



# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** September 19, 2024  
**MEETING TYPE & DATE** Electoral Area Services Committee of October 16, 2024  
**FROM:** Fire Rescue Services  
Strategic Services Department  
**SUBJECT:** Fire Services Agreement – CRD (Malahat Fire Rescue)  
**FILE:** 2240-85

## **PURPOSE/INTRODUCTION**

To approve the draft Fire Services Agreement between the Cowichan Valley Regional District (CVRD) and the Capital Regional District (CRD) for the CRD fire service area coverage provided by Malahat Fire Rescue.

## **RECOMMENDED RESOLUTION**

That it be recommended to the Board that the Cowichan Valley Regional District enter into a Fire Services Agreement with the Capital Regional District (CRD) for Malahat Fire Rescue coverage of the specified service area within the CRD for a 5-year term commencing January 1, 2025 – December 31, 2029.

## **BACKGROUND**

The existing agreement dated January 1, 2012, has expired for Malahat Fire Rescue to provide fire and rescue services to the CRD fire service area that borders CVRD's Electoral Area A pursuant to Bylaw No. 2414, and has established, pursuant to Bylaw No. 2084, the Malahat Volunteer Fire Department to provide such service. A draft agreement has been prepared by the CRD to provide this service for a 5-year term, from January 1, 2025 to December 31, 2029 (see Attachment A). Staff are seeking the Board's approval to enter into this agreement.

## **ANALYSIS**

Malahat Fire Rescue's hall location is the closest fire service resource to the CRD properties covered within this contract. This contract provides approximately 20% of the overall budget of Malahat Fire Rescue.

## **FINANCIAL CONSIDERATIONS**

The annual service fee is based upon the agreed requisition calculation as outlined in the attached Fire Services Agreement.

## **COMMUNICATION CONSIDERATIONS**

The CVRD will provide a draft Fire Department budget detailing the anticipated Total Budgeted Expenditures for the Fire Department, by November 30 of each year, for the following year of this Agreement. The CVRD will invoice the CRD for the Annual Service Fee on or before March 31 of each calendar year during the Term of this Agreement, commencing in 2025.

**STRATEGIC/BUSINESS PLAN CONSIDERATIONS**

N/A

Referred to (upon completion):

- ☐ Community Services (*Cowichan Community Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Facilities & Transit*)
- ☐ Corporate Services (*Finance, Human Resources, Information Technology, Legislative Services*)
- ☐ Operations (*Utilities, Parks & Trails, Recycling & Waste Management*)
- ☐ Land Use Services (*Community Planning, Strategic Initiatives, Development Services, Building Inspection & Bylaw Enforcement*)
- ☐ Strategic Services (*Communications & Engagement, Economic Development, Emergency Management, Environmental Services*)

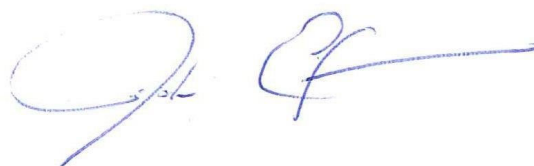
Prepared by:



Glenn Cooper  
Manager Fire Rescue Services

Reviewed by:

N/A



John Elzinga,  
General Manager, Community Services  
Department

Reviewed for form and content and approved for submission to the Committee:

Resolution:

☒ Corporate Officer

Financial Considerations:

☒ Chief Financial Officer

**ATTACHMENTS:**

Attachment A – Fire Services Agreement 2025-2029 – Draft