



## REGIONAL SERVICES COMMITTEE MEETING AGENDA

THURSDAY, SEPTEMBER 21, 2017  
BOARD ROOM  
175 INGRAM STREET, DUNCAN, BC

11:30 AM

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1. <u>APPROVAL OF AGENDA</u>	
2. <u>ADOPTION OF MINUTES</u>	
M1 Regular Regional Services Committee meeting of July 26, 2017	1
<b>Recommendation</b> That the minutes of the Regular Regional Services Committee meeting of July 26, 2017 be adopted.	
3. <u>BUSINESS ARISING FROM THE MINUTES</u>	
4. <u>DELEGATIONS</u>	
5. <u>CORRESPONDENCE</u>	
6. <u>INFORMATION</u>	
7. <u>REPORTS</u>	
R1 Report from the A/Manager, Public Safety Re: Community Wildfire Protection Plan - UBCM Grant Application	5
<b>Recommendation</b> That it be recommended to the Board that three (3) grant applications be submitted to the Union of BC Municipalities for the Community Wildfire Protection Plan (CWPP) - Cowichan Central, Cowichan West, and Cowichan North projects under the Strategic Wildfire Prevention Initiative, Community Wildfire Protection Plan & CWPP Update Program.	
R2 Report from the Asset Coordinator, Engineering Services Re: Union of BC Municipalities Asset Management Planning Program Grant Application	45
<b>Recommendation</b> 1. That it be recommended to the Board that	

an application be made for a grant opportunity from the Union of BC Municipalities Asset Management Planning Program for the Asset Management Levels of Service Project.

2. That it be recommended to the Board that the CVRD commit to conducting the following activities in its proposed project submitted to Union of BC Municipalities' Asset Management Planning Program to advance our asset management program:

1. Develop Levels of Service; and
2. Asset management training for staff.

3. That it be recommended to the Board that funding in the amount of \$7,500 be approved from Community Works Funds, and an in kind contribution in the amount of \$7,500 from the Engineering Services Department to fund the Asset Management Levels of Service Project.

- R3 Report from the Asset Coordinator, Engineering Services Re: Federation of Canadian Municipalities Municipal Asset Management Program Grant Application 47

**Recommendation**

1. That it be recommended to the Board that an application be made for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Asset Management Condition Assessment Project
2. That it be recommended to the Board that the CVRD commit to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:
  1. Condition Assessments; and
  2. Data Desegregation.
3. That it be recommended to the Board that funding in the amount of \$12,500 be approved from the Community Works Fund toward the Asset Management Condition Assessment Project.

- R4 Report from the General Manager, Community Services Re: Tournament Incentives 49

**Recommendation**

That it be recommended to the Board:

1. That up to \$30,000 be included in the preparation of the sport tourism section of the Economic Development budget for 2018.
2. That a set of criteria be developed to evaluate appropriate financial incentives for hosting provincial, regional, national, or

international events.

8. **UNFINISHED BUSINESS**

9. **NEW BUSINESS**

10. **QUESTION PERIOD**

11. **CLOSED SESSION**

Motion that the meeting be closed to the public in accordance with the *Community Charter* Part 4, Division 3, Section 90, subsections as noted in accordance with each agenda item.

12. **ADJOURNMENT**

The next Regional Services Committee Meeting will be held Wednesday, October 25, 2017 at 9:30 AM, in the Board Room, 175 Ingram Street, Duncan, BC.

**Committee Members**

Director A. Stone, Chairperson  
Director K. Marsh, Vice-Chairperson  
Director S. Acton  
Director M. Clement  
Director K. Davis

Director B. Day  
Director M. Dorey  
Director L. Iannidinardo  
Director S. Jackson  
Director K. Kuhn

Director J. Lefebure  
Director M. Marcotte  
Director I. Morrison  
Director A. Nicholson  
Director T. Walker



Minutes of the Regional Services Committee Meeting held on Wednesday, July 26, 2017 in the Board Room, 175 Ingram Street, Duncan BC at 9:30 AM.

**PRESENT:** Chair A. Stone  
Director S. Acton  
Director K. Davis  
Director B. Day  
Director L. Iannidinaro  
Director S. Jackson  
Director K. Kuhn  
Director J. Lefebure  
Director K. Marsh  
Director M. Marcotte  
Director I. Morrison  
Director A. Nicholson  
Director T. Walker  
Alternate Director S. Jonas  
Alternate Director C. Morris

**ALSO PRESENT:** B. Carruthers, Chief Administrative Officer  
J. Barry, Corporate Secretary  
M. Kueber, General Manager, Corporate Services  
J. Elzinga, General Manager, Community Services  
R. Blackwell, General Manager, Land Use Services  
H. Hatami, General Manager, Engineering Services  
C. Lockrey, Manager, Strategic Services  
L. Smith, Assistant Finance Manager  
J. Adair, Solid Waste Operations Superintendent  
T. Bowen, Accounting Supervisor  
B. Suderman, Planner III  
I. Sarady, Environment Technologist II  
T. Soroka, Parks & Trails Planner  
D. Lucas, Summer Student, Planning Assistant, Community & Regional Planning  
S. Humes, Summer Student, Planning Assistant, Community & Regional Planning  
T. Daly, Recording Secretary

**ABSENT:** Director M. Clement  
Director M. Dorey

#### **APPROVAL OF AGENDA**

**It was moved and seconded that the agenda be amended with the addition of one New Business items: NB1 Public Input; and that the agenda, as amended, be approved.**

**MOTION CARRIED**

**ADOPTION OF MINUTES**

**M1** Regular Regional Services Committee meeting of June 28, 2017

**It was moved and seconded that the minutes of the Regular Regional Services Committee meeting of June 28, 2017 be adopted.**

**MOTION CARRIED**

**BUSINESS ARISING FROM THE MINUTES****DELEGATIONS**

**D1** Stuart Foster, Sergeant, Lake Cowichan RCMP Re: Introduction of Detachment Commander

Sergeant Foster, Lake Cowichan RCMP provided an overview of the activities in the Cowichan Lake area, including second quarter crime statistics for the area.

**REPORTS**

**R1** Report from Manager, Strategic Services Re: 2016 Annual Report

The Chief Administrative Officer provided a brief overview of the 2016 Annual Report, for information.

**R2** Report from the Parks & Trails Planner, Parks & Trails Re: Proposed Donation of Trail Construction - Municipality of North Cowichan to Cowichan Valley Trail (Bings Creek Bridge)

**It was moved and seconded that it be recommended to the Board that the proposed donation of materials and labour to construct a pathway/trail, as set out in the July 18, 2017, staff report from the Parks & Trails Division, be accepted.**

**MOTION CARRIED**

**R3** Report from the Environmental Technologist II, Recycling and Waste Management Re: Tipping Fee Exemption - Solid Waste Management Charges and Regulations Amendment Bylaw No. 4110

**It was moved and seconded that the revised Solid Waste Management Charges and Regulations Bylaw Amendment No. 4110 be forwarded to the Board for consideration of first three readings and adoption.**

**MOTION CARRIED**

**It was moved and seconded that a staff report be brought forward to a future Regional Services Committee meeting on the possibilities of partnering with Cowichan Tribes for waste reduction and recycling on First Nations land.**

**MOTION CARRIED**

**R4** Report from the Environmental Technologist II, Recycling and Waste Management  
Re: Safe Road - A South Cowichan Community Policing Project

**It was moved and seconded that it be recommended to the Board that:**

- 1. The Cowichan Valley Regional District (CVRD) collaborate with the South Cowichan Community Policing (SCCP) to implement a Safe Roads project; and**
- 2. Staff prepare a memorandum of understanding (MOU) between SCCP and the CVRD.**

**MOTION CARRIED**

**R5** Report from the Assistant Manager, Finance Re: Temporary Borrowing Bylaws  
No. 4133, 4134, 4135

**It was moved and seconded that:**

- 1. Temporary Borrowing Bylaw No. 4133 Woodley Range Water Upgrade;**
- 2. Temporary Borrowing Bylaw No. 4134 Honeymoon Bay Well No. 2; and**
- 3. Temporary Borrowing Bylaw No. 4135 Meade Creek Recycling Centre**

**be forwarded to the Board for consideration of first three readings and adoption.**

**MOTION CARRIED**

**RECESS**  
**10:10 a.m.**

**It was moved and seconded that the Regional Services Committee recess for five minutes.**

**MOTION CARRIED**

**RECONVENE**  
**10:22 a.m.**

The meeting reconvened at 10:22 a.m.

**R6**

Report from the Senior Planner, Community and Regional Planning Re: Affordable Housing in the Cowichan Region

The Senior Planner, Community and Regional Planning introduced members of several community organizations involved with affordable housing initiatives. She then provided a PowerPoint overview of the variety of affordable housing options, outlining possible next steps.

It was moved and seconded that it be recommended to the Board that a workshop be organized in partnership with the Cowichan Housing Association to explore options for addressing the need for affordable housing.

MOTION CARRIED

**NEW BUSINESS**

**NB1** Public Input at CVRD Meetings – Director Marsh

Director Marsh asked for an update on the status of the staff report which was to be prepared in response to her Public Input at CVRD meetings report from last fall. The Corporate Secretary advised that this item, which was dealt with at a Corporate Services Committee meeting, had no update at this time.

**ADJOURNMENT**

**11:57 a.m.** It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 11:57 a.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recording Secretary

Dated: \_\_\_\_\_





# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** August 29, 2017

**MEETING TYPE & DATE** Regional Services Committee Meeting of September 21, 2017

**FROM:** Public Safety Division  
Community Services Department

**SUBJECT:** Community Wildfire Protection Plan – UBCM Grant Application

**FILE:**

## PURPOSE/INTRODUCTION

The purpose of this report is to obtain approval for three applications to the UBCM Wildfire Prevention Initiative to cover costs for updating the CVRD Community Wildfire Protection Plan (CWPP).

## RECOMMENDED RESOLUTION

That it be recommended to the Board that three (3) grant applications be submitted to the Union of British Columbia Municipalities (UBCM) for the CWPP Update – Cowichan Central, Cowichan West and Cowichan North projects under the Strategic Wildfire Prevention Initiative, Community Wildfire Protection Plan & CWPP Update Program.

## BACKGROUND

As part of the UBCM's Strategic Wildfire Prevention Initiative, the CWPP program assists local governments and First Nations in identifying the risks of wildfire in their community as well as opportunities to reduce those risks.

CWPP's should be reviewed and updated every five years to ensure the plan is in alignment with the current guidelines, completed fuel treatments, FireSmart activities, and local developments. Wildfire risk can change over time as forest health, fuel hazards are altered, new or expanded development, or changes to infrastructure in the interface.

The CVRD previously developed a CWPP in 2006 with an update in 2011. The 2011 update had some deficiencies in key technical aspects, specifically it was noted that the entire area of the CVRD is much too large to be covered with reasonable detail and accuracy by a single CWPP. Ideally each community and First Nation Reserve within the CVRD should have a stand-alone CWPP.

It was decided to divide our region by geographic areas using electoral area grouping and locations and have a CWPP for each area. These CWPP's would then dovetail into an integrated document.

For 2017 the CVRD has gained grant approval of up to \$22,500 from the UBCM for the Cowichan South Zone and initial work has already been started by the consultant. In fact, the UBCM indicated that the CVRD application is a model for other applicants.

The next three grant submissions will cover the remaining CVRD areas of interest. All CWPP work should be completed in 2018.

## ANALYSIS

All applications for a CWPP update must provide clear rationale for the need for the update and a map of the proposed CWPP Update Area of Interest (AOI). The AOI will indicate specifically

where development, environmental, forest or fuel factors have changed since our previous CWPP was completed.

Each of the planned four zones in the CVRD will be considered an Area Of Interest.

**FINANCIAL CONSIDERATIONS**

The 2017 Cowichan South project is budgeted to cost \$30,000. Because of the Cowichan South template, the remaining three areas combined are not anticipated to exceed \$30,000.

The CWPP program can contribute a maximum of 75% of the cost of eligible activities to a maximum of \$22,500. The remaining 25% is required to be funded through the local government contributions (staff time etc).

**COMMUNICATION CONSIDERATIONS**

Consultation has been conducted with BC Wildfire Service Fuel Management Specialist, First Nations Emergency Services Society (FNESS), local first nations, area based tenure holders, Forest Land Natural Resources Land Manager, BC Parks, and local fire officials.

**STRATEGIC/BUSINESS PLAN CONSIDERATIONS**

N/A

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:





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Jason deJong, CFO  
A/Manager

Reviewed by:

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Not Applicable  
Not Applicable




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John Elzinga  
General Manager

**ATTACHMENTS:**

- Attachment A – Cowichan Central Application
- Attachment B – Cowichan West Application
- Attachment C – Cowichan North Application
- Attachment D – Cowichan Central Map
- Attachment E – Cowichan West Map
- Attachment F – Cowichan North Map

Attachment G – Proposed CVRD CWPP Zones Map

**Strategic Wildfire Prevention Initiative**  
**Community Wildfire Protection Plan &**  
**CWPP Update Program**

**2017 APPLICATION FORM (Updated)**

Please type directly in this form or print and complete. Additional space or pages may be used as required. For detailed instructions regarding application requirements, please refer to the *2017 Community Wildfire Protection Plan & CWPP Update Program & Application Guide (March 2017)*.

**SECTION 1: APPLICANT INFORMATION**

**Local Government or First Nation:** Cowichan Valley Regional District (CVRD)      **Date of Application:** September 8, 2017

**Contact Person\*:** Jason deJong, CFO      **Title:** Fire Services Coordinator

**Phone:** 250-746-2564      **E-mail:** jdejong@cvrld.bc.ca

\* Contact person must be an authorized representative of the applying local government or First Nation.

**SECTION 2: PROJECT INFORMATION**

**1. NAME OF PROJECT.**

CWPP Update for CVRD Electoral Areas "D" and "E", hereinafter referred to as "CWPP Update - Cowichan Central"

**2. CWPP DESCRIPTION.** Please provide a geographic description of the proposed Area of Interest (AOI), including the estimated number of hectares to be included, and a rationale for the need for a CWPP.

"The Cowichan Valley Regional District covers an area of approximately 4,043 square kilometres and has a population of 83,739 (2016 census). The District includes nine electoral areas (A thru I), the four member municipalities (Town of Ladysmith, North Cowichan, Town of Lake Cowichan and City of Duncan) and 10 first nations (8 populated areas)." See attached Electoral map: <http://www.cvrld.bc.ca/DocumentCenter/Home/View/617>

There are 191 Community Parks within the CVRD

**Governance:** "The CVRD is governed by a 15-member Board comprised of appointed directors from four municipalities (North Cowichan has three appointees based upon population) and an elected director from each of the nine electoral areas. The CVRD Board elects a Chairperson and Vice-Chairperson annually. The Chairperson is responsible for establishing the committee structure of the Board".

**Services:** The Regional District provides a broad range of services to its residents. While a small number of these services are mandated by the Province (solid waste, emergency planning, land use planning), the majority of services provided by the CVRD are determined by the Board. However, services can only be provided with the approval of the electors who will receive them.

The services provided can be regional, sub-regional or local, they include the following examples:

- Regional Services
  - o solid waste management, 9-1-1, emergency planning, administration, economic development, environmental services, regional parks, capital financing for hospitals;
- Sub-regional Services
  - o land use planning, bylaw enforcement, building inspection, recreation centres, parks, transit; and
- Local Services
  - o fire protection, water and wastewater systems, community parks, community centres, and street lights.

The CWPP Update - Cowichan Central (OCP): The Official Community Plan (OCP) is a comprehensive long-range plan describing long-term vision for CVRD Electoral Area D (Cowichan Bay - 2013) & Area E (Cowichan Station/Sahtlam/Glenora -1994) policies by which it can be implemented. It functions as a guide for residents, landowners & business interests in the OCP areas. It helps ensure positive change will occur to provide assurance that future development will be consistent with policies & thrust of the OCP. OCP changes will be subject to thorough review processes.

- Electoral Area D:
  - Size: 1,500 hectares
  - Population (2016): 3,243
  - Parks (Community): 17
  - Parks (Provincial): 0
  - Parks (National): 0
- Electoria Area E:
  - Size: 13,545 hectares
  - Population (2016): 4,121
  - Parks (Community): 22
  - Parks (Provincial): 1 - Cowichan River
  - Parks (National): 0
- Cowichan Central Total:
  - Size: 15,045 hectares
  - Population (2011): 7,364
  - Parks (Community): 39
  - Parks (Provincial): 1
  - Parks (National): 0

Key fire management players, partners and stakeholders within the CVRD:

Fire Departments:

- Malahat, Sahtlam, Mesachie Lake, Honeymoon Bay, Youbou and North Oyster
  - o Sahtlam is within CWPP Update - Cowichan Central area
- Specified areas contracted by CVRD – Eagle Heights, Saltair, Cowichan Lake. Note that Eagle Heights Specified Area is within CWPP Update - Cowichan Central.
- 12 other “mutual-aid” Fire Departments (Municipalities, Improvement and Fire Protection Districts)

o Cowichan Bay, City of Duncan (Duncan Fire Department) , North Cowichan (South End and Maple Bay) Fire Departments are within CWPP Update - Cowichan Central

Local First Nations in CVRD:

•Cowichan Tribes and Halalt, Stz'uminus, Lyackson, Penelakut, Lake Cowichan, Ditidaht and Pacheedaht,

o Cowichan Tribes and Halalt are within CWPP Update - Cowichan Central

Major Adjacent Forest landowners:

• Island Timberlands LP, TimberWest Forest Corp.

Major Rights of way:

- BC Hydro
- FortisBC natural gas pipeline
- Island Corridor Foundation

Forest Tenure holders:

• BC Timber Sales

Khowutzun Forest Services Ltd Partnership BC Timber Sales

BC Parks

• Cowichan Area, Victoria Office

o Cowichan River Park

Fire Weather Data - 10 year averages

Victoria Airport : Danger Class 3 - 5 Days => 125 days per year

" " " " : Danger Class 4 - 5 Days => 74 days per year

Cedar : Danger Class 3 - 5 Days => 115 days per year

" " : Danger Class 4 - 5 Days => 72 days per year

Mesachie Lake : Danger Class 3 - 5 Days => 102 days per year

" " : Danger Class 4 - 5 Days => 61 days per year

In summary, the CVRD CWPP (2006) has many deficiencies identified from the 2011 CWPP update application to UBCM, in both spatial and content anomalies. Thus the entire CWPP is in need of updating.

