

**DATE:** September 7, 2017

**FILE:** 7200-20 / Tsolum Farnham

**TO:** Chair and Directors  
Electoral Areas Service Committee

**FROM:** Russell Dyson  
Chief Administrative Officer

**RE:** Agreement renewal; Tsolum Farnham Fire Protection Service

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### **Purpose**

The purpose of this report is to request that the Comox Valley Regional District (CVRD) renew the agreement with the City of Courtenay for the provision of fire protection services for the Tsolum-Farnham fire protection local service area.

### **Policy Analysis**

The CVRD established the Black Creek fire protection local service area in October of 1998 with Bylaw No. 2069 being the “Black Creek Fire Protection Local Service Conversion Bylaw No. 2069, 1998”

The CVRD amended Bylaw No. 2069 in June of 2013 with Bylaw No. 259 being “Tsolum Farnham Fire Protection Local Service Area conversion Bylaw No. 2069, 1998, Amendment No. 2”. This amendment adjusted the service area boundary and changed the name of the service.

### **Executive Summary**

The CVRD established the Black Creek fire protection local service area in 1998. The term of the current agreement with the City of Courtenay for the provision of the service will expire on December 31, 2017. Staff have recommended that the CVRD enter into a renewed five year agreement with the City of Courtenay for continued provision of the service.

### **Recommendation from the Chief Administrative Officer:**

THAT the board approve renewing the agreement with the City of Courtenay for the provision of fire protection services for the Tsolum Farnham fire protection local service area for five years.

AND FURTHER THAT the Chair and Corporate Legislative Officer be authorized to execute the agreement.

Respectfully:

***R. Dyson***

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Russell Dyson  
Chief Administrative Officer

**Background/Current Situation**

Service for the Tsolum Farnham fire protection local service, function #235, is provided by way of service agreement with the City of Courtenay with the Courtenay fire department providing operations.

The current five year agreement for service will expire on December 31, 2017.

**Options**

Although there are no options identified at this time, it is recognized that at some point in the future, the board may be asked to deliberate on the merging of the Tsolum Farnham and Meriville fire protection local service areas. Identified options will be brought forward at that time.

**Financial Factors**

As defined in the current agreement between the City of Courtenay and the CVRD, the annual cost of fire protection for the Tsolum Farnham fire protection service is calculated by apportioning the cost of fire protection to the Courtenay fire department, as a whole, to the total net taxable value of land and improvements in the service area.

The conversion Bylaw No. 2069 confirms the requisition maximum for the service is \$1.00 per \$1,000 of assessed value. The renewed agreement for fire protection services will be consistent with this limit.

**Legal Factors**

No legal factors have been identified with regards to the renewal of the service agreement.

**Regional Growth Strategy Implications**

No Regional Growth Strategy implications have been identified with the renewal of the service agreement.

**Intergovernmental Factors**

The renewal of the service agreement would be a continuation of a strong working relationship between the City of Courtenay and the CVRD.

**Interdepartmental Involvement**

The Community Services Branch and the Executive Management Branch will work with procurement staff to fully execute a renewed agreement.

**Citizen/Public Relations**

Renewal of the agreement will continue the current fire protection service to the benefit of the residents within the local service area.

Prepared by:

***J. BAST***

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James Bast  
Manager of Fire Services

Concurrence:

***T. I. SMITH***

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T. Ian Smith, MCE  
General Manager of  
Community Services