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REPORT TO ELECTORAL AREA SERVICES COMMITTEE
MEETING OF WEDNESDAY, MARCH 4, 2009

SUBJECT **APPLICATION TO UNION OF BRITISH COLUMBIA MUNICIPALITIES FOR GRANT FUNDING TO COVER THE COST OF A COMMUNITY WILDFIRE PROTECTION PLAN FOR NORTH PENDER ISLAND, SOUTH PENDER ISLAND AND SATURNA ISLAND**

PURPOSE

To provide a resolution indicating support of a grant application to the Union of British Columbia Municipalities (UBCM) for the purposes of producing a Community Wildfire Protection Plan (CWPP) for North Pender, South Pender and Saturna Islands. The grant application (attached) will provide 50% funding for the project, with the balance of in-kind contribution being covered by Parks Canada as part of an ongoing program in the Southern Gulf Islands.

BACKGROUND

Park Canada has funded a project over the last two years in support of a Simon Fraser University Masters student to complete, as part of his thesis, comprehensive modelling software to identify wildfire hazards and strategies. As part of the thesis project, the student, Matthew Tutsch engaged members of the Southern Gulf communities to develop a model that looked at risk and vulnerability of the area.

Mr. Tutsch has finished his thesis and now proposes to use the software to develop a CWPP. The benefit of applying now is the fact that UBCM has indicated they consider the investment by Parks Canada as the Capital Regional District's 50% portion of the costs, with the balance being funded through the UBCM Grant.

The application was discussed by the Southern Gulf Island Emergency Program Commission at their last meeting and the commission supported application for the grant. A number of members of the commission have worked with Mr. Tutsch as he went through the development process as part of his thesis.

ALTERNATIVES

1. To make recommendation to the board to pass a resolution to support the application.
2. To not participate in this project at this time.

FINANCIAL IMPLICATIONS

Funding for the project will be provided 50% by UBCM, with the balance of in-kind provided by Parks Canada. Therefore there will be no financial implications for acceptance of this grant.

SUMMARY/CONCLUSIONS

This project will provide valuable information to our emergency program in the Southern Gulf Islands with no financial impact.

RECOMMENDATION

That Electoral Area Services Committee recommend to the Board that:

1. The Capital Regional District supports the application to Union of British Columbia Municipalities for grant funding of $15,000 for a Community Wildfire Protection Plan for North Pender Island, South Pender Island and Saturna Island.

Travis Whiting
Manager, Protective Services

Robert Lapham, MCIP
General Manager, Planning and Protective Services
Concurrence

Kelly Daniels
Chief Administrative Officer
Concurrence

Attachment: 2

The Pender Islands Community Wildfire Protection Plan
And
Saturna Island Community Wildfire Protection Plan

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Draft Proposal submitted by Matthew Tutsch, 22 January 2009

Justification for a Community Wildfire Protection Plan

The Mediterranean climate of the southern Gulf Islands often results in very dry summers with all forest fuels available for combustion. The combination of dry forest fuels, extensive human values at risk, and intensive recreational use (eg. campfires) creates very high forest fire risk levels on both Pender and Saturna Islands.

Project Description

The project would see the completion of a Community Wildfire Protection Plan (CWPP) for North and South Pender Islands and a CWPP for Saturna Island. Each CWPP will:

1. Define risk areas within the community for interface fires.
2. Identify measures necessary to mitigate those risks.
3. Outline a plan of action to implement the measures.

Project Methodology

CWPP development would take the same form on both the Pender Islands and Saturna Island. It would include the following stages:

1. Generate forest fire risk ratings with the Southern Gulf Islands Forest Fire Risk Model (SGIFFR Model).
2. Meet with fire management stakeholders to discuss the risk ratings produced by the SGIFFR Model.
3. Meet with fire management stakeholders to develop hypothetical risk mitigation scenarios (eg fuel treatments, public education initiatives, escape routes) for testing with the SGIFFR Model

4. Compare the effectiveness of hypothetical risk mitigation scenarios at reducing risk ratings by simulating the scenarios in the SGIFFR Model and comparing the risk ratings the Model produces.

5. Meet with stakeholders to communicate the results of this study.

6. Meet with stakeholders to prioritize risk mitigation initiatives and start identifying possible management actions.

7. Meet with stakeholders to finalize recommended management actions such as:

    - Priority fuel treatment areas
    - Priority evacuation routes
    - Priority public education initiatives

8. Produce the CWPP which contains:

    a. Results of the risk assessment

    b. Evaluation of hypothetical management scenarios

    c. Agreed upon management actions

9. Meet with stakeholders to convey the contents of the CWPP.

Project Timeline

The CWPPs would be undertaken concurrently starting April 1, 2009 and ending March 31, 2010.