Is this application for a CWPP Update?

Yes  No

If yes, please refer to Section 3 of the Program & Application Guide (Eligible Projects) and provide a detailed rationale for updating an existing CWPP:

• Rationale for the need for the update to the CWPP – Cowichan-Central AOI:

The original CWPP for the entire CVRD was completed in 2006. The CWPP update, conducted in 2011, had both CWPP and spatial deficiencies that could not be resolved. As such, funding support from UBCM for the update was not approved;

• The 2006 CWPP indicates that 96% of the CVRD is in High or Extreme Hazard rating; upon reflection, this may be over-stated. CWPP updates are critical in determining/confirming degree of severity and risk in interface potential;

- PSTA data is not incorporated in the existing (2006) CWPP – as such, polygons are likely in need of revision and "overall threat" needs review. UBCM feedback regarding the 2011 update indicated there were "threat point plot" and other irregularities in the spatial data submission;
- The area of the entire CWPP is deemed to be too vast/diverse for a single update; as such CVRD is proposing 4 individual updates (Cowichan-South, Cowichan-Central, Cowichan-North and Cowichan-Central) over a 1-2 year period, commencing with Cowichan-South, which is currently underway (CWPP Appl. approved Spring 2017). See AOI map for development changes to the Cowichan-Central area since 2006;
- As well as being attractive for its rural picturesque natural/recreational features, Cowichan-Central is bedroom community to the Greater Victoria/Nanaimo area. With housing costs in those areas being higher than those in the AOI, coupled with the area's natural beauty, there is upward pressure on Cowichan-Central for housing development. Further, the attraction of rural/small community lifestyle, makes the area doubly-attractive for residential development;
- Private Forest Land (PFLA) forest companies have significant holdings within/adjacent to the AOI. Harvesting, due to timber age-class and proximity to timber processing facilities and a fairly buoyant timber market, has led to accelerated liquidation of standing timber inventories. This has resulted in significant changes to fuel typing and risk (slash and forest plantation) within the AOI.

The 2018 CWPP update will focus on including improvements and updates from the updated PSTA (Provincial Strategic Threat Analysis), updated BCWS (BC Wildfire Service) Fuel Type mapping etc.

**3. MOUNTAIN PINE BEETLE AFFECTED TIMBER.** Please indicate if the AOI includes land with Mountain Pine Beetle fuel type.

Yes  No

**4. COMMUNITY ENGAGEMENT.** Please describe all community involvement in wildfire risk mitigation in the past 2 years (as described in Sections 5 and 6 of [2017 CWPP Template](#)), including:

Fuel management: • Fuel Reduction/FireSmart of key Fire Dept. Radio Repeater within CVRD (2 phase project). Fully "FireSmarted" back 30 meters from "comms installation". The 2nd phase was completed on May 21, 2015 (18 tons of slash debris was treated and transported) to an approved disposal facility.

o This project is not within the CWPP Update - South Central area.

FireSmart planning and activities: Conducted 7 separate FireSmart "Workshops", involving approx. 140 attendees and 2 FireSmart Presentations, involving approx. 25 attendees over the past 2 years.

There are 4 Workshops/Presentations scheduled for 2017 that are expected to involve about 100 attendees - 3 of those will be conducted in CWPP Update - Cowichan Central area.

Conducted bylaw amendment reviews based upon public safety comments on various issues that may affect safety. Focus of those comments is the need for FireSmart principles, road/ pathway design to allow for emergency egress & access for emergency vehicles, and the information on the Hazard rating for a particular area.

Community education: Fire Response and Public Safety Coordination staff attended Interface Planning/Awareness Workshop, hosted by the City of Langford – June 15, 2016

Hosted a Builders and Developers Forum on June 23, 2016 on the topic of "Wildfire Protection for Residential Development".

Have issued development permits for subdivision and other forms of development that have implemented wildfire protection development permit guidelines.

Through contracted services from interface fire management experts, conducted an Interface Awareness Workshop involving CVRD Elected Officials, senior interdepartmental CVRD staff and local First Nations reps, focusing on development/planning/response challenges, FireSmart, current and future "interface trends" – July 27, 2016

Local government wildfire response resources: CVRD Fire Departments have acquired the following apparatus/resources:

Sahtlam FD received a new 1800 gal. Tender in May 2016. This truck enhances water delivery capacity for the area for bush & structure fires, since the area has no hydrants. The truck is outfitted with a 840 gpm pump and Class A foam system. (a portion of Sahtlam Fire Dept. is within CWPP Update - Cowichan Central area)

North Oyster FD received a new 4x4 pickup truck in June 2015. It is used as a command vehicle and is outfitted with first-response wildland equipment during fire season, including 35 sprinklers, Class A foam, hand tools, wildland back packs and forestry hose.

Youbou FD took possession (Feb 06, 2017) of a new pumper (engine), with enhanced Class A foam capabilities, to address that department's inherent rural interface challenges.

Malahat FD received a 2013 New Pumper (freightliner M2, 1050 gpm pump with 1000 gal water – with foam capabilities).

Purchased a large supply of the (Wasp) Home Sprinkler Protection Kits for public consumption and education.

In 2017 CVRD undertook a complete inventory of all apparatus in the 18 Fire Departments within the CVRD area (6 of which are CVRD Fire Depts and the remaining 12 being Municipal or Improvement District F.D.'s). A summary of that inventory is as follows:

31 Engines

16 Tenders

5 Aerials

6 Brush Trucks

3 ATV's

6 Boats

6 Utility Trailers

34 Other Vehicles - Command and Rescue/Support etc.

Totaling 107 pieces of mobile equipment

Other: CVRD Staff have also:

Participated in the FireSmart Community Champion workshop, a two day workshop (running ~7 hours per day) in Nanaimo 2015.

Participated in Working Together: Effective Fire Service Administration for Fire Chiefs and Local Government Chief Administrative Officers. A Fire Service Administration Educational Program on Vancouver Island September 11-13, 2015, Parksville, BC.

Attended the BC Fire Chief conference in Penticton BC, attending a working group of DEM managers focussing on living in the wildland/urban interface.

Conducted Hazard, Risk and Vulnerability Analysis training under EMBC with a focus on fire protection and evacuation of Cowichan Lake Community

Aided the Community of Lake Cowichan in determining their fire response plan during Sun-fest 2016 and 2017.

Remained active participants of the longstanding multi-agency "South Island Fire Management Organization" (Wildfire Prevention, Detection and Response Focus) that involves BCWS, Forest



Industry, Local Governments/Fire Departments, Fire Management Contractors (including First Nations), BC Parks, Capital Regional District Water and Parks, BC Timber Sales

Updated original UBCM funded CWPP (2006) by internal CVRD CWPP review in 2012 (This activity was 100% funded by CVRD).

Have responded to several "High profile" interface fires, over the past 2 fire seasons:

July 2/15 – North Oyster Area (airport) – 18 ha

July 20/15 – Highway 18 (near Somenos) - 3 ha. (est.) (within CWPP Update - Cowichan Central area

July 28/15 – Skutz Falls area – 16 ha

June 29/16 – North Oyster Area (Doole Rd) – 3 ha

Aug 25/16 – Bamberton (Malahat) – 3 ha total,

**5. CONSULTATION WITH FUEL MANAGEMENT SPECIALIST OR LIAISON.** Please describe how the Fuel Management Specialist was consulted in advance of submitting this application.

CVRD staff met with Tony Botica, FIT (Coastal Fire Centre) on June 27, 2017 to review CWPP Update Application for Cowichan South. At that time there was discussion of the concept of making application for the October 2017 CWPP Updates deadline date, for the other 3 previously identified Zones within the CVRD (Cowichan-Central, Cowichan-North and Cowichan-West) and there was general agreement on that strategy.

The following notice was recently posted on the 2017 SWPI web page:

Please Note: Due to the current active wildfire season and the deployment of BC Wildfire Service staff, the program requirement to consult with the fuel management specialist before submitting an application is waived for the October 2017 intake only.

**6. REVIEW OF PROJECT/APPLICATION.** Were any other agencies consulted in the development of the project and/or application prior to submission? Please check all that apply, add contact names and provide any available supporting documentation.

BC Wildfire Service. Contact person(s): Tony Botica, FIT - Note comments in Section 2-5 above

Local fire officials: CVRD Fire Chiefs

Land manager (e.g. MFLNRO resource district of BC Parks). Contact person: South Island Forest District, Mark Palmer, Stewardship Forester, Port Alberni, emailed on Sept. 6/17. BC Parks, Cowichan Area, Don Closson emailed on Sept 6/17.

First Nations' Emergency Services Society. Contact person: Jeff Eustache emailed Aug 29/17

Area-based tenure holders. Contact person: Private Forest Land: Island Timberlands, Jim Hodgson emailed on Sept. 6/17. Timberwest, Shaun Mason emailed Aug 30/17.

Other: CVRD internal staff departments such as CVRD Parks, GIS Department and emailed Gene Drew, BCWS Cobblehill Firebase on Aug 30/17.

**7. CONSULTANT INFORMATION.** If a consultant is being used to do some or all of the work, please describe how you will select a qualified individual:

See comments below:

If possible, please include the name(s) of the consultants(s).

**CWPP Consultant:** B A Blackwell is retained as consultant for CWPP Update Cowichan - South (Approved Spring 2017) and is the consultant pending for CWPP Update Cowichan - Central, subject to approval of this CWPP Update application

In addition, advisors Brian McIntosh, RFT and Pat Hayes (combined 70+ years of wildfire related experience) have been contracted to assist in this CWPP Update Cowichan - Central application process.

**GIS Consultant:** Internal CVRD and aforementioned CWPP Consultant (B A Blackwell)

Eligible activities and costs are outlined in Section 5 of the Program & Application Guide (Eligible & Ineligible Costs & Activities).

In Section 3, please include all proposed eligible costs for the development/update of your CWPP and provide a description of each proposed cost.

<b>SECTION 3: PROPOSED ACTIVITIES &amp; COSTS</b>	
<b>Activity</b>	<b>Proposed Cost</b>
Consultation with the Fuel Management Specialist or Liaison, land manager, other local governments, or other stakeholders regarding the proposed CWPP. <i>This activity may take place within 12 months prior to application submission. Please describe:</i> Will re-establish contact and liaison with Coastal Fuel Management Specialist-Tony Botica, FIT, as well as ongoing liaison as required with Brian McIntosh, RFT and Pat Hayes. Ongoing consultation with BA Blackwell during CWPP Update-Cowichan South, plus adjacent local governments and First Nations, and various land managers (BC MFLRNO, PFML, etc). 10 hours @ \$100	\$1,000.00
Information sharing with First Nations, as required by the land manager <i>This activity may take place within 12 months prior to application submission. Please describe:</i> As noted above, First Nations liaison is ongoing, plus Firesmart workshop activities. Contact also established with FNESS office in Kamloops, and always seeking additional partnership building opportunities. See attached map (Proposed 2017-2018 CWPP zones showing full listing of First Nation reserves within CVRD for liaison activities). 12 hours @ \$100	\$1,200.00
Preparation of the CWPP, including data collection, related to the following required sections of the CWPP template:	
Sections 1 & 2: Introduction and local area description. <u>Please describe:</u> CVRD-Cowichan Central description, census population and interface complexities, map reference to AOI, infrastructure and general fire regime history. 2 hours @ \$100	\$200.00
Section 3: Values at risk. <u>Please describe:</u> Through internal CVRD and external resources, gathering current inventory of key values	\$300.00

and giving priority to FireSmart, planning and response needs for wildfire prevention and protection (including BC Hydro right-of ways, highway corridors, watersheds, dangerous goods, cultural and other archeological values (BC Archeology Branch). 3 hours at \$100	
Section 4: Wildfire threat and risk. <u>Please describe:</u> Most current SWPI Guide and Wildfire Threat Worksheets will be used towards updated mapping products in the CWPP update. Most recent PSTA will be utilized followed by ground truthing plots in identifying potential high-extreme risk fuel treatments and or enhanced FireSmart opportunities, bylaw revisions, OCP input and other high level plans. 12 hours @ \$100	\$1,200.00
Section 5: Risk management and mitigation factors. <u>Please describe:</u> Using updated wildfire threat and risk data, areas will be identified as high to extreme risk and potential risk management and mitigation efforts will be recommended 3 hours @ \$100	\$300.00
5.1: Fuel Management. <u>Please describe:</u> Areas identified as high to extreme risk categories will be prioritized for potential fuel management treatments through the SWPI or other grant funded opportunities. Prevailing winds and other weather, topography, and vegetative fuel type criteria, through the analysis plus fire modelling will assist to identify priority areas for future consideration for fuel treatment units. Values at risk will be a key part of the analysis. 7.5 hours @ \$100	\$750.00
5.2: FireSmart planning and activities. <u>Please describe:</u> Based on the updated inventory of values at risk, high to extreme areas identified on the updated mapping product, a strategy of appropriate and priority FireSmart will be developed with an annual target of dates and outcomes, including a documented tracking system of activities. Participation in the FireSmart Canada-FireSmart Community Recognition program, and other emerging FireSmart activities such as the annual Wildfire Community Preparedness Day and workshops. 2.5 hours @ \$100	\$250.00
5.3 Communication and education. <u>Please describe:</u> In conjunction with internal CVRD media staff and related resources, a communication and education strategy will be a component of the updated CVRD CWPP update. This will be complimented and closely linked with the FireSmart strategy. See note on increasing the use of social media below under public information. 1 hour @ \$100	\$100.00
Section 6: Wildfire response resources. <u>Please describe:</u> Review and inventory CVRD response resources, and future plans for an assessment of adequacy to meet demands. Review available fire response statistics by type and trends. 2 hours @ \$100	\$200.00
Preparation of maps, spatial data, and metadata. <u>Please describe:</u> Utilizing both internal CVRD GIS staff (in-kind) plus consultant GIS expertise (fire modelling, etc.) the most recent available version of the PSTA will be utilized towards and updated map and data for CVRD CWPP update in conjunction with appropriate ground truthing. Consultation	\$2,500.00

<p>with BCWS Geomatics will be on-going and also complying with the most recent UBCM SWPI Guide spatial requirements.</p> <p style="text-align: right;">25 hours @ \$100</p>	
<p>Presentation of the CWPP to the Council, Board or Band Council, tenure holders (if applicable), land manager, community organizations, etc. <u>Please describe:</u> CVRD internal staff along with CWPP consultant team will develop the required presentation package to key Councils and stakeholders, and scheduled delivery of key components. CVRD Emergency Services will take the lead of these activities, with appropriate support.</p> <p style="text-align: right;">5 hours @ \$100</p>	\$500.00
<p>Amendments to relevant local government or First Nation plans, bylaws and policies that are specific to the CWPP. <u>Please describe:</u> Specific elements relating to the CVRD CWPP update will need to have synergy and consultation with higher level plans such as the OCP, First Nations, etc. Include review and any subsequent recommendations to CVRD bylaws, development permit process, policies, procedures (SOP), FireSmart strategies and engagement, etc.</p> <p style="text-align: right;">5 hours @ \$100</p>	\$500.00
<p>Staff and contractor costs directly related to the development of the CWPP. <u>Please describe:</u> The successful bidder of the CVRD RFP will engage into a gap analysis (3 hours) initially to assess prior CWPP products and deficiencies, complete updated inventory of values and appropriate ground truthing of the most recent PSTA. Assess fuel typing for fire modelling to identify priority high to extreme risk areas and potential cost effective fuel management treatments units. CWPP update will include recommendations for enhanced FireSmart activities, OCP and bylaw reviews, partnership building opportunities, communication plan, etc.</p> <p style="text-align: right;">120 hours @ \$100</p>	\$12,000.00
<p>Applicant administration costs directly related to the development of the CWPP. <u>Please describe:</u> In-kind staffing costs and directly related administration costs eligible per UBCM SWPI CWPP Guide will be tracked on a detailed spreadsheet and submitted to UBCM with final updated CVRD CWPP update report, in a timely fashion.</p> <p style="text-align: right;">5 hours @ \$100</p>	\$500.00
<p>Public information costs directly related to the development of the CWPP. <u>Please describe:</u> There will likely be public consultations through the CVRD CWPP update process in key strategic locations to initiate and promote FireSmart Champions and FireSmart communities. Consideration for enhanced public and stakeholder communications including the use of social media. Consideration will also be given to posting updated CWPP maps to the CVRD Emergency Planning link.</p> <p style="text-align: right;">5 hours @ \$100</p>	\$500.00

Other proposed activities. <u>Please describe</u> : Consultations, partnership building and collaborations will be a key part of the CVRD CWPP update process, including on-going interactions with BCWS Fuel Management Specialist, BCWS Geomatics staff, FNESS, MFLNRO and associated land managers, UBCM, PFML, Utilities, Minsitry of Transportation and Infrastructure, etc 2 hours @ \$100	\$200.00
<b>Total Proposed Costs:</b>	<b>\$24,700.00</b>

The CWPP program can contribute a maximum of 75% of the cost of eligible activities – to a maximum of \$22,500.00 - and the remainder (25%) is required to be funded through community contributions.

