



Shj 505 004

Form No. 21-5  
LGA s.146(2)(a)

## Kimberley Rural Fire Protection Service Assent Vote


### DECLARATION OF OFFICIAL ASSENT VOTING RESULTS

I, Tina Hlushak, Chief Election Officer, do hereby declare the results of the Kimberley Rural Fire Protection Service Assent Vote to be as follows:

**Yes:** 63 votes

**No:** 120 votes

Dated at Cranbrook, BC this 30<sup>th</sup> day of October, 2024


  
\_\_\_\_\_  
Chief Election Officer

**Kimberley Rural Fire Protection Service Assent Vote**

**DETERMINATION OF OFFICIAL ASSENT VOTE RESULTS**

	<b>YES</b>	<b>NO</b>	<b>TOTAL</b>
Advance Voting Opportunity: October 16, 2024 RDEK Office Cranbrook	21	42	63
General Voting: October 26, 2024 RDEK Office Cranbrook	31	69	100
Mail Ballot Voting: RDEK Office, Cranbrook	11	9	20
<b>TOTAL NUMBER OF VALID VOTES CAST</b>	<b>63</b>	<b>120</b>	<b>183</b>

This determination of official assent vote results was made by the Chief Election Officer on October 30, 2024 and is based on ballot accounts as prepared by the Chief Election Officer.




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Chief Election Officer

**Date** October 23, 2024  
**Author** Thomas Altmann, Utilities Superintendent  
**Subject** Holland Creek Sewer Budget Reallocation

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### REQUEST

Reallocate \$44,400 of the funds budgeted in 2024 for the purchase of a new generator for the Holland Creek Sewer system to be used for the purchase of a new pump for the Holland Creek Sewer system.

### OPTIONS

1. THAT \$44,400 of the funds budgeted in 2024 for a new generator for the Holland Creek Sewer system be reallocated to be used for the purchase of a new pump for the Holland Creek Sewer system.
2. THAT the budgeted funds for the purchase of a new generator for the Holland Creek Sewer system not be reallocated.

### RECOMMENDATION

Option 1

### BACKGROUND/ANALYSIS

The back-up pump for the Holland Creek Lift Station was put into service in 2024. Another pump is required in order to continue to have a back-up in the event of failure to maintain the Holland Creek Sewer service.

The pump was quoted in April 2024 to be approximately \$42,211 excluding taxes.

As the pump represents a higher priority for the system at this time, the generator needs for the system will be revisited in the 2025 budget.

### SPECIFIC CONSIDERATIONS

**Financial:** Involves reallocation of budgeted funds.

Attachment

# Proposal

Date: Tuesday, April 9, 2024

Quotation #: 24-60-0139

## Project Information

Company Name: REGL DIST of East Kootenay

Project Name: 3170 Replacement

Xylem Representative: Kaitlin Clarke

## Attention to:

### Block 1

Item#	Qty	Description	
1.1	1	3171.185-1032 FLYGT MODEL NP-3171 SUBMERSIBLE PUMP 30HP/22KW 600VOLT 3PHASE 60HZ 4POLE HT IMPELLER CODE 453, VOLUTE 4" 16M 4G10+S(2X0.5) FLS, FLUSH VALVE READY 3" SLIDING BRACKET HARD IRON IMPELLER	
1.2	1	13-56 00 24A FREIGHT CHARGES TXBL	
			<b>Total Price \$ 42,211.01</b>
			<b>Total Price of Quotation: \$ 42,211.01</b>

## Terms and Conditions

This order is subject to the Standard Terms and Conditions of Sale – Xylem Americas effective on the date the order is accepted which terms are available at <http://www.xyleminc.com/en-us/Pages/terms-conditions-of-sale.aspx> and incorporated herein by reference and made a part of the agreement between the parties.

**Freight Terms :** DAP; Jobsite (per Incoterms 2010) - Prepaid & Add.

**Prices** Prices are in Canadian dollars.

**Taxes:** Taxes are not included in this quotation unless specifically stated otherwise.

**Back Charges :** Buyer shall not make purchases nor shall Buyer incur any labour that would result in a back charge to Seller without prior written consent of an authorized employee of Seller.





