

**REGULAR MEETING
OF THE TOWN OF LADYSMITH COUNCIL
AGENDA
6:00 P.M.**

**Tuesday, October 19, 2021
City Hall Council Chambers
410 Esplanade**

Pages

1. CALL TO ORDER

Call to Order 6:00 p.m. in Open Session, in order to retire immediately into Closed Session.

Members of the public are welcome to attend all Open Meetings of Council, but may not attend Closed Meetings.

2. CLOSED SESSION

Recommendation

That, in accordance with section 90(1) of the *Community Charter*, Council retire into closed session in order to consider items related to the following:

- labour relations or other employee relations - section 90(1)(c); and
- negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public - section 90(1)(k).

3. OPEN MEETING AND ACKNOWLEDGEMENT (7:00 P.M.)

The Town of Ladysmith acknowledges with gratitude that this meeting takes place on the traditional, unceded territory of the Stz'uminus First Nation.

Members of the public may attend meetings in person in accordance with COVID-19 safety protocols. Masks are mandatory. Space in the Council Chamber is limited, so public attendance will be on a first-come, first-served basis as space permits.

View the livestream on YouTube:

<https://www.youtube.com/channel/UCH3qHAExLiW8YrSuJk5R3uA/featured>.

4. AGENDA APPROVAL

Recommendation

That Council approve the agenda for this Regular Meeting of Council for October 19, 2021.

5. RISE AND REPORT- Items from Previous Closed Session

Items from the Closed Meeting of Council held February 2, 2021

CE 2021-038

That Council approve the "through road" configuration for 1260 Churchill Place, as outlined in Option A of the staff report dated February 2, 2021.

OPPOSED: Mayor Stone, Councillor Stevens

CE 2021-039

That Council approve an R-1-A and Multi-family lot layout for 1260 Churchill Place, as outlined in Option G of the staff report dated February 2, 2021.

CE 2021-040

That Council approve rezoning and/or preparing a Preliminary Layout Acceptance (PLA) for the subdivision and sale of 1260 Churchill Place, as a "turnkey project".

CE 2021-041

That Council direct staff to prepare a report for a future open Council meeting providing more detailed information on the preferred options identified by Council for road configuration, lot layout and the subdivision and sale of 1260 Churchill Place.

6. MINUTES

6.1. Minutes of the Regular Meeting of Council held October 5, 2021

7

Recommendation

That Council approve the minutes of the Regular Meeting of Council held October 5, 2021.

7. DELEGATIONS

7.1. Cowichan Housing Association 2021 Annual Report

16

Dr. Shelley Cook, Executive Director, will present the Cowichan Housing Association Annual Report.

Recommendation

That Council receive for information the Cowichan Housing Association 2020/21 Annual Report.

8. DEVELOPMENT APPLICATIONS

8.1. Development Variance Permit & Development Permit Application for a Single Detached Dwelling at 433 Thetis Drive

53

Recommendation

That Council:

1. Issue Development Variance Permit 3090-21-10 to increase the maximum permitted height for a single unit dwelling at 433 Thetis Drive;
2. Issue Development Permit 3060-21-12 for land alteration and construction of a single unit dwelling at 433 Thetis Drive; and
3. Authorize the Mayor and Corporate Officer to sign Development Variance Permit 3090-21-10.

9. BYLAWS- OFFICIAL COMMUNITY PLANNING AND ZONING

9.1. Zoning Bylaw Amendment Application – 431 1st Avenue

74

Recommendation

That Council:

1. Give first and second readings to “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 45) 2021, No. 2091”; and
2. Direct staff to proceed with scheduling and notification for a Public Hearing for Bylaw No. 2091 as required under section 464(1) of the *Local Government Act*.

10. COMMITTEE MINUTES

10.1. Official Community Plan Steering Committee - September 23, 2021 84

Recommendation

That Council receive for information the minutes of the Official Community Plan Steering Committee meeting held September 23, 2021.

10.2. Community Planning Advisory Committee - October 6, 2021 85

Recommendation

That Council receive for information the minutes of the October 6, 2021 meeting of the Community Planning Advisory Committee.