<b>Total Grant Requested</b> (see above for grant calculation):	<b>\$18,250.00</b>
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Please note that you will be required to provide detailed information on the community contribution (if required) in the final report. This includes information on contributions from other grant programs. If information is available now, please complete Section 4:

<b>SECTION 4: OTHER GRANTS</b>	
<b>Grant(s) Description:</b>	<b>Estimated Grant Value</b>
Seeking available emerging grant opportunities, on-going	\$0.00

<b>SECTION 5: REQUIRED APPLICATION MATERIALS</b>
<p>Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Local government Council or Board resolution, or First Nation Band Council resolution, indicating support for the current proposed activities and willingness to provide overall grant management</li> <li><input checked="" type="checkbox"/> Map of the proposed AOI including administrative boundaries and community locations</li> <li><input checked="" type="checkbox"/> <u>For CWPP Updates only</u>: In addition to the above requirements, applications for CWPP Updates must also include: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Map of proposed AOI including previous CWPP boundaries, areas of new or expanded development or infrastructure, and completed treatment areas from previous plans.</li> <li><input checked="" type="checkbox"/> PSTA image or map of relevant fuel type changes</li> </ul> </li> </ul>

<b>SECTION 6: SIGNATURE (To be signed by Local Government or First Nation Applicant)</b>	
I certify that the area covered by the proposed CWPP: (1) is within the jurisdiction of the local government or First Nation (or appropriate approvals are in place)	
Name: Jason deJong, CFO	Title: Fire Rescue Services Coordinato
Signature: X	Date: September 8,2017

All applications (from local governments and First Nations) should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [swpi@ubcm.ca](mailto:swpi@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8

**Strategic Wildfire Prevention Initiative**  
**Community Wildfire Protection Plan &**  
**CWPP Update Program**

**2017 APPLICATION FORM (Updated)**

Please type directly in this form or print and complete. Additional space or pages may be used as required. For detailed instructions regarding application requirements, please refer to the *2017 Community Wildfire Protection Plan & CWPP Update Program & Application Guide (March 2017)*.

**SECTION 1: APPLICANT INFORMATION**

<b>Local Government or First Nation:</b> Cowichan Valley Regional District (CVRD)	<b>Date of Application:</b> September 8, 2017
<b>Contact Person*:</b> Jason deJong, CFO	<b>Title:</b> Fire Rescue Services Coordinator
<b>Phone:</b> 250-746-2564	<b>E-mail:</b> jdejong@cvrld.bc.ca

\* Contact person must be an authorized representative of the applying local government or First Nation.

**SECTION 2: PROJECT INFORMATION**

**1. NAME OF PROJECT.**

CWPP Update for CVRD Electoral Areas "F" and "I", hereinafter referred to as "CWPP Update - Cowichan West"

**2. CWPP DESCRIPTION.** Please provide a geographic description of the proposed Area of Interest (AOI), including the estimated number of hectares to be included, and a rationale for the need for a CWPP.

"The Cowichan Valley Regional District covers an area of approximately 4,043 square kilometres and has a population of 83,739 (2016). The District includes nine electoral areas (A thru I), the four member municipalities (Town of Ladysmith, North Cowichan, Town of Lake Cowichan and City of Duncan) and 10 first nations (8 populated areas)." See attached Electoral map: <http://www.cvrld.bc.ca/DocumentCenter/Home/View/617>

There are 191 Community Parks within the CVRD

Governance: "The CVRD is governed by a 15-member Board comprised of appointed directors from four municipalities (North Cowichan has three appointees based upon population) and an elected director from each of the nine electoral areas. The CVRD Board elects a Chairperson and Vice-Chairperson annually. The Chairperson is responsible for establishing the committee structure of the Board".

Services: The Regional District provides a broad range of services to its residents. While a small number of these services are mandated by the Province (solid waste, emergency planning, land use planning), the majority of services provided by the CVRD are determined by the Board. However, services can only be provided with the approval of the electors who will receive them

The services provided can be regional, sub-regional or local, they include the following examples:

- Regional Services
  - o solid waste management, 9-1-1, emergency planning, administration, economic development, environmental services, regional parks, capital financing for hospitals;
- Sub-regional Services
  - o land use planning, bylaw enforcement, building inspection, recreation centres, parks, transit; and
- Local Services
  - o fire protection, water and wastewater systems, community parks, community centres, and street lights.

The CWPP Update - Cowichan West (OCP):

The "Draft" Official Community Plan (OCP) is a comprehensive long-range plan that covers the West Coast/Cowichan Lake/Skutz Falls region which includes the majority of Electoral Area "F" of the Cowichan Valley Regional District (CVRD). The Town of Lake Cowichan is not included in this plan area, nor are First Nations Lands.

The OCP for Area I (Youbou/Meades Creek) was adopted 2005. Any OCP changes will be subject to a thorough public review process.

- Electoral Area F:
  - Size: 184,828 hectares
  - Population (2016): 1,629
  - Parks (Community): 11
  - Parks (Provincial): 5 (Carmanah-Walbran, Gordon Bay, Cowichan River)
  - Parks (National): 1 (Pacific Rim)
- Electoral Area I:
  - Size: 54,563 hectares
  - Population (2016): 1,206
  - Parks (Community): 16
  - Parks (Provincial): 0
  - Parks (National): 0
- Cowichan West Total:
  - Size: 239,391 hectares
  - Population (2016): 2,835
  - Parks (Community): 25
  - Parks (Provincial): 5
  - Parks (National): 1

Key fire management players, partners and stakeholders within the CVRD:

Fire Departments:

- Malahat, Sahtlam, Mesachie Lake, Honeymoon Bay, Youbou and North Oyster
  - o Sahtlam, Mesachie Lake, Honeymoon Bay, Youbou are within CWPP Update - Cowichan West area
- Specified areas contracted by CVRD – Eagle Heights, Saltair, Cowichan Lake. Note that Cowichan Lake Specified Area is within CWPP Update - Cowichan West area.
- 12 other "mutual-aid" Fire Departments (Municipalities, Improvement and Fire Protection Districts)



o Lake Cowichan Fire Protection District (Town of Lake Cowichan) and Caycuse Volunteer Fire Department Society are within the CWPP Update - Cowichan - West area

Local First Nations in CVRD:

- Cowichan Tribes, Malahat, Halalt, Stz'uminus, Lyackson, Penelakut, Lake Cowichan, Ditidaht and Pacheedaht,

o Cowichan, Lake Cowichan, Ditidaht and Pacheedaht are within CWPP Update - Cowichan West

Major Adjacent Forest landowners:

- Island Timberlands LP, TimberWest Forest Corp., Hancock Timber

Major Rights of way:

- BC Hydro

Forest Tenure holders

BC Timber Sales

WFP

Teal Jones

Khowutzen Forest Services Ltd and TS'AA7UKW Forestry

BC Parks

- Cowichan Area, Victoria Office

o Carmanah-Walbran, Gordon Bay and Cowichan River are within CWPP Update - Cowichan West

Fire Weather Data - 10 year averages

Victoria Airport : Danger Class 3 - 5 Days => 125 days per year

" " " " : Danger Class 4 - 5 Days => 74 days per year

Cedar : Danger Class 3 - 5 Days => 115 days per year

" " : Danger Class 4 - 5 Days => 72 days per year

Mesachie Lake (in CWPP Update -Cowichan West area):

: Danger Class 3 - 5 Days => 102 days per year

" " : Danger Class 4 - 5 Days => 61 days per year

In summary, the CVRD CWPP (2006) has many deficiencies identified from the 2011 CWPP update application to UBCM, in both spatial and content anomalies. Thus the entire CWPP is in need of updating.

Is this application for a CWPP Update?

Yes  No

If yes, please refer to Section 3 of the Program & Application Guide (Eligible Projects) and provide a detailed rationale for updating an existing CWPP:

Rationale for the need for the update to the CWPP – Cowichan-West AOI:

- The original CWPP for the entire CVRD was completed in 2006. The CWPP update, conducted in 2011, had both CWPP and spatial deficiencies that could not be resolved. As such, funding support from UBCM for the update was not approved;

- The 2006 CWPP indicates that 96% of the CVRD is in High or Extreme Hazard rating; upon reflection, this may be over-stated. CWPP updates are critical in determining/confirming degree of severity and risk in interface potential;

- PSTA data is not incorporated in the existing (2006) CWPP – as such, polygons are likely in need of revision and "overall threat" needs review. UBCM feedback regarding the 2011 update indicated there were "threat point plot" and other irregularities in the spatial data submission;
- The area of the entire CWPP is deemed to be too vast/diverse for a single update; as such CVRD is proposing 4 individual updates (Cowichan-South, Cowichan-Central, Cowichan-North and Cowichan-West) over a 1-2 year period, commencing with Cowichan-South, which is currently underway (CWPP Appl. approved Spring 2017). See AOI map for development changes to the Cowichan-West area since 2006;
- As well as being attractive for its rural picturesque natural/recreational features, Cowichan-West is bedroom community to the Duncan/North Cowichan and Nanaimo/Greater Victoria areas. With housing costs in those areas being significantly higher than those in the AOI, coupled with the area's natural beauty, there is upward pressure on Cowichan-West for housing development. Further, the attraction of rural/small community lifestyle, makes the area doubly-attractive for residential development;
- Private Forest Land (PFLA) forest companies have significant holdings within/adajacent to the AOI. Harvesting, due to timber age-class and proximity to timber processing facilities and a fairly buoyant timber market, has led to accelerated liquidation of standing timber inventories. This has resulted in significant changes to fuel typing and risk (slash and forest plantation) within the AOI.

The 2018 CWPP update will focus on including improvements and updates from the updated PSTA (Provincial Strategic Threat Analysis), updated BCWS (BC Wildfire Service) Fuel Type mapping etc.

- 3. MOUNTAIN PINE BEETLE AFFECTED TIMBER.** Please indicate if the AOI includes land with Mountain Pine Beetle fuel type.

Yes     No

- 4. COMMUNITY ENGAGEMENT.** Please describe all community involvement in wildfire risk mitigation in the past 2 years (as described in Sections 5 and 6 of [2017 CWPP Template](#)), including:

Fuel management: Fuel Reduction/FireSmart of key Fire Dept. Radio Repeater within CVRD (2 phase project). Fully "FireSmarted" back 30 meters from "comms installation". The 2nd phase was completed on May 21, 2015 (18 tons of slash debris was treated and transported) to an approved disposal facility.

o This project is within the CWPP Update - Cowichan West area.

FireSmart planning and activities: Conducted 7 separate FireSmart "Workshops", involving approx. 140 attendees and 2 FireSmart Presentations, involving approx. 25 attendees over the past 2 years.

There are 4 Workshops/Presentations scheduled for 2017 with the expectation of 100 attendees. The focus of those will be on CWPP Update Cowichan-Central and Cowichan-North areas. In 2018, primary focus will likely be on CWPP Update Cowichan-West and Cowichan-South.

Conducted bylaw amendment reviews based upon public safety comments on various issues that may affect safety. Focus of those comments is the need for FireSmart principles, road/ pathway design to allow for emergency egress & access for emergency vehicles, and the information on the Hazard rating for a particular area.

Community education: Fire Response and Public Safety Coordination staff attended Interface Planning/Awareness Workshop, hosted by the City of Langford – June 15, 2016

Hosted a Builders and Developers Forum on June 23, 2016 on the topic of "Wildfire Protection for Residential Development".

Have issued development permits for subdivision and other forms of development that have implemented wildfire protection development permit guidelines.

Through contracted services from interface fire management experts, conducted an Interface Awareness Workshop involving CVRD Elected Officials, senior interdepartmental CVRD staff and local First Nations reps, focusing on development/planning/response challenges, FireSmart, current and future "interface trends" – July 27, 2016

Local government wildfire response resources: CVRD Fire Departments have acquired the following apparatus/resources:

Sahtlam FD received a new 1800 gal. Tender in May 2016. This truck enhances water delivery capacity for the area for bush & structure fires, since the area has no hydrants. The truck is outfitted with a 840 gpm pump and Class A foam system. (a portion of this Fire Dept. is with CWPP Update - Cowichan West area).

North Oyster FD received a new 4x4 pickup truck in June 2015. It is used as a command vehicle and is outfitted with first-response wildland equipment during fire season, including 35 sprinklers, Class A foam, hand tools, wildland back packs and forestry hose.

Youbou FD (CWPP Update - Cowichan West area) took possession (Feb 06, 2017) of a new pumper (engine), with enhanced Class A foam capabilities, to address that department's inherent rural interface challenges.

Malahat FD received a 2013 New Pumper (freightliner M2, 1050 gpm pump with 1000 gal water – with foam capabilities).

Purchased a large supply of the (Wasp) Home Sprinkler Protection Kits for public consumption and education.

In 2017 CVRD undertook a complete inventory of all apparatus in the 18 Fire Departments within the CVRD area (6 of which are CVRD Fire Depts and the remaining 12 being Municipal or Improvement District F.D.'s). A summary of that inventory is as follows:

31 Engines

16 Tenders

5 Aerials

6 Brush Trucks

3 ATV's

6 Boats

6 Utility Trailers

34 Other Vehicles - Command and Rescue/Support etc.

Totaling 107 pieces of mobile equipment

Other: Wildland Urban Interface (WUI) FireSmart planning, response, partnership building  
CVRD Staff have also: Wildland Urban Interface (WUI) FireSmart planning, response, partnership building

CVRD Staff have also:

Participated in the FireSmart Community Champion workshop, a two day workshop (running ~7 hours per day) in Nanaimo 2015.

Participated in Working Together: Effective Fire Service Administration for Fire Chiefs and Local Government Chief Administrative Officers. A Fire Service Administration Educational Program on Vancouver Island September 11-13, 2015, Parksville, BC.

Attended the BC Fire Chief conference in Penticton BC, attending a working group of DEM managers focussing on living in the wildland/urban interface.

Conducted Hazard, Risk and Vulnerability Analysis training under EMBC with a focus on fire protection and evacuation of Cowichan Lake Community (CWPP Update Cowichan -West area)

Aided the Community of Lake Cowichan in determining their fire response plan during Sun-fest 2016 and 2017 (CWPP Update Cowichan - West area). Sunfest is within the Lake Cowichan Contract Fire Protection area (CVRD)

Remained active participants of the longstanding multi-agency "South Island Fire Management Organization" (Wildfire Prevention, Detection and Response Focus) that involves BCWS, Forest Industry, Local Governments/Fire Departments, Fire Management Contractors (including First Nations), BC Parks, Capital Regional District Water and Parks, BC Timber Sales

Updated original UBCM funded CWPP (2006) by internal CVRD CWPP review in 2012 (This activity was 100% funded by CVRD).

Have responded to several "High profile" interface fires, over the past 2 fire seasons:

July 2/15 – North Oyster Area (airport) – 18 ha

July 20/15 – Highway 18 (near Somenos) - 3 ha. (est.)

July 28/15 – Skutz Falls area – 16 ha (fire was within CWPP Update-Cowichan West area)

June 29/16 – North Oyster Area (Doole Rd) – 3 ha

Aug 25/16 – Bamberton (Malahat) – 3 ha total,

**5. CONSULTATION WITH FUEL MANAGEMENT SPECIALIST OR LIAISON.** Please describe how the Fuel Management Specialist was consulted in advance of submitting this application.

CVRD staff met with Tony Botica, FIT (Coastal Fire Centre) on June 27, 2017 to review CWPP Update Application for Cowichan-South. At that time there was discussion of the concept of making application for the October 2017 CWPP Updates deadline date, for the other 3 previously identified Zones within the CVRD (Cowichan-Central, Cowichan-North and Cowichan-West) and there was general agreement on that strategy.

The following notice was recently posted on the 2017 SWPI web page:

Please Note: Due to the current active wildfire season and the deployment of BC Wildfire Service staff, the program requirement to consult with the fuel management specialist before submitting an application is waived for the October 2017 intake only.

**6. REVIEW OF PROJECT/APPLICATION.** Were any other agencies consulted in the development of the project and/or application prior to submission? Please check all that apply, add contact names and provide any available supporting documentation.

- BC Wildfire Service. Contact person(s): Tony Botica, FIT - Note comments in Section 2-5 above
- Local fire officials: CVRD Fire Chiefs
- Land manager (e.g. MFLNRO resource district of BC Parks). Contact person: South Island Forest District, Mark Palmer, Stewardship Forester, Port Alberni, emailed on Sept. 6/17. BC Parks, Cowichan Area, Don Closson emailed on Sept. 6/17.
- First Nations' Emergency Services Society. Contact person: Jeff Eustache emailed on Aug 29/17
- Area-based tenure holders. Contact person: Private Forest Land: Island Timberlands, Jim Hodgson emailed on Sept. 6/17. Timberwest, Shaun Mason emailed on Aug 30/17.
- Other: CVRD internal staff departments such as CVRD Parks, GIS Department, and Gene Drew, BCWS Cobblehill Firebase, emailed on Aug 30/17

**7. CONSULTANT INFORMATION.** If a consultant is being used to do some or all of the work, please describe how you will select a qualified individual:

See comments below:

If possible, please include the name(s) of the consultants(s).

**CWPP Consultant:** B A Blackwell is retained as consultant for CWPP Update Cowichan - South (Approved Spring 2017) and is the constultant pending for CWPP Update Cowichan - West, subject to approval of this CWPP Update application

In addition, advisors Brian McIntosh, RFT and Pat Hayes (combined 70+ years of wildfire related experience) have been contracted to assist in this CWPP Update Cowichan - West application process.

**GIS Consultant:** Internal CVRD and aforementioned CWPP Consultant (B A Blackwell)

Eligible activities and costs are outlined in Section 5 of the Program & Application Guide (Eligible & Ineligible Costs & Activities).

In Section 3, please include all proposed eligible costs for the development/update of your CWPP and provide a description of each proposed cost.