Date: 2024/04/09 Quotation # 24-60-0139

Company Name: REGL DIST of East Kootenay

**Shortages :** Xylem will not be responsible for apparent shipment shortages or damages incurred in shipment that are not reported within two weeks from delivery to the jobsite. Damages should be noted on the receiving slip and the truck driver advised of the damages. Please contact our office as soon as possible to report damages or shortages so that replacement items can be shipped and the appropriate claims made.

**Validity :** This quote is valid for thirty (30) days.

**Terms of Payment :** 100% Net 30 days following shipment date.

Xylem's payment shall not be dependent upon Purchaser being paid by any third party unless Owner denies payment due to reasons solely attributable to items related to the equipment being provided by FLYGT.

**Schedule :** Standard delivery: 12-14 weeks upon receipt of PO  
Expediting options available, please contact your sales rep.

**Comments and Exceptions** This proposal is in accordance with our interpretation of the plans and specifications provided to us. All equipment offered is subject to the engineer's/customer's acceptance and we reserve the right to withdraw our offer if such acceptance is not granted. Should any changes have to be made regarding the quantities and/or construction of the equipment offered, extra charges will apply accordingly. Comments and exceptions are part of this proposal and must be observed.

**Comments:**

- Site start up is not included.
- For site start up our rate is \$1500-2500 plus taxes per man per day if required, depending on distance from Calgary. Please confirm with your sales rep.
- Site installation is not included.
- Quotation is based on Class 1 Div 2 unless otherwise stated.

**Exceptions to Requirements:**

- None unless otherwise stated.

**COVID 19:** Our current delivery lead-times are forecasted estimates only due to the outbreak of the COVID-19 virus pandemic and its global effects on commerce, supply chain, and logistics. Xylem will, however, use all commercially reasonable efforts to minimize any delivery delay impacts.



Date: 2024/04/09 Quotation # 24-60-0139  
Company Name: REGL DIST of East Kootenay

**A SIGNED COPY OF THIS PROPOSAL IS ACCEPTABLE AS A BINDING CONTRACT.**

Thank you,

Kaitlin Clarke  
Sales Representative  
Xylem Canada LP  
M: 587-432-4667  
kaitlin.clarke@xylem.com

**Accepted by: (Authorized party to bind company)**

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Printed Name & Title**

\_\_\_\_\_  
**Signature          Date**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Email**

**Company Address**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SHOULD YOU PREFER TO ISSUE A PURCHASE ORDER, PLEASE MAKE IT OUT TO: XYLEM CANADA LP





This Masterclass is for Civic Leaders : Elected & Staff

## Cultivating Civility Masterclass for Civic Leaders

12

Weeks

-  Get a certificate by completing the program.
-  Everyone who has completed all steps in the program will get a badge.

Welcome to the Cultivating Civility Masterclass-empowering you to lead the charge in transforming civic culture! This on-demand online masterclass is specifically designed for civic leaders committed to tackling toxicity, fostering respect, and nurturing collaboration in their communities. With insights from visionary leaders across the United States, Canada, the United Kingdom, and Australia, you'll gain the strategies needed to bring about meaningful and lasting change.

Over the course of seven impactful modules, you'll access the collective wisdom of hundreds of civic leaders who gathered for the historic first Global Civility Summit, hosted by Kalen Academy. These insights will guide you through your own leadership journey and equip you to foster a more civil, resilient community.

At the core of this masterclass is your key assignment-completing and submitting your personalized Roadmap to Renewing Civic Culture. You'll also have access to the Civic Culture Assessment Tool to evaluate the current state of your civic environment, and a peer-to-peer private forum where you can collaborate, share ideas, and support fellow leaders. As part of the masterclass, you'll receive:

- Access to the full summit recordings
- An executive summary of my upcoming book, Lead with Civility: A Practical Guide to Uncivil Times
- Peer-to-peer engagement in a private online forum
- A Civic Culture Assessment Tool to help guide your roadmap

Upon completing the masterclass, you'll earn:

- A Masterclass Certificate
- The distinguished Cultivating Civility Leader golden seal (digital format to proudly share)

You'll have 3 months to complete this flexible 4-5 hour on-demand program, giving you the time and tools to start making a real impact. Now is the perfect time to begin-because true culture change takes time, and the sooner you start, the sooner your community can thrive!

You can also join this program via the mobile app. Go to the [3\)2\)2](#)

Price: \$195.00