11. REPORTS

11.1. Re-Prioritization of 2021 Water Projects 88

Recommendation

That Council:

1. Defer the Oyster Bay watermain construction project from the 2021 Capital Plan to the 2022 Capital Plan and re-budget accordingly;
2. Move the Kitchener Street watermain replacement project from the 2022 Capital Plan into the 2021 Capital Plan at a cost of \$165,000 with the funds to come from the Oyster Bay watermain project;
3. Add the replacement of the Parkhill Terrace watermain from Neville Street to the end of the street, to the 2021 Capital Plan at an estimated cost of \$100,000, with funds coming from the Water Reserve; and
4. Amend the 2021 to 2025 Financial Plan accordingly.

11.2. Yard Waste Pilot Program – Fall 2021 91

Recommendation

That Council approve two additional yard waste curbside collection days per route in the fall of 2021, using funding remaining from the 2021 Yard Waste Pilot Program budget.

12. BYLAWS

12.1. Amendments to "Council Procedure Bylaw 2009, No. 1666" 94

Recommendation

That Council give first, second and third readings to "Council Procedure Bylaw 2009, No. 1666, Amendment Bylaw (#4) 2021, No. 2092".

12.2. "Town of Ladysmith 2022 Permissive Tax Exemptions Bylaw 2021, No. 2084" 102

Recommendation

That Council adopt "Town of Ladysmith 2022 Permissive Tax Exemptions Bylaw 2021, No. 2084".

12.3. Bylaw Status Sheet 112

13. CORRESPONDENCE

13.1. F.O.E. 2101 Ladysmith Eagles Aerie and Auxiliary 113

Offer to donate \$50,000 to the Town to purchase 3 electronic scoreboards for Aggie Field, Holland Creek Field and Forrest Field

Recommendation

That Council:

1. Accept with gratitude the donation of \$50,000 from the Ladysmith Eagles F.O.E. Aerie and Auxiliary for electronic scoreboards at Aggie Field, Holland Creek Field and Forrest Field subject to the following conditions, as outlined in the correspondence received October 12, 2021 from Aerie President Larry Williams:
 - the installation of dedication signs acknowledging the Eagles donation; and
 - the publication of a joint press release announcing the donation and an additional press release upon completion of the project;
2. Direct staff to order and install the scoreboards; and
3. Direct the Mayor, on behalf of Council, to send a letter thanking the Eagles for their generous donation.

14. NEW BUSINESS

14.1. South Davis Road Intersection Changes 116

Overview of changes that the Ministry of Transportation and Infrastructure intends to make to the South Davis Road intersection.

14.2. FireSmart Community Funding and Supports Grant 2022 117

For convenience, the CVRD staff report to the Board is attached for information.

Recommendation

That Council authorize the Cowichan Valley Regional District on behalf of the Town of Ladysmith, to apply for a FireSmart Community Funding and Supports grant up to \$325,000, and, if successful, receive the funds and manage the program.

15. QUESTION PERIOD

- A maximum of 15 minutes is allotted for questions.
- Persons wishing to address Council during "Question Period" must be Town of Ladysmith residents, non-resident property owners, or operators of a business.
- Individuals must state their name and address for identification purposes. Alternately, questions can be submitted via email at info@ladysmith.ca during the meeting.
- Questions put forth must be on topics which are not normally dealt with by Town staff as a matter of routine.
- Questions must be brief and to the point.
- Questions shall be addressed through the Chair and answers given likewise. Debates with or by individual Council members or staff members are not allowed.
- No commitments shall be made by the Chair in replying to a question. Matters which may require action of the Council shall be referred to a future meeting of the Council.

16. ADJOURNMENT



MINUTES OF A REGULAR MEETING OF COUNCIL

Tuesday, October 5, 2021

7:00 P.M.

Council Chamber

Council Members Present:

Mayor Aaron Stone

Councillor Rob Johnson

Councillor Tricia McKay

Councillor Duck Paterson

Councillor Marsh Stevens

Councillor Jeff Virtanen

Council Members Absent:

Councillor Amanda Jacobson

Staff Present:

Allison McCarrick

Erin Anderson

Chris Barfoot

Geoff Goodall

Donna Smith

Christina Hovey (by telephone)

Ryan Bouma

Sue Bouma

1. CALL TO ORDER AND ACKNOWLEDGEMENT

Mayor Stone called this Regular Meeting of Council to order at 7:04 p.m., recognizing with gratitude that it was taking place on the traditional unceded territory of the Stz'uminus People.