SECTION 3: PROPOSED ACTIVITIES & COSTS	
Activity	Proposed Cost
Consultation with the Fuel Management Specialist or Liaison, land manager, other local governments, or other stakeholders regarding the proposed CWPP. <i>This activity may take place within 12 months prior to application submission. Please describe:</i> Will re-establish contact and liaison with Coastal Fuel Management Specialist-Tony Botica, FIT, as well as ongoing liaison as required with Brian McIntosh, RFT and Pat Hayes. Ongoing consultation with BA Blackwell during CWPP Update-Cowichan South, plus adjacent local governments and First Nations, and various land managers (BC MFLRNO, PFML, etc). 15 hours @ \$100	\$1,500.00

Information sharing with First Nations, as required by the land manager <i>This activity may take place within 12 months prior to application submission. Please describe:</i> As noted above, First Nations liaison is ongoing, plus Firesmart workshop activities. Contact also established with FNESS office in Kamloops, and always seeking additional partnership building opportunities. See attached map (Proposed 2017-2018 CWPP zones showing full listing of First Nation reserves within CVRD for liaison activities). 15 hours @ \$100	\$1,500.00
Preparation of the CWPP, including data collection, related to the following required sections of the CWPP template:	
Sections 1 & 2: Introduction and local area description. <u>Please describe:</u> CVRD-Cowichan West description, census population and interface complexities, map reference to AOI, infrastructure and general fire regime history. 2 hours @ \$100	\$200.00
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Section 4: Wildfire threat and risk. <u>Please describe:</u> Most current SWPI Guide and Wildfire Threat Worksheets will be used towards updated mapping products in the CWPP update. Most recent PSTA will be utilized followed by ground truthing plots in identifying potential high-extreme risk fuel treatments and or enhanced FireSmart opportunities, bylaw revisions, OCP input and other high level plans. 15 hours @ \$100	\$1,500.00
Section 5: Risk management and mitigation factors. <u>Please describe:</u> Using updated wildfire threat and risk data, areas will be identified as high to extreme risk and potential risk management and mitigation efforts will be recommended 8 hours @ \$100	\$800.00
5.1: Fuel Management. <u>Please describe:</u> Areas identified as high to extreme risk categories will be prioritized for potential fuel management treatments through the SWPI or other grant funded opportunities. Prevailing winds and other weather, topography, and vegetative fuel type criteria, through the analysis plus fire modelling will assist to identify priority areas for future consideration for fuel treatment units. Values at risk will be a key part of the analysis. 15 hours @ \$100	\$1500.00
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<p>5.3 Communication and education. <u>Please describe:</u> In conjunction with internal CVRD media staff and related resources, a communication and education strategy will be a component of the updated CVRD CWPP update. This will be complimented and closely linked with the FireSmart strategy. See note on increasing the use of social media below under public information.</p> <p style="text-align: right;">2.5 hour @ \$100</p>	\$250.00
<p>Section 6: Wildfire response resources. <u>Please describe:</u> Review and inventory CVRD response resources, and future plans for an assessment of adequacy to meet demands. Review available fire response statistics by type and trends.</p> <p style="text-align: right;">2 hours @ \$100</p>	\$200.00
<p>Preparation of maps, spatial data, and metadata. <u>Please describe:</u> Utilizing both internal CVRD GIS staff (in-kind) plus consultant GIS expertise (fire modelling, etc.) the most recent available version of the PSTA will be utilized towards and updated CVRD CWPP update maps and data in conjunction with appropriate ground truthing. Consultation with BCWS Geomatics will be on-going and also complying with the most recent UBCM SWPI Guide spatial requirements.</p> <p style="text-align: right;">28 hours @ \$100</p>	\$2,800.00
<p>Presentation of the CWPP to the Council, Board or Band Council, tenure holders (if applicable), land manager, community organizations, etc. <u>Please describe:</u> CVRD internal staff along with CWPP consulatant team will develop the required presentation package to key Councils and stakeholders, and scheduled delivery of key components. CVRD Emergency Services will take the lead of these activities, with appropriate support.</p> <p style="text-align: right;">5 hours @ \$100</p>	\$500.00
<p>Amendments to relevant local government or First Nation plans, bylaws and policies that are specific to the CWPP. <u>Please describe:</u> Specific elements relating to the CVRD CWPP update will need to have synergy and consultation with higher level plans such as the OCP, First Nations, etc. Include review and any subsequent recommendations to CVRD bylaws, development permits, policies, procedures (SOP), FireSmart strategies and community engagement, etc.</p> <p style="text-align: right;">10 hours @ \$100</p>	\$1,000.00
<p>Staff and contractor costs directly related to the development of the CWPP. <u>Please describe:</u> The successful bidder of the CVRD RFP will engage into a gap analysis initially to assess prior CWPP products and deficiencies, complete updated inventory of values and appropriate ground truthing of the most recent PSTA. Assess fuel typing for fire modelling to identify priority high to extreme risk areas and potential cost effective fuel management treatments units. CWPP update will include recommendations for enhanced FireSmart activities, OCP and bylaw reviews, partnership building opportunities, communication plan, etc.</p> <p style="text-align: right;">120 hours @ \$100</p>	\$12,000.00
<p>Applicant administration costs directly related to the development of the CWPP. <u>Please describe:</u> In-kind staffing costs and directly related administration costs eligible per UBCM SWPI CWPP Guide will be tracked on a spreadsheet and submitted to UBCM with final updated CVRD CWPP update report, in a timely fashion.</p> <p style="text-align: right;">7 hours @ \$100</p>	\$700.00

Public information costs directly related to the development of the CWPP. <u>Please describe</u> : There will likely be public consultations through the CVRD CWPP update process in key strategic locations to initiate and promote FireSmart Champions and FireSmart communities. Consideration for enhanced public and stakeholder communications including the use of social media. Consideration will also be given to posting updated CWPP maps to the CVRD Emergency Planning link.  7.5 hours @ \$100	\$750.00
Other proposed activities. <u>Please describe</u> : Consultations, partnership building and collaborations will be a key part of the CVRD CWPP update process, including on-going interactions with BCWS Fuel Management Specialist, BCWS Geomatics staff, FNESS, MFLNRO and associated land managers, UBCM, PFML, Utilities, Minsitry of Transportation and Infrastructure, etc. Includes extra meetings, conference calls, email and phone calls.  5 hours @ \$100	\$500.00
<b>Total Proposed Costs:</b>	<b>\$28,000.00</b>

The CWPP program can contribute a maximum of 75% of the cost of eligible activities – to a maximum of \$22,500.00 - and the remainder (25%) is required to be funded through community contributions.

<b>Total Grant Requested</b> (see above for grant calculation):	<b>\$21,000.00</b>
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Please note that you will be required to provide detailed information on the community contribution (if required) in the final report. This includes information on contributions from other grant programs. If information is available now, please complete Section 4:

<b>SECTION 4: OTHER GRANTS</b>	
<b>Grant(s) Description:</b>	<b>Estimated Grant Value</b>
Seeking available emerging grant opportunities, on-going	\$0.00

<b>SECTION 5: REQUIRED APPLICATION MATERIALS</b>
<p>Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Local government Council or Board resolution, or First Nation Band Council resolution, indicating support for the current proposed activities and willingness to provide overall grant management</li> <li><input checked="" type="checkbox"/> Map of the proposed AOI including administrative boundaries and community locations</li> <li><input checked="" type="checkbox"/> <u>For CWPP Updates only</u>: In addition to the above requirements, applications for CWPP Updates must also include: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Map of proposed AOI including previous CWPP boundaries, areas of new or expanded development or infrastructure, and completed treatment areas from previous plans.</li> <li><input checked="" type="checkbox"/> PSTA image or map of relevant fuel type changes</li> </ul> </li> </ul>



**SECTION 6: SIGNATURE (To be signed by Local Government or First Nation Applicant)**

I certify that the area covered by the proposed CWPP: (1) is within the jurisdiction of the local government or First Nation (or appropriate approvals are in place)

Name: Jason deJong, CFO

Title: Fire Rescue Services Coordinator

Signature: X

Date: September 8, 2017

All applications (from local governments and First Nations) should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [swpi@ubcm.ca](mailto:swpi@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8

**Strategic Wildfire Prevention Initiative**  
**Community Wildfire Protection Plan &**  
**CWPP Update Program**

**2017 APPLICATION FORM (Updated)**

Please type directly in this form or print and complete. Additional space or pages may be used as required. For detailed instructions regarding application requirements, please refer to the *2017 Community Wildfire Protection Plan & CWPP Update Program & Application Guide (March 2017)*.

**SECTION 1: APPLICANT INFORMATION**

**Local Government or First Nation:** Cowichan Valley Regional District      **Date of Application:** September 8, 2017

**Contact Person\*:** Jason deJong, CFO      **Title:** Fire Services Coordinator

**Phone:** 250-746-2564      **E-mail:** jdejong@cvrld.bc.ca

\* Contact person must be an authorized representative of the applying local government or First Nation.

**SECTION 2: PROJECT INFORMATION**

**1. NAME OF PROJECT.**

CWPP Update for CVRD Electoral Areas "G" and "H", hereinafter referred to as "CWPP Update - Cowichan North"

**2. CWPP DESCRIPTION.** Please provide a geographic description of the proposed Area of Interest (AOI), including the estimated number of hectares to be included, and a rationale for the need for a CWPP.

"The Cowichan Valley Regional District covers an area of approximately 4,043 square kms and has a population of 83,739 (2016). The District includes nine electoral areas (A thru I), the four member municipalities (Town of Ladysmith, North Cowichan, Town of Lake Cowichan and City of Duncan) and 10 first nations (8 populated areas)." See attached Electoral map:  
<http://www.cvrld.bc.ca/DocumentCenter/Home/View/617>

There are 191 Community Parks within the CVRD

**Governance:** "The CVRD is governed by a 15-member Board comprised of appointed directors from four municipalities (North Cowichan has three appointees based upon population) and an elected director from each of the nine electoral areas. The CVRD Board elects a Chairperson and Vice-Chairperson annually. The Chairperson is responsible for establishing the committee structure of the Board".

**Services:** The Regional District provides a broad range of services to its residents. While a small number of these services are mandated by the Province (solid waste, emergency planning, land use planning), the majority of services provided by the CVRD are determined by the Board. However, services can only be provided with the approval of the electors who will receive them

The services provided can be regional, sub-regional or local, they include the following examples:

- Regional Services
  - o solid waste management, 9-1-1, emergency planning, administration, economic development, environmental services, regional parks, capital financing for hospitals;
- Sub-regional Services
  - o land use planning, bylaw enforcement, building inspection, recreation centres, parks, transit; and
- Local Services
  - o fire protection, water and wastewater systems, community parks, community centres, and street lights.

The CWPP Update - Cowichan North:

The Official Community Plan (OCP) is a comprehensive long-range plan describing the long-term vision for CVRD Electoral Area G (Saltair - 2005) & Area H (North Oyster/Diamond - 1993) and the policies by which it can be implemented. It functions as a guide for residents, landowners and business interests in the OCP Areas.

It helps to ensure that positive change will occur, and is meant also to provide assurance that all future development will be consistent with the policies and thrust of the OCP. Any changes to either OCP will be subject to a thorough public review process.

- Electoral Area G:
  - Size: 28,646 hectares
  - Population (2016): 2,325
  - Parks (Community): 7
  - Parks (Provincial): 4
  - Parks (National): 0
- Electoria Area H:
  - Size: 8,539 hectares
  - Population (2016): 2,446
  - Parks (Community): 7
  - Parks (Provincial): 2
  - Parks (National): 0
- Cowichan North Total:
  - Size: 37,185 hectares
  - Population (2016): 4,771
  - Parks (Community): 14
  - Parks (Provincial): 0
  - Parks (National): 0

Note that Roberts Memorial Provincial Park is outside the CVRD, but within the AOI of CWPP Update Cowichan - North area (Park is within the Nanaimo Regional Dist

Key fire management players, partners and stakeholders within the CVRD:

Fire Departments:

- Malahat, Sahtlam, Mesachie Lake, Honeymoon Bay, Youbou and North Oyster
  - o North Oyster is within CWPP Update - Cowichan North area
- Specified areas contracted by CVRD – Eagle Heights, Saltair, Cowichan Lake. Note that Saltair Specified Area is within CWPP Update - Cowichan North

- 12 other "mutual-aid" Fire Departments (Municipalities, Improvement and Fire Protection Districts)

o Town of Ladysmith (Fire Department) and Thetis Island Fire Protection Districts are within the CWPP Update - Cowichan North area.

Local First Nations in CVRD:

- Cowichan Tribes, Malahat, Halalt, Stz'uminus, Lyackson, Penelakut, Lake Cowichan, Ditidaht and Pacheedaht,

o Penelekut, Stz'uminus and Lyackson are within CWPP Update - Cowichan North

Major Adjacent Forest landowners:

- Island Timberlands LP, TimberWest Forest Corp.

Major Rights of way:

- BC Hydro
- FortisBC - Pipeline & Mt Hayes
- Island Corridor Foundation

Forest Tenure holders:

- BC Timber Sales

BC Parks

- Cowichan Area, Victoria Office
  - o Roberts Memorial Park

Fire Weather Data - 10 year averages

Victoria A/P : Danger Class 3 - 5 Days => 125 days per year

" " " : Danger Class 4 - 5 Days => 74 days per year

Cedar (within CWPP Update - Cowichan-North area):

" " Danger Class 3 - 5 Days => 115 days per year

" " Danger Class 4 - 5 Days => 72 days per year

Mesachie Lake : Danger Class 3 - 5 Days => 102 days per year

" " : Danger Class 4 - 5 Days => 61 days per year

In summary, the CVRD CWPP (2006) has many deficiencies identified from the 2011 CWPP update application to UBCM, in both spatial and content anomalies. Thus the entire CWPP is in need of updating.

Is this application for a CWPP Update?

Yes  No

If yes, please refer to Section 3 of the Program & Application Guide (Eligible Projects) and provide a detailed rationale for updating an existing CWPP:

- Rationale for the need for the update to the CWPP – Cowichan-North AOI:

The original CWPP for the entire CVRD was completed in 2006. The CWPP update, conducted in 2011, had both CWPP and spatial deficiencies that could not be resolved. As such, funding support from UBCM for the update was not approved;

- The 2006 CWPP indicates that 96% of the CVRD is in High or Extreme Hazard rating; upon reflection, this may be over-stated. CWPP updates are critical in determining/confirming degree of severity and risk in interface potential;

- PSTA data is not incorporated in the existing (2006) CWPP – as such, polygons are likely in need of revision and "overall threat" needs review. UBCM feedback regarding the 2011 update indicated there were "threat point plot" and other irregularities in the spatial data submission;
- The area of the entire CWPP is deemed to be too vast/diverse for a single update; as such CVRD is proposing 4 individual updates (Cowichan-South, Cowichan-Central, Cowichan-North and Cowichan-West) over a 1-2 year period, commencing with Cowichan-South, which is currently underway (CWPP Appl. approved Spring 2017). See AOI map for development changes to the Cowichan-North area since 2006;
- As well as being attractive for its rural picturesque natural/recreational features, Cowichan-North is bedroom community to the Duncan/North Cowichan and Nanaimo areas. With housing costs in those areas being somewhat higher than those in the AOI, coupled with the area's natural beauty, there is upward pressure on Cowichan-North for housing development. Further, the attraction of rural/small community lifestyle, makes the area doubly-attractive for residential development;
- Private Forest Land (PFLA) forest companies have significant holdings within/adajacent to the AOI. Harvesting, due to timber age-class and proximity to timber processing facilities and a fairly buoyant timber market, has led to accelerated liquidation of standing timber inventories. This has resulted in significant changes to fuel typing and risk (slash and forest plantation) within the AOI.

The 2018 CWPP update will focus on including improvements and updates from the updated PSTA (Provincial Strategic Threat Analysis), updated BCWS (BC Wildfire Service) Fuel Type mapping etc.

**3. MOUNTAIN PINE BEETLE AFFECTED TIMBER.** Please indicate if the AOI includes land with Mountain Pine Beetle fuel type.

Yes     No

**4. COMMUNITY ENGAGEMENT.** Please describe all community involvement in wildfire risk mitigation in the past 2 years (as described in Sections 5 and 6 of [2017 CWPP Template](#)), including:

Fuel management: • Fuel Reduction/FireSmart of key Fire Dept. Radio Repeater within CVRD (2 phase project). Fully "FireSmarted" back 30 meters from "comms installation". The 2nd phase was completed on May 21, 2015 (18 tons of slash debris was treated and transported) to an approved disposal facility.

o This project is not within the CWPP Update - Cowichan - North area.

FireSmart planning and activities: Conducted 7 separate FireSmart "Workshops", involving approx. 140 attendees and 2 FireSmart Presentations, involving approx. 25 attendees which included CWPP Update Cowichan West areas.

There are 4 Workshops/Presentations scheduled for 2017, anticipating 100 attendees; 1 of those will focus on Cowichan - North areas and involve an estimated 25 attendees. In 2018, additional Worksops are anticipated for Cowichan - North area.

Conducted bylaw amendment reviews based upon public safety comments on various issues that may affect safety. Focus of those comments is the need for FireSmart principles, road/ pathway design to allow for emergency egress & access for emergency vehicles, and the information on the Hazard rating for a particular area.

Community education: Fire Response and Public Safety Coordination staff attended Interface Planning/Awareness Workshop, hosted by the City of Langford – June 15, 2016

Hosted a Builders and Developers Forum on June 23, 2016 on the topic of "Wildfire Protection for Residential Development".

Have issued development permits for subdivision and other forms of development that have implemented wildfire protection development permit guidelines.

Through contracted services from interface fire management experts, conducted an Interface Awareness Workshop involving CVRD Elected Officials, senior interdepartmental CVRD staff and local First Nations reps, focusing on development/planning/response challenges, FireSmart, current and future "interface trends" – July 27, 2016

Local government wildfire response resources: CVRD Fire Departments have acquired the following apparatus/resources:

Sahtlam FD received a new 1800 gal. Tender in May 2016. This truck enhances water delivery capacity for the area for bush & structure fires, since the area has no hydrants. The truck is outfitted with a 840 gpm pump and Class A foam system.

North Oyster FD received a new 4x4 pickup truck in June 2015. It is used as a command vehicle and is outfitted with first-response wildland equipment during fire season, including 35 sprinklers, Class A foam, hand tools, wildland back packs and forestry hose. (this Fire Dept. is within CWPP Update - Cowichan North)

A new North Oyster FD Firehall is scheduled for construction in 2018

Youbou FD took possession (Feb 06, 2017) of a new pumper (engine), with enhanced Class A foam capabilities, to address that department's inherent rural interface challenges.