Project Budget

A summary of the budget is provided in Table 5 below. The total cost to complete both CWPPs is $30,000. **Note** that Parks Canada has already provided **$102,000** over the last two years to develop the southern Gulf Islands Forest Fire Risk Model (SGIFFR Model). This is the risk model that will be used to complete the proposed CWPPs.

Task	UBCM Funded
Producing risk ratings and evaluating management scenarios with the SGIFFR Model	$10,000
Meetings with fire management stakeholders to develop risk mitigation strategies and recommended management actions	$10,000
Write a CWPP for the Pender Islands and a CWPP for Saturna Island	$10,000
Total	**$30,000**

Project Deliverables

1. A CWPP for Saturna Island and for the Pender Islands, each containing:
    a. A general description of the forests and values at risk on the island
    b. The results of the risk analysis
    c. A review of the effectiveness of hypothetical risk mitigation scenarios as determined by the SGIFFR Model.
    d. Priority areas for fuel treatment
    e. Priority areas for improving evacuation
    f. Priority public education options
    g. Recommended residential development guidelines
2. SGIFFR Model mapping products such as: Forest Fire Risk Ratings, Ignition Probability Ratings, Escape Probability Ratings, Fire Probability Ratings, and Forest Fire Consequence Ratings. Delivered as paper maps and in ArcGIS Geodatabase format.

UNION OF
BRITISH
COLUMBIA
MUNICIPALITIES

Community Wildfire Protection Plan
Application for funding

Fax: (250) 356-5119

Mail: 545 Superior Street, Victoria, BC, V8V 1T7

Apply on line at http://ground.hpr.for.gov.bc.ca

APPLICATION FORM

Please type directly in this form or print and complete. Additional space or pages may be used as required. For detailed instruction regarding application requirements please refer to the Community Wildfire Protection Plan Program and Application Guide.

Local Government: Capital Regional District

Date of Application: February 17, 2009

Contact Person: Travis Whiting

Title: Emergency Manager

Phone: 250.360.3186

E-mail: twhiting@crd.bc.ca

Funding applied for: $15,000

Please attach budget, including hard costs and community contributions (cash or in-kind). A sample budget is included with the program guide.

1. **Describe your community or region and the risk of interface fires:** *provide geographic description of the community; description of the interface and existing fire fuels, potential for development, etc:*

   The southern Gulf Islands are located just off the east coast of Vancouver Island. The natural beauty and accessibility of the islands make them prime tourist destinations in the summer months. The Mediterranean climate of the southern Gulf Islands often results in very dry summers with all forest fuels available for combustion. The combination of dry forest fuels, extensive human values at risk, and intensive recreational use (eg. campfires) creates very high forest fire risk levels on both Pender and Saturna Islands. A CWPP for both islands is necessary to improve fire prevention and protection measures in the interface areas and thus improving the overall safety of visitors and residents and decreasing the risk of property damage.

2. Overview of work to be undertaken: *Include review of Provincial Strategic Threat Analysis data, hazard assessment mapping; communications with the public and other stakeholders; preparation of interface plans, and implementation strategies*:

The project would see the completion of a Community Wildfire Protection Plan (CWPP) for North and South Pender Islands and a CWPP for Saturna Island. Each CWPP will:

1. Define risk areas within the community for interface fires.
2. Identify measures necessary to mitigate those risks.
3. Outline a plan of action to implement the measures.

Each CWPP will contain:

a. A general description of the forests and values at risk on the island

b. The results of the risk analysis

c. A review of the effectiveness of hypothetical risk mitigation scenarios as determined by the SGIFFR Model.

d. Priority areas for fuel treatment

e. Priority areas for improving evacuation

f. Priority public education options

g. Recommended residential development guidelines

h. Model mapping products such as: Forest Fire Risk Ratings, Ignition Probability Ratings, Escape Probability Ratings, Fire Probability Ratings, and Forest Fire Consequence Ratings. Delivered as paper maps and in ArcGIS Geodatabase format.

3. General Workplan. *Describe the steps that will be taken to develop the plan: an anticipated meeting with MOFR Protection staff, community partners, and other stakeholders should also be a part of this process*

CWPP development would take the same form on both the Pender Islands and Saturna Island. It would include the following stages

1. Generate forest fire risk ratings with the Southern Gulf Islands Forest Fire Risk Model (SGIFFR Model).

2. Meet with fire management stakeholders to discuss the risk ratings produced by the SGIFFR Model.

3. Meet with fire management stakeholders to develop hypothetical risk mitigation scenarios (eg fuel treatments, public education initiatives, escape routes) for testing with the SGIFFR Model

4. Compare the effectiveness of hypothetical risk mitigation scenarios at reducing risk ratings by simulating the scenarios in the SGIFFR Model and comparing the risk ratings the Model produces.