2. AGENDA APPROVAL

CS 2021-309

That Council approve the agenda for this Regular Meeting of Council for October 5, 2021 as amended to add the following item under "10. New Business", received after publication of the agenda:

- Item 10.2, " November 2, 2021 Regular Council Meeting - change to Special Council Meeting and Public Hearing".

Motion Carried

3. RISE AND REPORT- Items from Previous Closed Session

The following items from the Closed Meeting of Council held September 21, 2021 were reported:

CE 2021-120

That Council:

1. Direct staff to submit the necessary renewal applications for Crown Land Lease 1400950;
2. Direct staff to inform the Province of the Town's intention to abandon Crown Land Lease 1400684;
3. Rise and report on Recommendation Nos. 1 and 2 immediately.

CE 2021-121

That Council:

1. Approve the five-year lease renewal agreement with the Ladysmith Seniors Centre Society for the property located at 630 2nd Avenue as presented, effective August 1, 2021 and authorize the Mayor and Corporate Officer to execute the lease renewal;
2. Direct staff to give notice of the Town's intent to enter into a lease agreement with the Ladysmith Seniors Centre Society as per the *Community Charter*; and
3. Rise and report on Recommendation Nos. 1 and 2 immediately.

4. MINUTES

4.1 Minutes of the Regular Meeting of Council held September 21, 2021

CS 2021-310

That Council approve the minutes of the Regular Meeting of Council held September 21, 2021.

Motion Carried

5. PROCLAMATIONS

5.1 Waste Reduction Week in Canada

Mayor Stone proclaimed October 18-24, 2021 as Waste Reduction Week in the Town of Ladysmith.

6. BYLAWS- OFFICIAL COMMUNITY PLANNING AND ZONING

6.1 OCP Amendment, Rezoning and Housing Agreement Bylaws 1260 Churchill Place

CS 2021-311

That Council:

1. Having considered section 475 of the *Local Government Act*, and in particular the matters set out in subsections (2)(a) and (b), resolve that:
 - a. the Stz'uminus First Nation is the only entity that is appropriate to consult in connection with "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 68) 2021, No. 2087";
 - b. consultation should be early but need not be ongoing;
 - c. the consultation process described in the staff report to Council dated October 5, 2021 is sufficient in respect to the proposed Official Community Plan amendment; and
 - d. staff be directed to refer Bylaw No. 2087 to the Stz'uminus First Nation as set out in resolution 1(a) for consultation in the manner described in the October 5, 2021 staff report to Council;
2. Give first and second reading to Bylaw No. 2087;
3. Consider Bylaw No. 2087 in conjunction with the Town's Financial Plan, the Town's Liquid Waste Management Plan, and the Cowichan Valley Regional District Solid Waste Management Plan, pursuant to section 477(3) of the *Local Government Act*;
4. Direct staff to refer Bylaw No. 2087 to School District 68 pursuant to section 476 of the *Local Government Act*;
5. Give first and second reading to "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No.44) 2021, No. 2088";
6. Give first, second and third readings to "Housing Agreement Bylaw 2021, No. 2089";
7. Direct that staff, following third reading and prior to adoption of Bylaw Nos. 2087, 2088 and 2089:
 - a. Refer Bylaw No. 2088 to the Ministry of Transportation for approval pursuant to section 52 of the *Transportation Act*; and
 - b. File the necessary dedication plans with the Land Title and Survey Authority to dedicate the areas shown as park and road on the subdivision plan provided as Attachment E to the staff report dated October 5, 2021; and
8. Direct that staff, following adoption of Bylaw Nos. 2087, 2088 and 2089:

- a. Register the right of first refusal, in Attachment D to the October 5, 2021 staff report to Council on the title of property;
- b. Apply for a Preliminary Layout Approval of the subdivision plan provided as Attachment E to the staff report dated October 5, 2021; and
- c. List the property for sale, once a Preliminary Layout Approval has been issued by the Subdivision Approving Officer.