Malahat FD received a 2013 New Pumper (freightliner M2, 1050 gpm pump with 1000 gal water – with foam capabilities).

Purchased a large supply of the (Wasp) Home Sprinkler Protection Kits for public consumption and education.

In 2017 CVRD undertook a complete inventory of all apparatus in the 18 Fire Departments within the CVRD area (6 of which are CVRD Fire Depts and the remaining 12 being Municipal or Improvement District F.D.'s). A summary of that inventory is as follows:

31 Engines

16 Tenders

5 Aerials

6 Brush Trucks

3 ATV's

6 Boats

6 Utility Trailers

34 Other Vehicles - Command and Rescue/Support etc.

Totaling 107 pieces of mobile equipment

Other: CVRD Staff have also:

Participated in the FireSmart Community Champion workshop, a two day workshop (running ~7 hours per day) in Nanaimo 2015.

Participated in Working Together: Effective Fire Service Administration for Fire Chiefs and Local Government Chief Administrative Officers. A Fire Service Administration Educational Program on Vancouver Island September 11-13, 2015, Parksville, BC.

Attended the BC Fire Chief conference in Penticton BC, attending a working group of DEM managers focussing on living in the wildland/urban interface.

Conducted Hazard, Risk and Vulnerability Analysis training under EMBC with a focus on fire protection and evacuation of Cowichan Lake Community

Aided the Community of Lake Cowichan in determining their fire response plan during Sun-fest 2016.

Remained active participants of the longstanding multi-agency "South Island Fire Management Organization" (Wildfire Prevention, Detection and Response Focus) that involves BCWS, Forest Industry, Local Governments/Fire Departments, Fire Management Contractors (including First Nations), BC Parks, Capital Regional District Water and Parks, BC Timber Sales

Updated original UBCM funded CWPP (2006) by internal CVRD CWPP review in 2012 (This activity was 100% funded by CVRD).

Have responded to several "High profile" interface fires, over the past 2 fire seasons:

July 2/15 – North Oyster Area (airport) – 18 ha (fire was within CWPP Update - Cowichan - North area).

July 20/15 – Highway 18 (near Somenos) - 3 ha. (est.)

July 28/15 – Skutz Falls area – 16 ha

June 29/16 – North Oyster Area (Doole Rd) – 3 ha (fire was within CWPP Update - Cowichan - North area).

Aug 25/16 – Bamberton (Malahat) – 3 ha total,

**5. CONSULTATION WITH FUEL MANAGEMENT SPECIALIST OR LIAISON.** Please describe how the Fuel Management Specialist was consulted in advance of submitting this application.

CVRD staff met with Tony Botica, FIT (Coastal Fire Centre) on June 27, 2017 to review CWPP Update Application for Cowichan-South. At that time there was discussion of the concept of making application for the October 2017 CWPP Updates deadline date, for the other 3 previously identified Zones within the CVRD (Cowichan-Central, Cowichan-North and Cowichan-West) and there was general agreement on that strategy.

The following notice was recently posted on the 2017 SWPI web page:

Please Note: Due to the current active wildfire season and the deployment of BC Wildfire Service staff, the program requirement to consult with the fuel management specialist before submitting an application is waived for the October 2017 intake only.

**6. REVIEW OF PROJECT/APPLICATION.** Were any other agencies consulted in the development of the project and/or application prior to submission? Please check all that apply, add contact names and provide any available supporting documentation.

- BC Wildfire Service. Contact person(s): Tony Botica, FIT - Note comments in Section 2-5 above
- Local fire officials: CVRD Fire Chiefs
- Land manager (e.g. MFLNRO resource district of BC Parks). Contact person: South Island Forest District, Mark Palmer, Stewardship Forester, Port Alberni, emailed on Sept. 6/17. BC Parks, Cowichan Area, Don Closson emailed on Sept. 6/17.
- First Nations' Emergency Services Society. Contact person: Jeff Eustache emailed on Aug 29/17
- Area-based tenure holders. Contact person: Rivate Forest Land: Island Timberlands, Jim Hodgson emailed on Sept. 6/17. Timberwest, Shaun Mason emailed on Aug 30/17.
- Other: CVRD internal staff departments such as CVRD Parks, GIS Department and Gene Drew, BCWS Cobblehill Firebase, emailed on Aug 30/17

**7. CONSULTANT INFORMATION.** If a consultant is being used to do some or all of the work, please describe how you will select a qualified individual:

See comments below:

If possible, please include the name(s) of the consultants(s).

**CWPP Consultant:** B A Blackwell is retained as consultant for CWPP Update Cowichan - South (Approved Spring 2017) and is the constultant pending for CWPP Update Cowichan - North, subject to approval of this CWPP Update application

In addition, advisors Brian McIntosh, RFT and Pat Hayes (combined 70+ years of wildfire related experience) have been contracted to assist in this CWPP Update Cowichan - North application process.

**GIS Consultant:** Internal CVRD and aforementioned CWPP Consultant (B A Blackwell)

Eligible activities and costs are outlined in Section 5 of the Program & Application Guide (Eligible & Ineligible Costs & Activities).

In Section 3, please include all proposed eligible costs for the development/update of your CWPP and provide a description of each proposed cost.

SECTION 3: PROPOSED ACTIVITIES & COSTS	
Activity	Proposed Cost
Consultation with the Fuel Management Specialist or Liaison, land manager, other local governments, or other stakeholders regarding the proposed CWPP. <i>This activity may take place within 12 months prior to application submission. Please describe:</i> Will establish contact and liaison with Coastal Fuel Management Specialist-Tony Botica, FIT, as well as ongoing liaison as required with Brian McIntosh, RFT and Pat Hayes. Ongoing consultation with BA Blackwell during CWPP Update-Cowichan South, plus adjacent local governments and First Nations, and various land managers (BC MFLRNO, PFML, etc). 12 hours @ \$100	\$12,000.00



Information sharing with First Nations, as required by the land manager <i>This activity may take place within 12 months prior to application submission. Please describe:</i> As noted above, First Nations liaison is ongoing, plus Firesmart workshop activities. Contact also established with FNESS office in Kamloops, and always seeking additional partnership building opportunities. See attached map (Proposed 2017-2018 CWPP zones showing full listing of First Nation reserves within CVRD for liaison activities). 15 hours @ \$100	\$15,000.00
Preparation of the CWPP, including data collection, related to the following required sections of the CWPP template:	
Sections 1 & 2: Introduction and local area description. <u>Please describe:</u> CVRD-Cowichan North description, census population and interface complexities, map reference to AOI, infrastructure and general fire regime history. 2 hours @ \$100	\$200.00
Section 3: Values at risk. <u>Please describe:</u> Through internal CVRD and external resources, gathering current inventory of key values and giving priority to FireSmart, planning and response needs for wildfire prevention and protection (including BC Hydro right-of ways, highway corridors, watersheds, dangerous goods, cultural and other archeological values (BC Archeology Branch). 3 hours at \$100	\$300.00
Section 4: Wildfire threat and risk. <u>Please describe:</u> Most current SWPI Guide and Wildfire Threat Worksheets will be used towards updated mapping products in the CWPP update. Most recent PSTA will be utilized followed by ground truthing plots in identifying potential high-extreme risk fuel treatments and or enhanced FireSmart opportunities, bylaw revisions, OCP input and other high level plans. 15 hours @ \$100	\$1,500.00
Section 5: Risk management and mitigation factors. <u>Please describe:</u> Using updated wildfire threat and risk data, areas will be identified as high to extreme risk and potential risk management and mitigation efforts will be recommended 7.5 hours @ \$100	\$750.00
5.1: Fuel Management. <u>Please describe:</u> Areas identified as high to extreme risk categories will be prioritized for potential fuel management treatments through the SWPI or other grant funded opportunities. Prevailing winds and other weather, topography, and vegetative fuel type criteria, through the analysis plus fire modelling will assist to identify priority areas for future consideration for fuel treatment units. Values at risk will be a key part of the analysis. 10 hours @ \$100	\$1,000.00
5.2: FireSmart planning and activities. <u>Please describe:</u> Based on the updated inventory of values at risk, high to extreme areas identified on the updated mapping product, a strategy of appropriate and priority FireSmart will be developed with an annual target of dates and outcomes, including a documented tracking system of activities. Participation in the FireSmart Canada-FireSmart Community Recognition program, and other emerging FireSmart activities such as the annual Wildfire Community Preparedness Day and workshops. 5 hours @ \$100	\$500.00

<p>5.3 Communication and education. <u>Please describe:</u> In conjunction with internal CVRD media staff and related resources, a communication and education strategy will be a component of the updated CVRD CWPP update. This will be complimented and closely linked with the FireSmart strategy. See note on increasing the use of social media below under public information.</p> <p style="text-align: right;">2.5 hour @ \$100</p>	\$250.00
<p>Section 6: Wildfire response resources. <u>Please describe:</u> Review and inventory CVRD response resources, and future plans for an assessment of adequacy to meet demands. Review available fire response statistics by type and trends.</p> <p style="text-align: right;">2 hours @ \$100</p>	\$200.00
<p>Preparation of maps, spatial data, and metadata. <u>Please describe:</u> Utilizing both internal CVRD GIS staff (in-kind) plus consultant GIS expertise (fire modelling, etc.) the most recent available version of the PSTA will be utilized towards and updated maps and data for CVRD CWPP update in conjunction with appropriate ground truthing. Consultation with BCWS Geomatics will be on-going and also complying with the most recent UBCM SWPI Guide spatial requirements.</p> <p style="text-align: right;">28 hours @ \$100</p>	\$2,800.00
<p>Presentation of the CWPP to the Council, Board or Band Council, tenure holders (if applicable), land manager, community organizations, etc. <u>Please describe:</u> CVRD internal staff along with CWPP consultant team will develop the required presentation package to key Councils and stakeholders, and scheduled delivery of key components. CVRD Emergency Services will take the lead of these activities, with appropriate support.</p> <p style="text-align: right;">5 hours @ \$100</p>	\$500.00
<p>Amendments to relevant local government or First Nation plans, bylaws and policies that are specific to the CWPP. <u>Please describe:</u> Specific elements relating to the CVRD CWPP update will need to have synergy and consultation with higher level plans such as the OCP, First Nations, etc. Include review and any subsequent recommendations to CVRD bylaws, development permit process, policies, procedures (SOP), FireSmart strategies, etc.</p> <p style="text-align: right;">10 hours @ \$100</p>	\$1,000.00
<p>Staff and contractor costs directly related to the development of the CWPP. <u>Please describe:</u> The successful bidder of the CVRD RFP will engage into a gap analysis (4 hours) initially to assess prior CWPP products and deficiencies, complete updated inventory of values and appropriate ground truthing of the most recent PSTA. Assess fuel typing for fire modelling to identify priority high to extreme risk areas and potential cost effective fuel management treatments units. CWPP update will include recommendations for enhanced FireSmart activities, OCP and bylaw reviews, partnership building opportunities, communication plan, etc.</p> <p style="text-align: right;">120 hours @ \$100</p>	\$12,000.00
<p>Applicant administration costs directly related to the development of the CWPP. <u>Please describe:</u> In-kind staffing costs and directly related administration costs eligible per UBCM SWPI CWPP Guide will be tracked on a detailed spreadsheet and submitted to UBCM with final updated CVRD CWPP update report, in a timely fashion.</p> <p style="text-align: right;">7 hours @ \$100</p>	\$700.00

Public information costs directly related to the development of the CWPP. <u>Please describe</u> : There will likely be public consultations through the CVRD CWPP update process in key strategic locations to initiate and promote FireSmart Champions and FireSmart communities. Consideration for enhanced public and stakeholder communications including the use of social media. Consideration will also be given to posting updated CWPP maps to the CVRD Emergency Planning link.  5 hours @ \$100	\$500.00
Other proposed activities. <u>Please describe</u> : Consultations, partnership building and collaborations will be a key part of the CVRD CWPP update process, including on-going interactions with BCWS Fuel Management Specialist, BCWS Geomatics staff, FNESS, MFLNRO and associated land managers, UBCM, PFML, Utilities, Minsitry of Transportation and Infrastructure, etc  3 hours @ \$100	\$300.00
<b>Total Proposed Costs:</b>	<b>\$26,700.00</b>

The CWPP program can contribute a maximum of 75% of the cost of eligible activities – to a maximum of \$22,500.00 - and the remainder (25%) is required to be funded through community contributions.

<b>Total Grant Requested</b> (see above for grant calculation):	<b>\$20,025.00</b>
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Please note that you will be required to provide detailed information on the community contribution (if required) in the final report. This includes information on contributions from other grant programs. If information is available now, please complete Section 4:

<b>SECTION 4: OTHER GRANTS</b>	
<b>Grant(s) Description:</b>	<b>Estimated Grant Value</b>
Seeking available emerging grant opportunities, on-going	\$0.00

<b>SECTION 5: REQUIRED APPLICATION MATERIALS</b>
<p>Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Local government Council or Board resolution, or First Nation Band Council resolution, indicating support for the current proposed activities and willingness to provide overall grant management</li> <li><input checked="" type="checkbox"/> Map of the proposed AOI including administrative boundaries and community locations</li> <li><input checked="" type="checkbox"/> <u>For CWPP Updates only</u>: In addition to the above requirements, applications for CWPP Updates must also include: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Map of proposed AOI including previous CWPP boundaries, areas of new or expanded development or infrastructure, and completed treatment areas from previous plans.</li> <li><input checked="" type="checkbox"/> PSTA image or map of relevant fuel type changes</li> </ul> </li> </ul>

**SECTION 6: SIGNATURE (To be signed by Local Government or First Nation Applicant)**

I certify that the area covered by the proposed CWPP: (1) is within the jurisdiction of the local government or First Nation (or appropriate approvals are in place)

Name: Jason deJong, CFO

Title: Fire Rescue Services Coordinator

Signature:

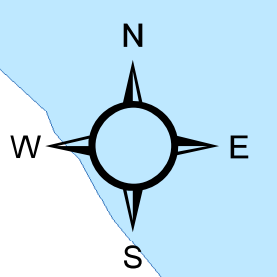
Date: September 8, 2017

All applications (from local governments and First Nations) should be submitted to:















Local Government Program Services, Union of BC Municipalities

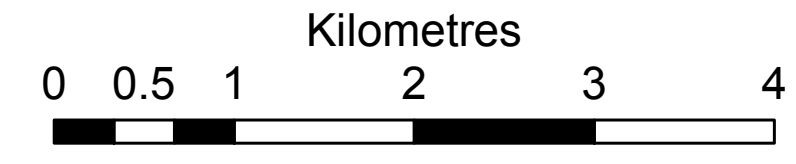
E-mail: [swpi@ubcm.ca](mailto:swpi@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8



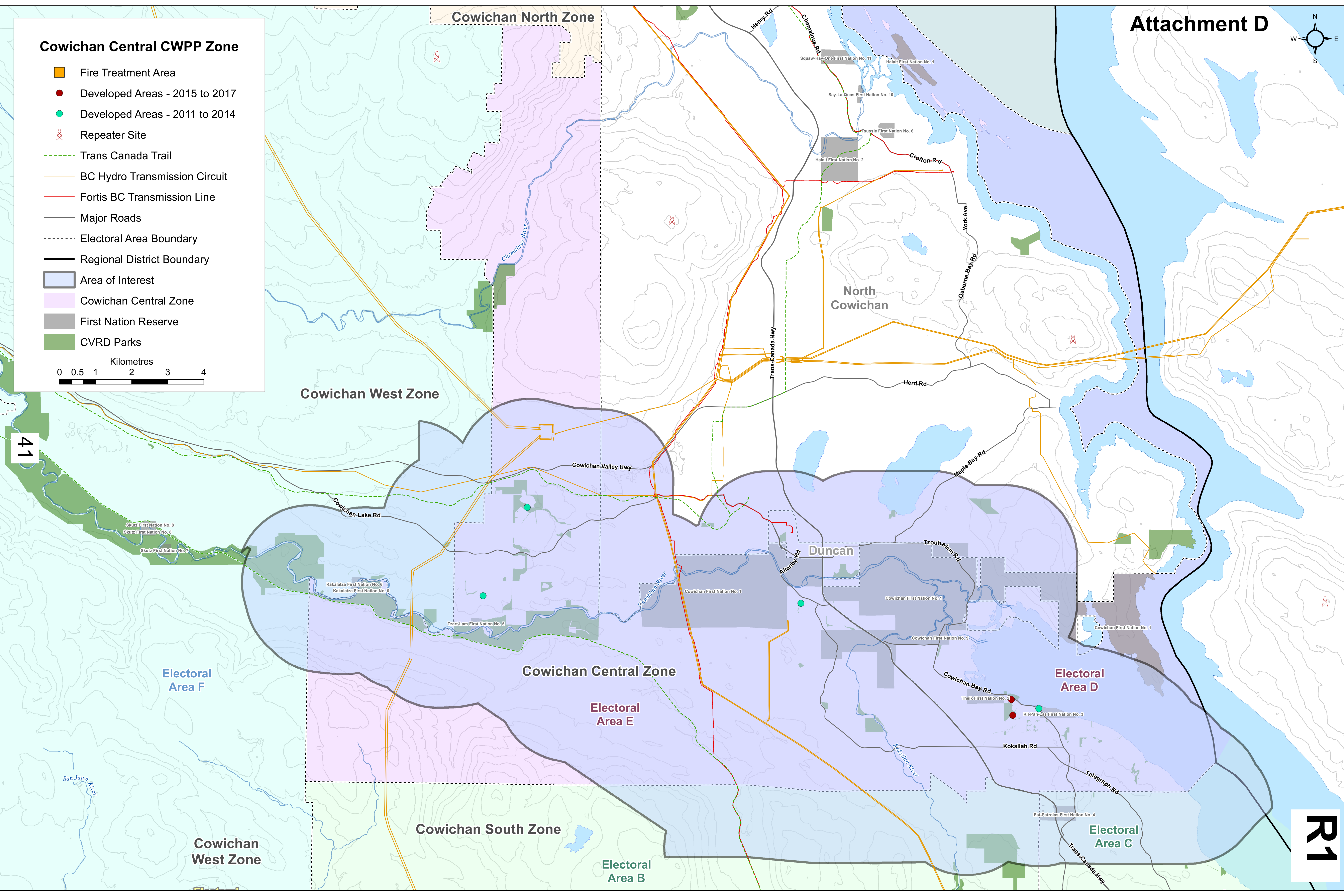
**Cowichan Central CWPP Zone**

-  Fire Treatment Area
-  Developed Areas - 2015 to 2017
-  Developed Areas - 2011 to 2014
-  Repeater Site
-  Trans Canada Trail
-  BC Hydro Transmission Circuit
-  Fortis BC Transmission Line
-  Major Roads
-  Electoral Area Boundary
-  Regional District Boundary
-  Area of Interest
-  Cowichan Central Zone
-  First Nation Reserve
-  CVRD Parks



