

**DATE:** August 2, 2008

**FILE:** 7200-20 / Hornby Island

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

**FROM:** Debra Oakman  
Acting Chief Administrative Officer

**RE:** Hornby Island Fire Hall Renewal Project, Select Committee of the Board

**PURPOSE/PROBLEM**

To request the Board to endorse the creation of a select committee for the purpose of reviewing background information and recommending actions regarding the Hornby Island Fire Hall Renewal Project.

**EXECUTIVE SUMMARY**

The Hornby Island Fire Hall does not meet the current earthquake resistance requirements of the BC Building Code for a Post Disaster Building. Either retrofitting the current fire hall, or building a new fire hall can address this deficiency.

A select committee of the board would be able to review the data and background information as well as provide recommendations to the board with regards to which option would best serve the requirements of the citizens of Hornby Island, and the fire department that protects them.

**Recommendations from the chief administrative officer to the electoral areas services committee:**

THAT the board establish a select committee to provide recommendations to the board on items that require a board resolution regarding the Hornby Island fire hall renewal project;

AND FURTHER THAT the terms of reference for the Hornby Island fire hall renewal project select committee, as attached to this report dated August 2, 2008, be approved;

AND FURTHER THAT the membership of the select committee be comprised of: the electoral area director representing Hornby Island or an alternate as appointed by the director, the Hornby Island fire chief or deputy chief, the chair of the HIRRA Fire Committee, and, two (2) members of the public at large as appointed by the electoral area director;

AND FURTHER THAT this committee will make recommendations to the regional district board, through the electoral area services committee or directly to the board if required;

AND FURTHER THAT the electoral area director or alternate to the select committee, be appointed as chair of the select committee;

AND FINALLY THAT the select committee will continue to exist until the conclusion of the Hornby Island fire hall renewal project, or at the pleasure of the regional district board.

Respectfully:

***D. Oakman***

---

Debra Oakman  
A/Chief Administrative Officer

### **HISTORY/BACKGROUND FACTORS**

The current fire hall was built by volunteer labour in four stages from 1968 to 1997. In 1997, a sub-committee of the Hornby Island Residents and Ratepayers Association (HIRRA) began a visioning process to identify future facility needs of the fire department. In 1999, the then Regional District of Comox-Strathcona manager of building inspection inspected the fire hall and raised a number of concerns regarding the building's seismic resistance. At that time, he recommended that an engineer be retained by HIRRA to further investigate deficiencies.

On November 7, 2000, the engineering firm of Ron McMurtrie and Associates submitted a report to HIRRA that identified numerous areas of concern regarding the building, and concluded that the structure was unlikely to survive any moderate earthquake without major structural damage.

In January of 2005, HIRRA released a report that provides four options for discussion: 1) Do nothing, maintain status quo, 2) Upgrade the existing fire hall, 3) Build a new fire hall, and 4) Keep the existing fire hall and build new truck bays as a separate building.

It will be the task of the select committee to review the most current data regarding the fire hall, and to recommend a course of action to the board of directors. At the regional board's pleasure, the select committee may continue to provide recommendations to the board during the Hornby Island fire hall renewal project.

### **ALTERNATIVES**

The board may choose not to endorse the select committee.

### **FINANCIAL IMPLICATIONS**

The Hornby Island Fire Protection Service will be covering the expenses of this committee.

### **LEGAL IMPLICATIONS**

By identifying the risks and providing recommendations associated with seismic deficiencies of the Hornby Island fire hall, this select committee will confirm the board's due diligence and risk mitigation.

### **INTERGOVERNMENTAL/REGIONAL IMPLICATIONS**

Although the creation of this committee does not directly generate intergovernmental or regional implications, staff recognizes that the recommendations of the select committee may involve other agencies such as the Islands Trust and Provincial ministries.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS**

The proposed membership of the select committee includes citizens that are directly involved with the provision of the fire protection service, as well as members of the public at large. Further, recommendations that flow from this committee will include a broad community consultation aspect.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS**

Although the creation of the select committee is not expected to involve other departments of the CVRD, their recommendations regarding the project may well involve the communications department as the public consultation process begins, the legislative services with regards to public assent and the financial services with regards to costs.

Submitted by:

***J. Bast***

---

James Bast  
Manager of Protective Services

***Prepared by:*** J. Bast, Manager of Protective Services

## **Hornby Island Fire Hall Renewal Select Committee**

### **Terms of Reference**

#### **INTRODUCTION**

The current Hornby Island fire hall does not meet current seismic building regulations. As such, the Comox Valley Regional District (CVRD) is investigating the potential to resolve the situation.

#### **OBJECTIVE**

This select committee is tasked with reviewing background information about the Hornby Island fire hall project and recommending courses of action for the CVRD to undertake.

#### **OPERATIONAL FRAMEWORK**

The select committee will follow the CVRD board of director's procedure bylaw.

The select committee:

- Reviews information, deliberates and provides recommendations to the board regarding the potential of rebuilding the Hornby Island fire hall or constructing a new facility, based on available background information;
- Provides ongoing information and recommendations to the board, where board resolution is required by policy, regarding the project;
- Reviews project proposals and provides submissions to staff regarding design criteria, building configuration and construction requirements; and
- makes recommendations to the regional district board, through the electoral area services committee or directly to the board if required;

Most decisions of the select committee will require ratification by the board of directors. However, some discussions of the select committee may be within the realm of the operational context of this project and can be provided to staff for consideration.

The CVRD manager of protective services will provide procedural expertise and support for the committee. Other CVRD staff resources may be utilized to assist various aspects of the committee work.

#### **MEMBERSHIP**

The select committee is comprised of the following:

- The electoral area director representing Hornby Island or an alternate as appointed by the director
- The Hornby Island fire chief or the deputy chief;
- Chair of the fire committee of HIRRA;
- Two (2) members of the public at large as appointed by the electoral area director

Members of the committee agree to operate under the following code of conduct

- Discussions at committee meetings will be focused on the issues and the facts;
- The diverse perspectives of each member will be respected;
- Strong disagreements and conflicts will be seen as a natural part of committee work;

- Members can expect courteous behaviour from each other;
- No member will speak publicly in a way that denigrates the regional district, other members, or staff;
- Assumptions will not be made about what a particular member means when they speak. Each member has a responsibility to ask for clarification;
- Disagreements will not be taken personally, nor made personal;
- Members have the right and responsibility to speak publicly, and explain their position whether they agree or disagree with the decisions of the committee and of the regional district board;
- Members, when speaking at committee meetings, and publicly, will avoid inflammatory language. They are expected to speak in an objective manner.

### **TENURE**

The select committee exists until the conclusion of the Hornby Island fire hall renewal project. The committee exists at the pleasure of the board.

### **FREQUENCY OF MEETINGS**

The select committee will meet as required to address key policy elements of the project. At the outset, members may be expected to meet to review and address the background information available and provide necessary recommendations. As the project progresses, the frequency of meetings will likely be reduced and be held to consider ongoing project activities.