



DISTRICT OF SOOKE

BYLAW No. 626

A bylaw to provide for the delegation by Council to the Sooke Fire Services Commission of certain powers, duties and functions.

The Council of the District of Sooke, in open meeting assembled, enacts as follows:

1. This Bylaw is cited as the *Sooke Fire Services Commission Delegation Bylaw, 2015*.

Delegation of Powers and Duties

2. Council delegates to the Sooke Fire Services Commission ("Commission"), established by Council under section 143 of the *Community Charter*, the administrative and executive powers of Council with respect to the development, maintenance and operation of the District of Sooke Fire Department, subject to
 - a. the *Fire Services Act*;
 - b. the *Sooke Fire Protection Services Bylaw*;
 - c. Council power delegation bylaws; and
 - d. the policies and procedures of the District of Sooke.
3. The operational, maintenance and regulatory functions of the Commission must be performed in accordance with District's *Sooke Fire Protection Services Bylaw* and District of Sooke policy or government regulation.

Annual Budget

4. By March 15, 2016 and by December 31st of each year thereafter, the Commission must
 - a. prepare a work program in respect to the goals it wishes to achieve and the activities it intends to carry out; and,
 - b. prepare a five-year operating and capital budget covering all anticipated costs and revenues of the Fire Department in the operation

and maintenance of the Fire Department assets of the District of Sooke (“Budget”);

5. The Budget must
 - a. be in a form approved by the Director of Finance;
 - b. provide for the necessary funds for the administration, development, training, maintenance, debt servicing and operation expenses of the Fire Department;
 - c. allow for contributions to reserve funds recommended by the Director of Finance;
 - d. be submitted for consideration and approval by Council; and
 - e. if requested by Council, be altered to the satisfaction of Council.
6. Once a budget has been accepted by the Council, it may not be changed unless the changes are approved by the Council.
7. The Commission may not borrow any money or incur indebtedness or other obligation as to money granted to it by the District of Sooke.
8. The Commission must not authorize an expenditure:
 - a. other than provided for in the Budget as included in the approved financial plan of the District of Sooke; or
 - b. that is not in compliance with the District of Sooke procurement policies.
9. The Commission must not accept funds advanced from any source other than the District of Sooke without prior approval from Council.

Contracts

10. The Commission must not enter into contracts on behalf the District of Sooke except:
 - a. where the commission has been granted authority to do so by Council resolution;
 - b. in accordance with sections 8 (a) and (b); and
 - c. in the name of the District of Sooke.

Facilities and Equipment

11. Any facilities or equipment acquired by the Commission must be acquired in the name of the District of Sooke and is the property of the District of Sooke and must not be disposed of without approval of the District of Sooke.

Introduced and read a first time the 23rd day of November, 2015.

Read a second time the 23rd day of November, 2015.

Read a third time the 23rd day of November, 2015.

Adopted on the 30th day of November, 2015.

Original signed by Kevin Pearson
Acting Mayor

Original signed by Bonnie Sprinkling
Corporate Officer