41

R1

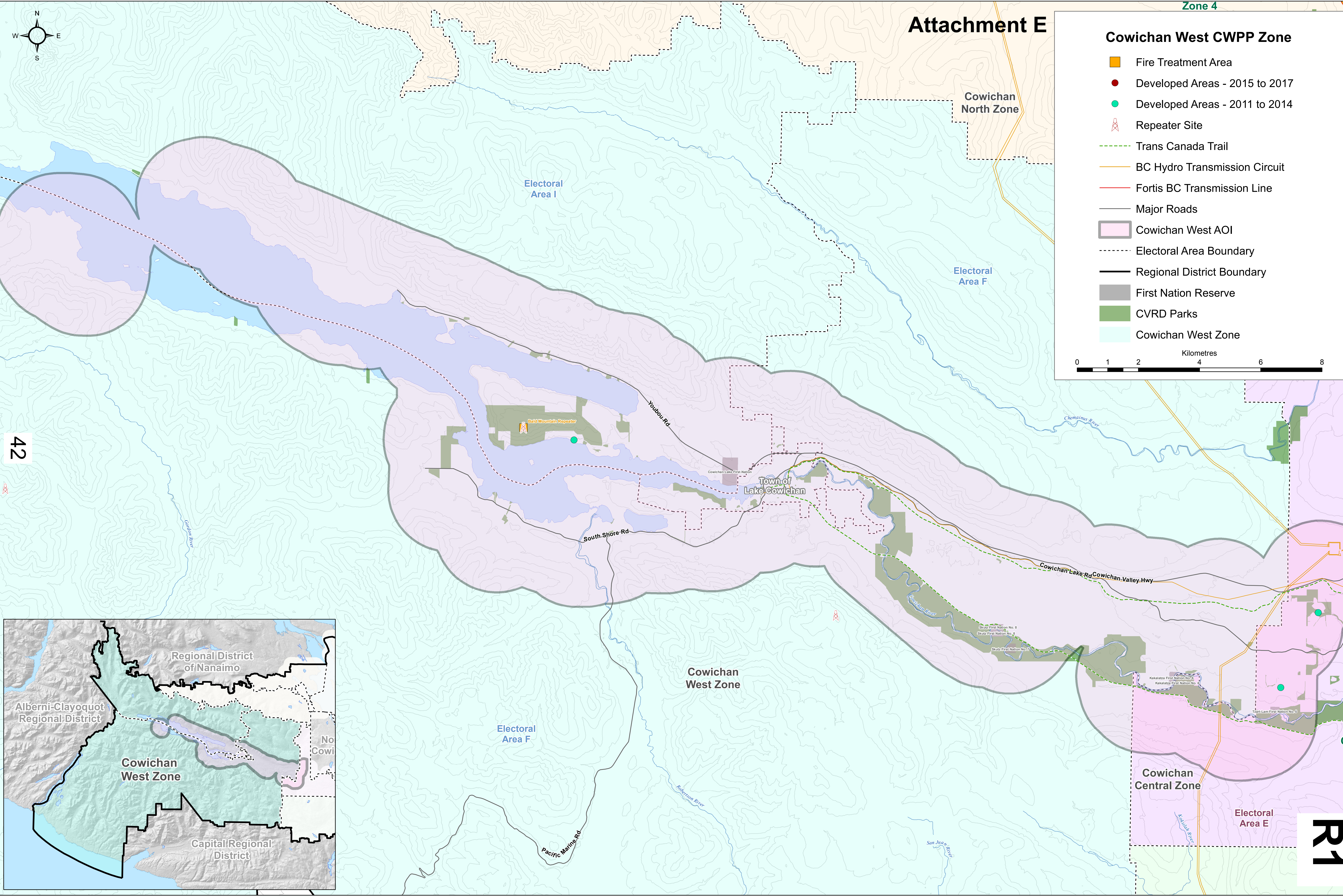
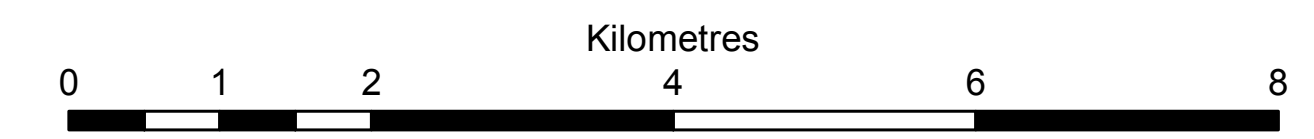


# Attachment E

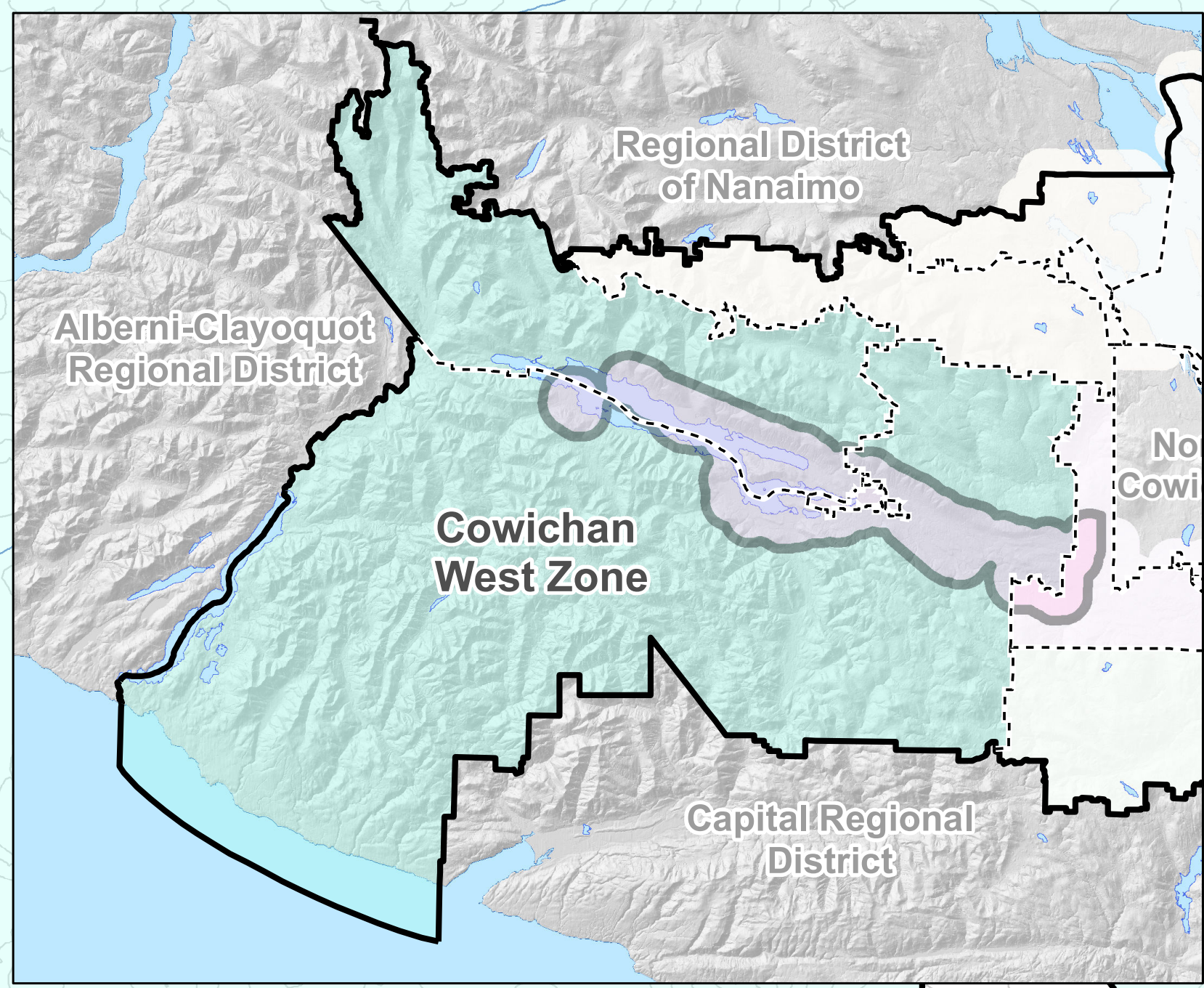
Zone 4

## Cowichan West CWPP Zone

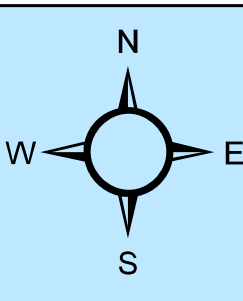
- Fire Treatment Area
- Developed Areas - 2015 to 2017
- Developed Areas - 2011 to 2014
- ▲ Repeater Site
- - - Trans Canada Trail
- BC Hydro Transmission Circuit
- Fortis BC Transmission Line
- Major Roads
- Cowichan West AOI
- Electoral Area Boundary
- Regional District Boundary
- First Nation Reserve
- CVRD Parks
- Cowichan West Zone



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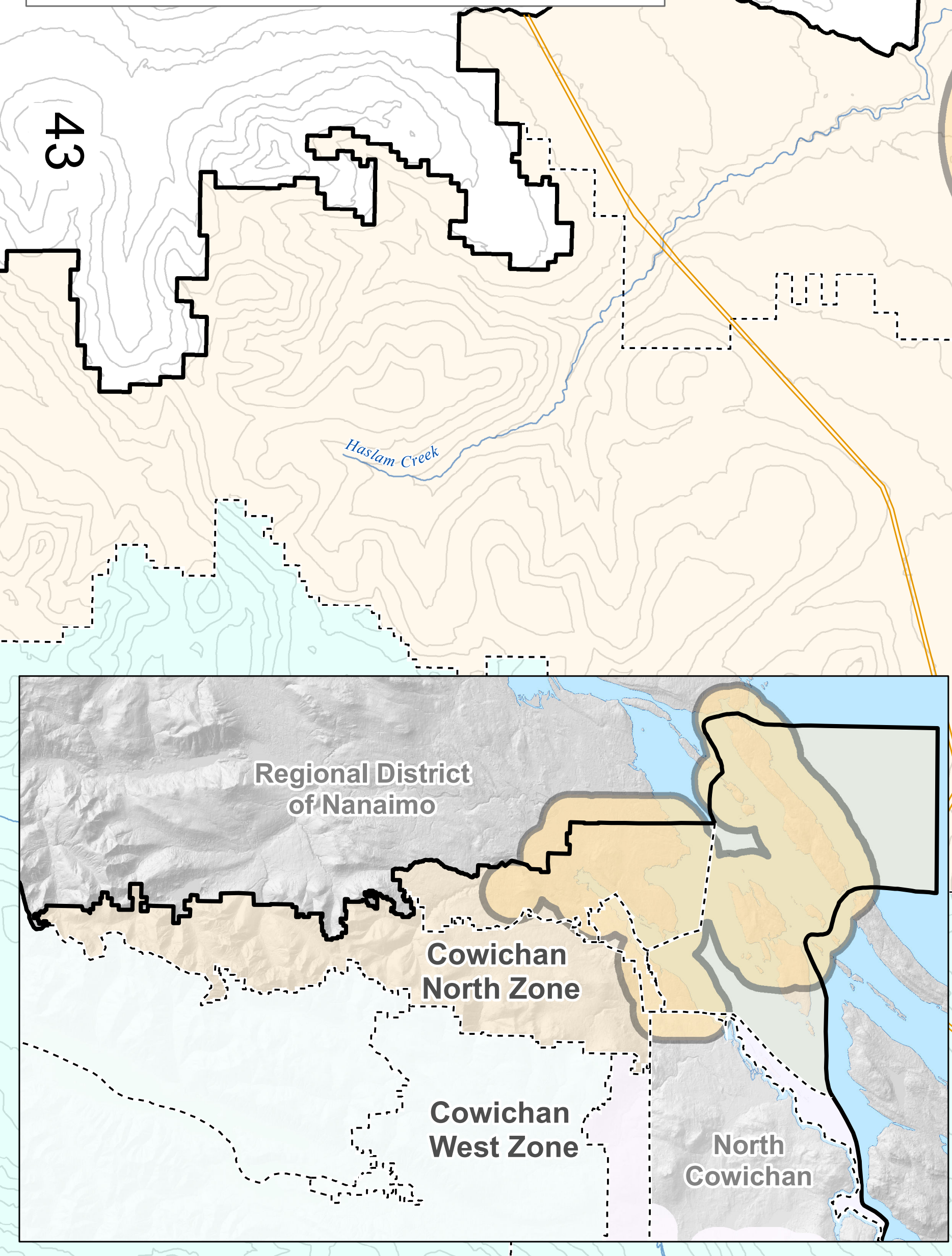
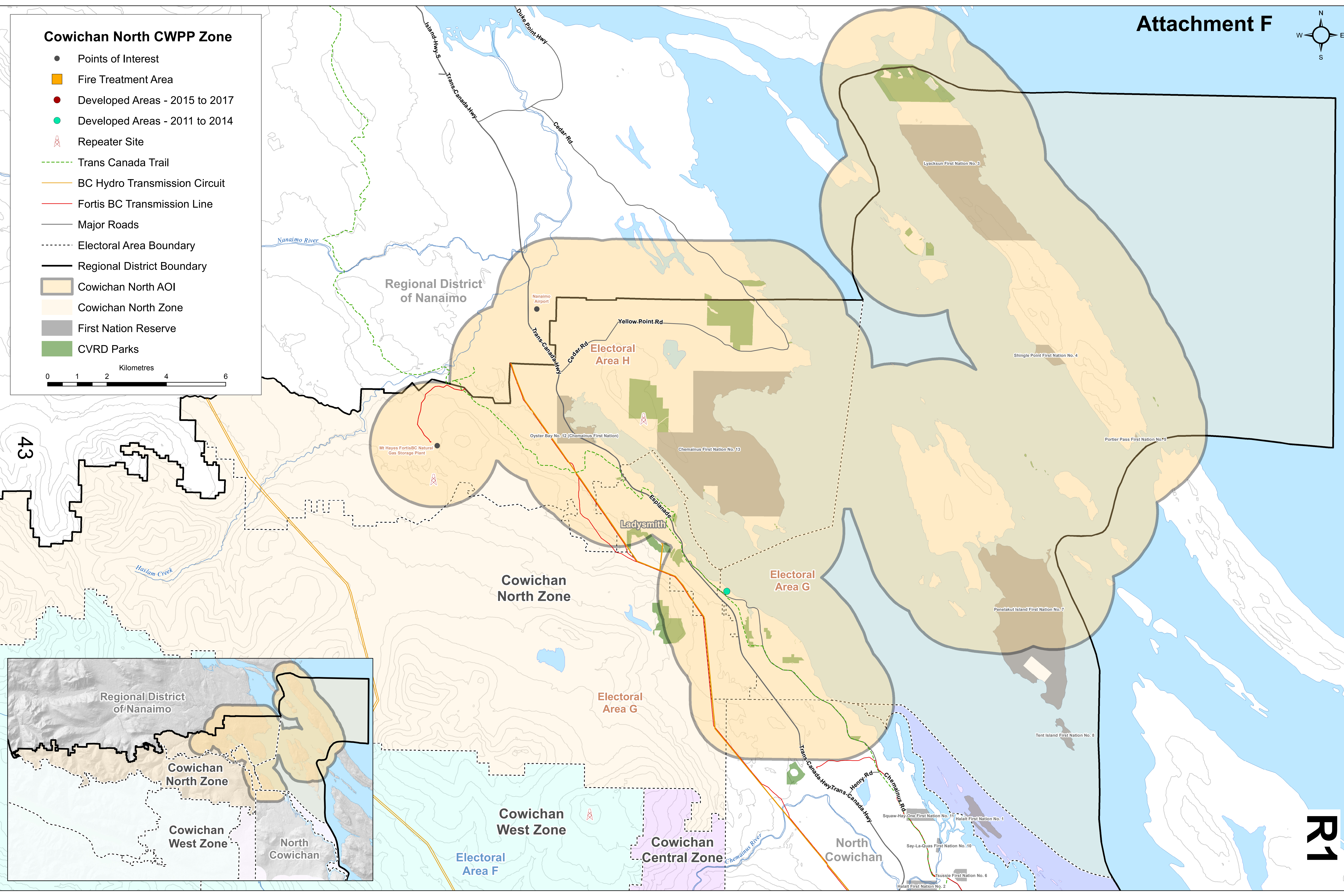


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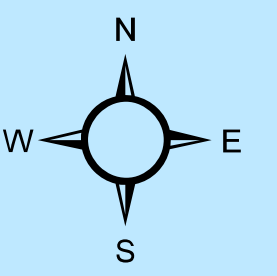
**Cowichan North CWPP Zone**

- Points of Interest
- Fire Treatment Area
- Developed Areas - 2015 to 2017
- Developed Areas - 2011 to 2014
- ⚡ Repeater Site
- Trans Canada Trail
- BC Hydro Transmission Circuit
- Fortis BC Transmission Line
- Major Roads
- - - Electoral Area Boundary
- Regional District Boundary
- Cowichan North AOI
- Cowichan North Zone
- First Nation Reserve
- CVRD Parks