5. Meet stakeholders to communicate the results of this study.

6. Meet with stakeholders to prioritize risk mitigation initiatives and start identifying possible management actions

7. Meet with stakeholders to finalize recommended management actions such as:

- priority fuel treatment areas
- priority evacuation routes
- priority education initiatives

8. Produce the CWPP which contains
- Results of the risk assessment
- Evaluation of hypothetical management scenarios
- Agreed upon management actions

9. Meet with stakeholders to convey the contents of the CWPP.

4. Is this plan a partnership or collaboration with another local government or First Nation? ☐ **Yes** ☒ **No**

If yes, who is/are the partner(s)?

5. Was this application developed in conjunction with the Ministry of Forests and Range Protection Branch?

☐ **Yes** ☒ **No**

6. Contractor credentials: *If a contractor is being utilized to do some or all of the work, describe how you will select a qualified individual.* n/a
7. Council/Board resolution: *Identify resolution number and date of council meeting where support for this application was provided.*

***Applications must be submitted on line to*: http://ground.hpr.for.gov.bc.ca/**
You will also be required to submit a budget document as outlined in the program guide.

UNION OF
BRITISH
COLUMBIA
MUNICIPALITIES

Community Wildfire Protection Plan

Fax: (250) 356-5119
Mail: 545 Superior Street, Victoria, BC, V8V 1T7
Apply on line at: http://ground.hpr.for.gov.bc.ca

PROGRAM & ACCESS GUIDE

Contents

1. Introduction

The Program and Access Guide describes the purpose of the Community Wildfire Protection Plan Program (CWPP) and how to make an application. Funding for this program was provided by the Ministry of Forests and Range, Protection Branch, Province of British Columbia.

Purpose and Objective

In the "Filmon" report "Firestorm 2003 Provincial Review", it was recommended that the province take a lead role in the development of strategic plans in cooperation with local government, in order to reduce the risk of fire in the interface.

The **purpose** of this program is to assist communities in the development of plans that will assist them in improving fire prevention and protection measures in the interface areas. The CWPP will 1) define risk areas for interface fires, 2) identify measures necessary to mitigate those risks, and 3) outline a plan of action to implement the measures.

The **objective** is to improve community safety and reduce the risk of property damage.

2. Eligible Applicants

All local governments and First Nations are eligible for funding under this program.

Pre-conditions to an application

The CWPP program is intended for, and will give preference to medium- to high-risk communities who have not yet received funding under the program. In the case of Regional Districts, more than one unincorporated community within Regional District boundaries may

require a community wildfire protection plan; in such instances increased funding may be considered after a preliminary consultation with an MOFR Protection Branch representative.

A precondition for application is credible evidence that there is an apparent risk to the community from interface fires. This evidence will allow a community to proceed to a more detailed assessment. Strategic Threat Analysis data (STAD), available through this program, will be used to assist with risk assessment during the approval process.

3. Eligible Costs

Eligible costs means a direct cost properly and reasonably incurred by the local government in the development of a Community Wildfire Protection Plan.

Scope of funding includes community hazard assessment mapping designed to build on STAD data available through this program; planning process development; communication of activities; stakeholder involvement; public awareness of identified hazards; and the preparation of fire interface plans for final council or board consideration.

Funding also applies to plan implementation activities such as Official Community Plan amendments, implementation of land use, engineering and public works bylaws and procedures.

Ineligible Costs

Any cost that is not directly connected to the development of the Community Wildfire Protection Plan will not be eligible for funding.

For the purpose of this grant program, funding shall not apply to:

- Emergency plans or related activities
- Duplication of mapping data available from other sources
- Operational fuel management plans or subsequent fuel management treatments
- Ongoing public information
- Local fire department training
- Publication reviews or research on statutory implementation "tools" which are available from other sources.
- Any major capital acquisition.

Applicants must draw on/use existing hazard mapping and assessments through MOFR (STAD) and other publications or reviews of existing legislative "tools" to implement plans.

Conditions

- Mapping should be based on MOF methodology supplemented by local criteria. MOF staff must be invited to be a part of the hazard mapping process, as should local fire officials.
- Fire/fuel behavior expertise must be solicited when the plan is prepared.
- If the completed plan contains information with regard to higher level plans, forest policy, impact statements *(timber harvest, environmental etc),* then review by a Registered Professional Forester will be required.

4. Selection Process

Screening Criteria

- Application must be submitted by an "eligible applicant".
- Application must be for an "eligible project".
- Applicant must show that the lack of a wildfire protection plan is an identified or apparent risk to their community.

5. Selection Process

Screening Criteria

All applications must meet the following criteria.