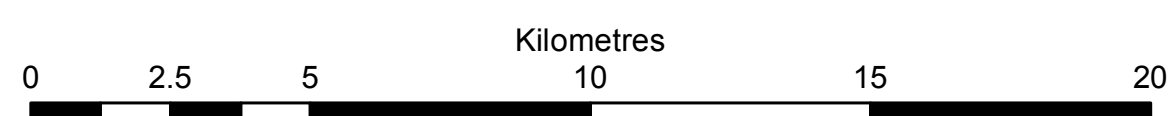
43

R1

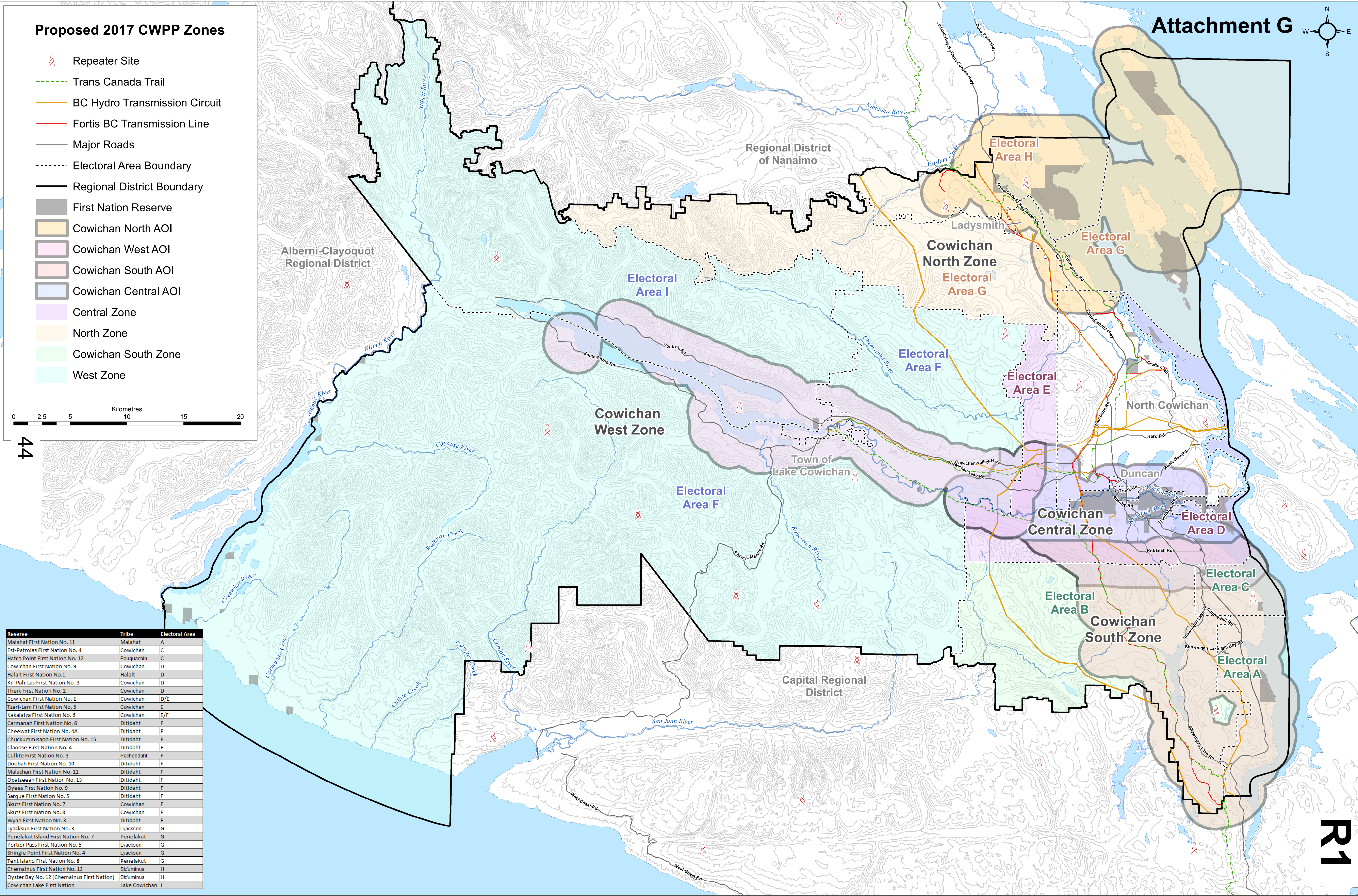


**Proposed 2017 CWPP Zones**

- Repeater Site
- Trans Canada Trail
- BC Hydro Transmission Circuit
- Fortis BC Transmission Line
- Major Roads
- Electoral Area Boundary
- Regional District Boundary
- First Nation Reserve
- Cowichan North AOI
- Cowichan West AOI
- Cowichan South AOI
- Cowichan Central AOI
- Central Zone
- North Zone
- Cowichan South Zone
- West Zone



44



Reserve	Tribe	Electoral Area
Malahat First Nation No. 11	Malahat	A
Est-Patrolas First Nation No. 4	Cowichan	C
Hatch Point First Nation No. 12	Paiguachin	C
Cowichan First Nation No. 9	Cowichan	D
Halalt First Nation No.1	Halalt	D
Kil-Pah-Las First Nation No. 3	Cowichan	D
Theik First Nation No. 2	Cowichan	D
Cowichan First Nation No. 1	Cowichan	D/E
Tzart-Lam First Nation No. 5	Cowichan	E
Kakalatz First Nation No. 6	Cowichan	E/F
Karmanah First Nation No. 6	Ditidaht	F
Cheewat First Nation No. 4A	Ditidaht	F
Chuckummissapo First Nation No. 15	Ditidaht	F
Claoose First Nation No. 4	Ditidaht	F
Cullite First Nation No. 3	Pacheedaht	F
Doobah First Nation No. 10	Ditidaht	F
Malachan First Nation No. 11	Ditidaht	F
Opatseeah First Nation No. 13	Ditidaht	F
Oyees First Nation No. 9	Ditidaht	F
Sarque First Nation No. 5	Ditidaht	F
Skutz First Nation No. 7	Cowichan	F
Skutz First Nation No. 8	Cowichan	F
Wyah First Nation No. 3	Ditidaht	F
Lyackson First Nation No. 3	Lyackson	G
Penelakut Island First Nation No. 7	Penelakut	G
Portier Pass First Nation No. 5	Lyackson	G
Shingle Point First Nation No. 4	Lyackson	G
Tent Island First Nation No. 8	Penelakut	G
Chemainus First Nation No. 13	Stzuminus	H
Oyster Bay No. 12 (Chemainus First Nation)	Stzuminus	H
Cowichan Lake First Nation	Lake Cowichan	I

R1





# STAFF REPORT TO COMMITTEE

<b>DATE OF REPORT</b>	September 8, 2017
<b>MEETING TYPE &amp; DATE</b>	Regional Services Committee Meeting of September 21, 2017
<b>FROM:</b>	General Manager Engineering Services Department
<b>SUBJECT:</b>	Union of BC Municipalities Asset Management Planning Program Grant Application
<b>FILE:</b>	0520-20-RS/05

## PURPOSE/INTRODUCTION

The purpose of this report is obtain committee approval to apply for a grant from the Union of BC Municipalities (UBCM's) Asset Management Planning Program.

## RECOMMENDED RESOLUTION

1. That it be recommended to the Board that an application be made for a grant opportunity from the Union of BC Municipalities Asset Management Planning Program for the Asset Management Levels of Service Project.
2. That it be recommended to the Board that the CVRD commit to conducting the following activities in its proposed project submitted to Union of BC Municipalities Asset Management Planning Program to advance our asset management program:
  1. Develop Levels of Service; and
  2. Asset management training for staff.
3. That it be recommended to the Board that funding in the amount of \$7,500 be approved from Community Works Funds, and an in kind contribution in the amount of \$7,500 from the Engineering Services Department to fund the Asset Management Levels of Service Project.

## BACKGROUND

The Asset Management Planning Program was created in 2014 through a \$1.5 million contribution from the Ministry of Community, Sport & Cultural Development. Since that time, an additional \$1.1 million has been contributed to the program in order to support planning grants, training subsidies and the development of asset management resources. The intent of the program is to assist local governments in delivering sustainable services by extending and deepening asset management practices within their organizations.

## ANALYSIS

The Asset Management Planning Program funding would enable to the CVRD to hire a consultant to develop the Levels of Service of existing CVRD assets and send CVRD staff to obtain related asset management training. The CVRD staff lack the capacity to do this work in house, and the hiring of a consultant, and the development of internal expertise would enable the timely completion of an Asset Management Plan in 2018.

## FINANCIAL CONSIDERATIONS

Matching grants of up to \$15,000 are available under the 2018 Asset Management Planning Program to support activities that advance a local government's asset management planning or practices, and that facilitate better integration of asset management planning with long term

financial planning. Applicants can use Community Works Funds to meet the community contribution requirement for projects funded under the 2018 Asset Management Planning program. The CVRD has already committed \$20,000 from Community Works Funds to support the continued development of an Asset Management Plan, of which \$7,500 will be allocated to this project, and \$7,500 in kind will be contributed from the Engineering Services Department.

#### COMMUNICATION CONSIDERATIONS

A funding agreement with UBCM may have some communications requirements.

#### STRATEGIC/BUSINESS PLAN CONSIDERATIONS

Provides financial support of regional Strategic Focus Area 3.2 Asset Management Plan

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:



Austin Tokarek, B. Sc., CEA  
Asset Coordinator

Reviewed by:

Not Applicable  
Not Applicable



Hamid Hatami, P. Eng.  
General Manager

ATTACHMENTS: N/A



# STAFF REPORT TO COMMITTEE

<b>DATE OF REPORT</b>	September 8, 2017
<b>MEETING TYPE &amp; DATE</b>	Regional Services Committee Meeting of September 21, 2017
<b>FROM:</b>	General Manager Engineering Services Department
<b>SUBJECT:</b>	Federation of Canadian Municipalities Municipal Asset Management Program Grant Application
<b>FILE:</b>	0520-20-RS/05

## PURPOSE/INTRODUCTION

The purpose of this report is obtain committee approval to apply for a grant from the Federation of Canadian Municipalities Municipal Asset Management Program.

## RECOMMENDED RESOLUTION

1. That it be recommended to the Board that an application be made for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Asset Management Condition Assessment Project.
2. That it be recommended to the Board that the CVRD commit to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:
  1. Condition Assessments; and
  2. Data Desegregation.
3. That it be recommended to the Board that funding in the amount of \$12,500 be approved from the Community Works Fund toward the Asset Management Condition Assessment Project.

## BACKGROUND

The Federation of Canadian Municipalities' (FCM) Municipal Asset Management Program (MAMP) provides funding for projects that will help Canadian cities and communities of all sizes enhance their asset management practices. The goal of the program is to help municipalities make informed investment decisions for infrastructure assets, such as roads, buildings, water supply and sanitation systems.

## ANALYSIS

The MAMP funding would enable to the CVRD to hire consultants to complete the condition assessment step of developing our asset management plan, therefore completing Phase One – Developing the Asset Inventory, and ensure that the data collected is compatible with our asset management software. The CVRD staff lack the capacity to do this work in house, and the hiring of a consultant would enable the timely completion of an Asset Management Plan in 2018.

## FINANCIAL CONSIDERATIONS

The maximum MAMP contribution to a project is \$50,000. The contribution shall represent no more than 80 per cent of the eligible project cost. Other government funding, such as funding from the capacity-building category of the Gas Tax Fund or other programs, can be stacked to cover 100 per cent of the project costs. The CVRD has already committed \$20,000 from Community

Works Funds to support the continued development of an Asset Management Plan, of which \$12,500 will allocated this project.

**COMMUNICATION CONSIDERATIONS**

A funding agreement with FCM may have some communications requirements.

**STRATEGIC/BUSINESS PLAN CONSIDERATIONS**

Provides financial support of regional Strategic Focus Area 3.2 Asset Management Plan

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:



\_\_\_\_\_  
Austin Tokarek, B. Sc., CEA  
Asset Coordinator

Reviewed by:

\_\_\_\_\_  
Not Applicable  
Not Applicable



\_\_\_\_\_  
Hamid Hatami, P. Eng.  
General Manager

**ATTACHMENTS: N/A**



# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** September 12, 2017

**MEETING TYPE & DATE** Regional Services Committee Meeting of September 21, 2017

**FROM:** General Manager  
Community Services Department

**SUBJECT:** Tournament Incentives

**FILE:**

## PURPOSE/INTRODUCTION

The purpose of this report is for the Committee to consider the establishment of a funding program in the sport tourism section of the Economic Development function, to assist community organizations hosting provincial, regional, national, or international events.

## RECOMMENDED RESOLUTION

That it be recommended to the Board:

1. That up to \$30,000 be included in the preparation of the sport tourism section of the Economic Development budget for 2018.
2. That a set of criteria be developed to evaluate appropriate financial incentives for hosting provincial, regional, national, or international events.

## BACKGROUND

In 2014, the Board established a Regional Sport Tourism Select Committee, to recommend appropriate sport tourism activities and associated budget.

At the July 30, 2014 Board meeting, the Board approved the recommended establishment of a sport tourism section in the Economic Development function, a list of activities, and associated budget. The Board at that time also directed that a report be provided prior to approval of the CVRD's 2017 budget, to address whether the following priorities could be included in the sport tourism mandate:

- Provide specific resources to attract and host a multi-sport games in the Cowichan region every four to six years.
- Develop a specific sport tourism brand, similar to Kamloops (Tournament Capital of Canada) or Abbotsford (Sport Town Canada).
- Establish a specific budget for bids for events.
- Establish a program to assist existing community organizations hosting provincial, regional, national, or international events.

The minutes of that section of the July 30, 2014 CVRD Board meeting are provided for reference in Attachment A.

## ANALYSIS

The sport tourism initiative has now established web based databases for Cowichan region venues, sport organization contact lists and a regional schedule of events. A community event equipment inventory has been established for use by community organizations. A sport tourism guide to assist in finding facilities and local attractions can be found throughout the region.

The Cowichan Region will be hosting the Cowichan 2018 BC Summer Games in July, 2018. Staff are beginning to look for the next possible multi-sport games opportunity, in 2022 and beyond.

Through this direction, single sport competitions are the responsibility of the local sports organization, not staff. Staff do recommend incentives for organizations to host high level events, with a large reason being their economic impact.

Like other municipalities, the City of Nanaimo has had a tournament incentive program, before it was transferred to the arms length Nanaimo Economic Development Corporation in 2013. Staff have been able to obtain a spreadsheet that outlines the Nanaimo program from 2009 through 2013, including events, incentive given, and the associated economic impact. Funding ranged in those years from \$15,275 to \$28,650. Economic impact was calculated from \$1,264,825 to \$4,074,287. A complete list of the incentives in Nanaimo in those years is provided in Attachment B.

#### FINANCIAL CONSIDERATIONS

The 2017 sport tourism budget is \$73,824, which is \$51,324 of operating expenses, and a contribution of \$22,500 to the BC Summer Games (half of the Board approved contribution).

The sport tourism section's core operating expenses are decreasing with much of the database work done. The draft budget for 2018 is expected to contain \$37,500 of operating expenses. However, there are two other expenses - \$22,500 with the second half of the contribution to the BC Summer Games, and the Board approved supplemental item of \$40,000 for Rogers Hometown Hockey.

There is a total of \$35,726 in the sport tourism section's operating reserve, for the Board to reduce the requisition for this total to date, or to assist with the establishment of the funding program for provincial, regional, national, or international events.

#### COMMUNICATION CONSIDERATIONS

Not applicable until a funding program is established.

#### STRATEGIC/BUSINESS PLAN CONSIDERATIONS

Not applicable.

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:

  
John Elzinga  
General Manager

Reviewed by:

Not Applicable  
Not Applicable

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Not Applicable  
Not Applicable

**ATTACHMENTS:**

Attachment A – July 30, 2014 CVRD Board Minutes Excerpt

Attachment B – Sport Tourism Projected Economic Impact, Nanaimo, 2009 - 2013

**Attachment A**

**CSNB1  
14-379** It was moved and seconded that the Board appoint Jacob Ellis as the Deputy Chief Administrative Officer, effective Tuesday, August 5, 2014.

**MOTION CARRIED**

**14-381  
5:57 pm** It was moved and seconded that the Board recess until 6:30 pm.

**MOTION CARRIED**

**6:30 pm** The Board meeting resumed at 6:30 pm.

**APPROVAL OF AGENDA**

**14-382** It was moved and seconded that the agenda be amended by moving Items CR9 and SR1 in front of CR1; the deletion of Items B12 and B14; and with the addition of three New Business items as follows:

**NB1** Staff Report from the Senior Policy Advisor Re: 2014 Drought Effects on the Cowichan River Flows

**NB2** Staff Report from the Manager, Facility, Fleet & Transit Management Re: Transit Review Recommendation

**NB3** Verbal Report from Director Lefebure Re: Grant-in-Aid Subcommittee Meeting; and

that the agenda, as amended, be approved.

**MOTION CARRIED**

**ADOPTION OF MINUTES**

**M1** Regular Board meeting of July 9, 2014

**14-383** It was moved and seconded that the minutes of the Regular Board meeting of July 9, 2014 be adopted.

**MOTION CARRIED**

**BUSINESS ARISING FROM THE MINUTES**

The Corporate Secretary advised Motion #14-339 regarding the Cowichan Sportsplex was an amending motion that was duly moved, seconded and carried. However, the vote on the main motion did not occur. Therefore, a vote is required on the main motion as amended by #14-339.

**14-384** It was moved and seconded:

1. That the results from the Cowichan Sportsplex Community Consultation process be received for information;

2. That the Board create Annual Financial Contribution Services for each of the Nine Electoral Areas with a maximum annual requisition limit for



each service area to be a rate equal to the rate that would have been set if the whole of the CVRD were in a single service area with a maximum of \$200,000, to assist the Chesterfield Sports Society with costs associated with the operation and maintenance of the Cowichan Sportsplex;

3. That the Board set the method of cost allocation on an equal share basis based on property assessment;
4. That voter assent be obtained through referendum as part of the 2014 General Local Elections;
5. That basic communication materials be prepared for distribution to residents via newspaper ads, and the CVRD website, Facebook and twitter account to promote the creation of the service; and
6. That member municipalities be notified that the Board intends to create annual financial contribution service areas to assist in funding the Cowichan Sportsplex and request that member municipalities do the same.

Opposed: Director R. Hartmann

**MOTION CARRIED**

## DELEGATIONS

**D1** Mike Hooper, President/CEO and John Craig, Board Chairman - Nanaimo Airport Commission Re: Update on Airport Activities

Mike Hooper, President and CEO, Nanaimo Airport Commission, provided a PowerPoint presentation on current activities and upgrades at the Nanaimo Airport.

## REPORT OF THE CHAIRPERSON

**RC1** The Board Chair offered his condolences, and read written comments from Genevieve Singleton, Cowichan Stewardship Roundtable Member, in recognition of Gerald Thom who passed in a recent aviation accident. Director Morrison, Director McGonigle, and Director Weaver, also offered their condolences, thoughts and comments.

**RC2** Director Morrison provided a verbal report on his attendance at the recent 2014 North American Indigenous Games in Regina, Saskatchewan.

**RC3** The Board Chair and Director Giles presented the Board with a poster awarded on July 28, 2014 to the Cobble Hill Seniors Group by Parliamentary Secretary Michelle Stilwell, recognizing Cobble Hill as an Age-Friendly community for 2014. The poster will be hung in the Cobble Hill Farmers Institute.

## COMMITTEE REPORTS

**CR9/SR1** Final Report and Recommendations of the Regional Sport Tourism Select Committee meeting of July 17, 2014, Powerpoint Presentation by Director Giles, and Staff Report from the Acting General Manager, Recreation and Culture Re: Regional Sport Tourism Select Committee

14-385

It was moved and seconded:

1. That the Board establish a specific sport tourism function under the existing Economic Development authority, for the purpose of developing sport tourism, and support for community organizations hosting events, throughout the Cowichan Region.
3. That the sport tourism function include the following in its immediate mandate:
  - a. That for any event receiving local government funding, 25% of event surplus funds, up to the amount of the original investment, be returned to the sport tourism function in an Investment Recovery Reserve Fund, with the remaining 75% designated as a community legacy.
  - b. That a website be created, and that there be a social media presence specific to sport tourism, focused on marketing the Cowichan region as a sport tourism destination to the province of BC, Western Canada, and the Pacific Northwest.
  - c. That the Cowichan Sport Tourism Commission become a member of the Canadian Sport Tourism Alliance, for access to national sport tourism tools, notably economic assessment of events, and attend provincial and national sport tourism conferences.
  - d. That web based databases be created and maintained for Cowichan region venues, sport organization contact lists, and a regional schedule of events.
  - e. That hosting packages, for community organizations hosting events be created and distributed.
  - f. That a community event equipment inventory (ie. cones, barricades, tents, garbage cans, etc.), and a distribution policy be established for free use by community organizations.
  - g. That the Cowichan region liaise with other communities on Vancouver Island on mutually beneficial sport tourism initiatives.
4. That a budget be established to support the function, as described in the budget appendix of the July 17, 2014 Regional Sport Tourism Select Committee report, and that requisition within the budget not exceed \$55,000 in the 2015 annual budget.
5. That the Cowichan Sport Tourism Commission make a report to the Board prior to approval of the Cowichan Valley Regional District's 2017 budget, to address whether the following priorities can be included in the mandate at that time:

- a. Provide specific resources to attract and host a multi-sport games in the Cowichan region every four to six years.
- b. Develop a specific sport tourism brand, similar to Kamloops (Tournament Capital of Canada) or Abbotsford (Sport Town Canada).
- c. Establish a specific budget for bids for events.
- d. Establish a program to assist existing community organizations hosting provincial, regional, national, or international events.

**MOTION CARRIED**

It was moved and seconded:

2. That the sport tourism function be governed by a separate commission named the Cowichan Sport Tourism Commission, reporting directly to the Board. Further, that a bylaw be drafted establishing the Cowichan Sport Tourism Commission, and that the membership consist of eight members, as follows:
  - a. Four community members, with one each selected from the south, west, north and core areas, based on their passion and interest in promoting sport in general in the region.
  - b. One member representing the business community.
  - c. One member representing First Nations.
  - d. One member of the Cowichan Valley Regional District Board representing electoral areas.
  - e. One member of the Cowichan Valley Regional District Board representing municipalities.

**14-386**

**It was moved and seconded that Item 2 of the July 17, 2014 Regional Sport Tourism Select Committee meeting report be referred to staff for review of governance options.**

Opposed: Director Hutchins, Director Kent, Director Lefebure, Director Hartmann, Director Lines, Director McGonigle, Director Walker, Director Fraser, Director Giles, Director Iannidinardo, Director Duncan, Director Morrison, Director Dorey, Director Marcotte, and Director Weaver

**MOTION DEFEATED**

**14-387**

**It was moved and seconded to delete the words "That the sport tourism function" and be replaced with the words "that consideration be given to establishing a Cowichan Sport Tourism Commission to govern the sport tourism function", of Item 2 of the July 17, 2014 Regional Sport Tourism Select Committee meeting report.**

**MOTION CARRIED**

**14-388**

*(Voting then resumed on the main motion as amended)*

It was moved and seconded:

2. That consideration be given to establishing a Sport Tourism Commission to govern the sport tourism function, reporting directly to the Board. Further, that a bylaw be drafted establishing the Cowichan Sport Tourism Commission, and that the membership consist of eight members, as follows:
  - a. Four community members, with one each selected from the south, west, north and core areas, based on their passion and interest in promoting sport in general in the region.

- b. One member representing the business community.
- c. One member representing First Nations.
- d. One member of the Cowichan Valley Regional District Board representing electoral areas.
- e. One member of the Cowichan Valley Regional District Board representing municipalities.

**MOTION CARRIED**

**CR1**                    Report and Recommendations of the Electoral Area Services Committee meeting of July 22, 2014

**14-389**                It was moved and seconded:

1. That the expenditure of \$5,000 from the 2014 Planning & Development budget be authorized with a commitment in principle to allocating \$5,000 in 2015 to support the Green Shores for Homes BC Pilot Project.
2. That the Board Chair and Corporate Secretary be authorized to execute the necessary documents to obtain 3 permits to construct with the BC MOT for a Beach Access Park in the Trenant Road, Millicent Road and Verlon Road ends to be managed under the Electoral Area B Community Parks Budget. That a survey be conducted at the Bellendean Road end to complete feasibility assessment.
3. That a Grant in Aid, Area F – Cowichan Lake South/Skutz Falls, in the amount of \$4,000.00 be given to the Caycuse Volunteer Fire Department, to assist the Caycuse Volunteer Fire Department Society with maintenance and repair of firefighting equipment and firefighter training.
4. That a Grant in Aid, Area E – Cowichan Station/Sahtlam/Glenora, in the amount of \$750.00 be given to the Cowichan Intercultural Society, to support the upcoming “One World Festival 2014”.
5. That a Grant in Aid, Area C – Cobble Hill, in the amount of \$500.00 be given to the Cowichan Intercultural Society, to assist with hosting “One World Festival 2014” for the Cowichan Valley Region.

**MOTION CARRIED**

**14-390**                It was moved and seconded:

7.
  1. That the Zoning and OCP Amendment Bylaws for Application No. 2-B-11RS (Shawnigan Lake Investments) be forwarded to the Board for consideration of 1<sup>st</sup> and 2<sup>nd</sup> reading.
  2. That the agency referrals from the Shawnigan Lake Volunteer Fire Department, the Vancouver Island Health Authority, the Ministry of Transportation and Infrastructure, BC Transit, School District No. 79, CVRD Parks and Trails Division, Parks, Recreation & Culture Department, the CVRD Public Safety Department, the CVRD Economic Development Division, the CVRD Environmental

<b>Sport Tourism Projected Economic Impact for 2009</b>			
<b>Grant Recipients</b>	<b>Grant</b>	<b>Event Date</b>	<b>Economic Impact</b>
Atom Hockey Challenge	\$ 950.00	January 2-3	\$ 91,997.00
Atom Hockey Tournament	\$ 950.00	March 20-22	\$ 111,238.00
Bantam Hockey Tournament	\$ 1,000.00	December 5-7 2008	\$ 106,823.00
Swim Event	\$ 1,500.00	May 23-24	\$ 51,236.00
Softball Event	\$ 950.00	May 16-18	\$ 51,753.00
Peewee Hockey Tournament	\$ 950.00	Nov 21-23	\$ 93,449.00
Lacrosse Event	\$ 950.00	June 19-21	\$ 97,805.00
Golf Event	\$ 1,500.00	September 5-6	\$ 20,096.00
Swim Event	\$ 1,250.00	October 24-25	\$ 19,319.00
Men's Baseball Tournament	\$ 1,000.00	July 31-August 3	\$ 109,567.00
Skating Show	\$ 1,500.00	October 23-25	\$ 76,765.00
Kayak Event	\$ 750.00	July 3-5	\$ 101,562.00
Kayak Event	\$ 1,000.00	August 8& 9	\$ 61,964.00
Soccer Event	\$ 630.00	September 26-28	\$ 50,103.00
Swim Event	\$ 1,500.00	June 5-7	\$ 103,563.00
Swim Event	\$ 1,500.00	July 17-19	\$ 117,585.00
	<b>\$ 17,880.00</b>		<b>\$ 1,264,825.00</b>
<b>Sport Tourism Projected Economic Impact for 2010</b>			
<b>Grant Recipients</b>	<b>Grant</b>	<b>Event Date</b>	<b>Economic Impact</b>
Swim Event	\$ 1,000.00	May 29-30	\$ 29,762.00
Kayak Event	\$ 500.00	Mar 27-28 2010	\$ 13,666.00
Canoe and Kayak Event	\$ 1,000.00	Mar 12-14, 2010	\$ 69,866.00
Curling Event	\$ 2,000.00	Jan 25-30	\$ 69,317.00
Kennel Club Event	\$ 1,500.00	June 18-20	\$ 233,687.00
Lacrosse Event	\$ 950.00	June 11-13	\$ 87,587.00
Fastball Tournament	\$ 400.00	May 8-9	\$ 17,820.00
Female Hockey Tournament	\$ 1,400.00	Oct 23-25	\$ 23,993.00
Kayak Event	\$ 1,000.00	July 2-4	\$ 205,526.00
Dragon Boat Event	\$ 3,400.00	July 9-11	\$ 1,607,716.00
Swim Event	\$ 900.00	Oct 23-24	\$ 22,158.00
Masters Swim Event	\$ 5,000.00	May 21-24, 2010	\$ 471,691.00
Soccer Tournament	\$ 1,000.00	Aug 14-16	N/A
Hockey - Pee Wee	\$ 1,000.00	Nov 20-22/09	N/A
Judo Competition	\$ 850.00	Mar 27-28	N/A
BMX Bike Event	\$ 1,200.00	July 16-18	N/A
Sr. Men's Fastball Event	\$ 1,200.00	May 29-30	N/A
Softball Event	\$ 750.00	May 22-24	N/A
Skate Event	\$ 2,600.00	Aug 20-21	NA

PeeWee Hockey Tournament	\$ 1,000.00	November 26-28, 2011	\$ 52,024.00
	<b>\$ 28,650.00</b>		<b>\$ 2,904,813.00</b>
<b>Sport Tourism Projected Economic Impact for 2011</b>			
<b>Grant Recipients</b>	<b>Grant Value</b>	<b>Event Date</b>	<b>Economic Impact</b>
Canoe Outrigger Race	\$ 600.00	March 19 & 20, 2011	\$ 23,497.00
Synchronized Swim Provincials Event	\$ 1,500.00	May 13-15, 2011	\$ 62,792.00
Kennel Club Show	\$ 1,800.00	June 17-19 2011	\$ 116,912.00
Bantam Lacrosse tournament	\$ 850.00	June 10-12, 2011	\$ 123,359.00
Midget Provincials	\$ 2,000.00	March 20-23 2011	\$ 66,188.00
Ice Event	\$ 1,050.00		
Sprint Competition	\$ 1,050.00	May 28 & 29 2011	\$ 37,558.00
Rookie Roller Derby Event	\$ 2,600.00	July 2&3, 2011	\$ 19,663.00
Squash Club	\$ 750.00		NA
Pee Wee Girls Event	\$ 750.00	May 14 2011	\$ 19,634.00
Atom Development Tournament	\$ 1,500.00	Mar-11	NA
Minor Hockey PeeWee	\$ 1,000.00		NA
Midget Girls Provincials Fastball	\$ 2,300.00	July 22-24, 2011	\$ 59,704.00
Dragon Boat Festival	\$ 2,000.00	July 8-10, 2011	\$ 977,802.00
Female Hockey Event	\$ 1,500.00		
Swim Competition	\$ 1,050.00	October 22 & 23, 2011	\$ 23,668.00
Minor Baseball Event	\$ 1,750.00		NA
Country Fair Exhibition	\$ 1,100.00		NA
Darts Annual Tournament	\$ 500.00	April 29- May 1, 2011	\$ 17,989.00
Swim Regional Championships	\$ 1,000.00	August 6 & 7 2011	\$ 25,165.00
Kayak Invitational Event	\$ 1,000.00	July 1-3, 2011	\$ 56,712.00
<b>Total estimated impact 2011</b>	<b>\$ 27,650.00</b>		<b>\$ 1,630,643.00</b>
<b>Sport Tourism Projected Economic Impact 2012</b>			
<b>Grant Recipients</b>	<b>Grant Value</b>	<b>Event Date</b>	<b>Total Economic Impact</b>
Mixed Curling Event	\$ 500.00	March 15-18, 2012	\$ 146,876.00
Charity Wakeboard Event	\$ 500.00	June 30 & July 1, 2012	\$ 7,436.00
Figure Skating Memorial Competition	\$ 700.00	January 27-29, 2012	\$ 104,458.00
Atom Development Tournament	\$ 500.00	March 23-25, 2012	\$ 70,977.00
Ultimate Frisbee	\$ 500.00	April 21/22, 2012	\$ 29,442.00
Spring Sprint Competition	\$ 500.00	May 26-27, 2012	\$ 27,114.00
Outrigger Canoe Races	\$ 500.00	March 17-18, 2012	\$ 37,840.00
Regional Swimming Championships	\$ 700.00	January 20-22, 2012	\$ 35,213.00
Kennel Club Event	\$ 1,000.00	June 15-17, 2012	\$ 226,469.00
Canine Agility Competition	\$ 1,826.00	August 1-5, 2012	\$ 759,450.00
Canine Regional Agility Event	\$ 500.00	June 8-10, 2012	\$ 130,265.00

Senior Men's Fastball Provincials	\$ 725.00	July 13-15, 2012	\$ 18,302.00
Soccer Provincials	\$ 2,500.00	August 13-19, 2012	\$ 913,481.00
Female Lacrosse Event	\$ 2,000.00	July 18-22 2012	\$ 291,118.00
Minor Softball Event	\$400	May 11-13, 2012	\$ 26,697.00
Lacrosse- Bantam Event	\$ 400.00		\$ 47,060.00
Fastball Pee Wee Challenge	\$ 400.00	June 1-3, 2012	\$ 88,151.00
Minors Fastball Challenge	\$ 400.00	May 27-29, 2012	\$ 10,764.00
Swim Invitational	\$ 750.00	October 27 & 28, 2012	\$ 20,093.00
Minor Hockey Event	\$ 750.00	December 27-29, 2012	\$ 140,937.00
Dragon Boat Festival	\$ 1,000.00		\$ 842,576.00
Wrestling Invitational	\$ 1,175.00	June 29- July 1, 2012	\$ 99,568.00
Country Fair Event	\$ 1,200.00	18-Aug	NA
Youth Sport Event	\$ 1,200.00	June 29- July 2	NA
	<b>\$ 20,626.00</b>		<b>\$ 4,074,287.00</b>
<b>Sport Tourism Projected Economic Impact 2013</b>			
<b>Grant Recipients</b>	<b>Grant Value</b>	<b>Event Date</b>	<b>Total Economic Impact</b>
Minor Hockey - Atom Spring Break Tournament	\$ 750.00	March 22-24, 2013	\$ 70,000.00
Swim Spring Sprint Event	\$ 500.00	May 25 & 26	\$ 27,000.00
Kennel Club - Annual Show	\$ 1,250.00	June 13,14,15,& 16 2013	\$ 220,000.00
Lacrosse Tournament	\$ 725.00	June 7-9, 2013	\$ 47,000.00
Canoe and Kayak Event	\$ 375.00	March 16 & 17, 2013	\$ 37,000.00
Squash - Jr Champions Event	\$ 400.00	March 1-3, 2013	\$ 14,123.00
Squash Open Invitational	\$ 425.00	January 31- February 3, 2013	\$ 26,044.00
Invitational Swim Meet	\$ 850.00	June 28-30, 2013	\$ 90,000.00
Football Event	\$ 325.00	April 20 & 21, 2013	\$ 29,000.00
Hockey Tournament	\$ 5,000.00	April 26-May 5, 2013	\$ 1,400,000.00
Curling Masters Event	\$ 575.00	March 5 & 8, 2013	\$ 39,970.00
Fastball Event	\$ 550.00	May 31- June 2, 2013	\$ 26,000.00
Minor Fastball- Midget Cup	\$ 525.00	June 21-23, 2013	\$ 127,222.00
Minor Fastball- U14/16 Open	\$ 450.00	June 7-9, 2013	\$ 101,161.00
Fastball Masters Event	\$ 1,125.00	April 13 & 14, 2013	\$ 26,887.00
Wheelchair Curling Event	\$ 450.00	January 25-27, 2013	\$ 30,620.00
Track & Field Invitational	\$ 1,000.00	May 25-27, 2013	\$ 50,276.00
	<b>\$ 15,275.00</b>		<b>\$ 2,362,303.00</b>