- Application must be submitted by an "eligible applicant" and for an "eligible program"
- The Application Form provided must be completed and form a part of the application package.
- Application must be complete and include the information outlined in section 7.
- Application should demonstrate clear and measurable outcomes.

6. Payments Accounts for Approved Projects

The Program Officer will inform successful applicants by letter. Funding will be disbursed on receipt of an acceptable final report and confirmation of expenses by the Chief Financial Officer. Contents of the required final report are provided as "appendix b" of this guide.

Payments & Reporting Requirements

Program contribution will not exceed $15,000 or 50% of the actual cost of the project, unless previously approved as per section 2 of this guide. Matching funds may include in-kind contributions such as staff and volunteer time, use of local government resources such as use of facilities, equipment and staff time, as well as funding leveraged from other sources.

Changes or Variations to an Approved Project

Changes or variations to the project must be approved, in advance, by the Program Officer. Funds are not transferable to other projects.

Accounting records

A statement from the Chief Financial Officer verifying the total cost of the project is required as part of the final report. Where applicable, this statement should also identify other contributions such as "in-kind", other grants applied to the program as well as other revenue

sources used to complete the project. It must also attest that funding was for new activities and was not used to fund an existing program.

Chief Financial Officers must maintain acceptable accounting records that clearly disclose the nature and amounts of the different items of cost pertaining to the program activities. The Program Officer may require applicants to provide details of the types and amounts of expenses incurred.

7. Application Process

Where to Apply: On line at http://ground.hpr.for.gov.bc.ca/

Further information:

Local Government Program Services
Sue Clark, Program Officer Phone: 250-356-0876
E-mail: sclark@civicnet.bc.ca

Application Contents

1. Application Form must be completed.
2. Budget, as per the sample included with this guide.
3. Contact information for the project leader.
4. Contact information for the person responsible for handling of GIS data.

When to Apply

Applications for funding are being accepted on an on-going basis.

Attachments:

- Sample budget
- Reporting requirements

For further information on Community Wildfire Protection plans and other Strategic Fuel Management initiatives, please go to http://ground.hpr.for.gov.bc.ca.

Community Wildfire Protection Plan
Sample Budget

Task	UBCM funded	Community Contribution
Initial consultations and preparation of applications for funding		$1,500
On approval, planning meetings with MOFR and other stakeholders	$1,000	$1,500
Develop terms of reference and selection of contractor	$500	$1,500
Produce working maps	$1,000	$1,500
Progress meetings with contractor	$1,500	$1,500
Field work	$7,500	$2,000
GIS Mapping	$2,000	$3,000
Hard copies of maps	$500	$500
By-law implementation	$1,000	$2,000
Totals	$15,000.00	$15,000.00

COMMUNITY WILDFIRE PROTECTING PLAN
UBCM REPORTING REQUIREMENTS

Final reporting is evidence of successful completion and must include the following elements in order to be considered for final payment.

An electronic copy of the completed plan may be submitted as an attachment by e-mail to lgps@civicnet.bc.ca. Alternatively, a CD or DVD containing electronic files may be submitted by mail. This plan must contain the following recommendations:

1. Documentation of the process undertaken and major milestones.
2. Community protection measures and responsibilities.
3. Implementation activities related to land use.
4. Recommendations for OCP revisions and/or by-law development.
5. Next steps to be taken, if any to implement the plan.

The plan may also include identification of any potential pilot projects.
Fire behaviour modelling

Spatial data must be submitted along with soft-copy maps. This data must be submitted via CD, DVD, or FTP. An FTP site is available at ftp://ftp.for.gov.bc.ca/hpr/external/incoming/hq/CWPP Spatial Data. If the FTP option is selected, you must zip all the spatial files into a single file and then send an e-mail to lgps@civicnet.bc.ca indicating that data has been posted and the name of the zip file that you posted.

Spatial data must conform to the following formats and standards:

1. ESRI Shapefile, E00, or Personal Geodatabase format.
2. BC Albers Standard Projection:

   The projection is Albers Equal Area Conic, with parameters of:
   Central meridian: -126.0 (126:00:00 West longitude)
   Latitude of projection origin: 45.0 (45:00:00 North latitude)
   First standard parallel: 50.0 (50:00:00 North latitude)
   Second standard parallel: 58.5 (58:30:00 North latitude)
   False easting: 1000000.0 (one million metres)
   False northing: 0.0
   The datum is NAD83, based on the GRS80 ellipsoid.

3. Spatial data must be accompanied by metadata. Metadata must document and detail attributes and codes used.
4. Please be sure to document and include methodology.

If you require any assistance regarding spatial data, please contact stad@civicnet.bc.ca and we will arrange for someone to assist you.