Motion Carried

7. COMMITTEE MINUTES

7.1 Parks, Recreation and Culture Advisory Committee - September 15, 2021

CS 2021-312

That Council receive for information the minutes of the September 15, 2021 meeting of the Parks, Recreation and Culture Advisory Committee.

Motion Carried

7.2 Committee of the Whole Recommendations - September 28, 2021

CS 2021-313

That Council direct staff to:

1. Amend "Waterworks Regulations Bylaw 1999, No. 1298" to include:
 - a.) A single family dwelling with a suite rate structure based on 1.5 times the single family dwelling charge and allowing an initial consumption of 37.5m³ per quarter; and
 - b.) A new step rate for water consumption greater than 200m³ for single family dwellings for only the quarters April to June and July to September, at a rate of \$3.1701 per cubic metre subject.
2. Prepare amendments to "Council Procedure Bylaw 2009, No. 1666" as identified in the staff report dated September 28, 2021, including:
 - a) Various housekeeping amendments;
 - b) Scheduling specifications to ensure that a meeting is not held during the first week of January and that only one meeting is held in August;
 - c) Changing the Regular Council Meeting start time to 6:30 p.m.;
 - d) Removing the section on Public Hearings and preparing a Public Hearing Policy; and

- e) Adding wording to reflect recent amendments to the *Community Charter* related to electronic meetings.
3. a) Bring forward amendments to:
- o “Official Community Plan Bylaw 2003, No. 1488”,
 - o “Town of Ladysmith Zoning Bylaw 2014, No. 1860”; and
 - o “Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905”;
- related to coach houses as outlined in the September 28, 2021 staff report; and
- b) Develop a design preauthorization program for coach houses as outlined in the September 28, 2021 staff report to the Committee of the Whole.
4. Consult with Stz’uminus First Nation and report back to Council regarding the potential for both the inclusion of the Hul’qumi’num name on the Transfer Beach sign and a Coast Salish Welcoming Figure at Transfer Beach.

CS 2021-314

By unanimous consent Council agreed to consider separately Item 2c) "Changing the Regular Council Meeting start time to 6:30 p.m.".

CS 2021-313

Resolution CS 2021-313 without 2c) reads as follows:

That Council direct staff to:

1. Amend “Waterworks Regulations Bylaw 1999, No. 1298” to include:
 - a.) A single family dwelling with a suite rate structure based on 1.5 times the single family dwelling charge and allowing an initial consumption of 37.5m³per quarter; and
 - b.) A new step rate for water consumption greater than 200m³ for single family dwellings for only the quarters April to June and July to September, at a rate of \$3.1701 per cubic metre subject.
2. Prepare amendments to “Council Procedure Bylaw 2009, No. 1666” as identified in the staff report dated September 28, 2021, including:
 - a) Various housekeeping amendments;

- b) Scheduling specifications to ensure that a meeting is not held during the first week of January and that only one meeting is held in August;
 - c) **Considered Separately**
 - d) Removing the section on Public Hearings and preparing a Public Hearing Policy; and
 - e) Adding wording to reflect recent amendments to the *Community Charter* related to electronic meetings.
3. a) Bring forward amendments to:
- o "Official Community Plan Bylaw 2003, No. 1488",
 - o "Town of Ladysmith Zoning Bylaw 2014, No. 1860"; and
 - o "Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905";
- related to coach houses as outlined in the September 28, 2021 staff report; and
- b) Develop a design preauthorization program for coach houses as outlined in the September 28, 2021 staff report to the Committee of the Whole.
4. Consult with Stz'uminus First Nation and report back to Council regarding the potential for both the inclusion of the Hul'qumi'num name on the Transfer Beach sign and a Coast Salish Welcoming Figure at Transfer Beach.

Motion Carried

CS 2021-315

2. c) That Council direct staff to change the Regular Council Meeting start time to 6:30 p.m.

Motion Defeated

OPPOSED: Mayor Stone and Councillors Johnson, McKay, Stevens and Virtanen

8. REPORTS

8.1 Uplands Remediation Proceeding to Certificate of Compliance

CS 2021-316

That Council direct staff to prepare an amendment to the 2021-2025 Financial Plan to increase the Waterfront Remediation – Phase 1 budget by \$87,920 with the funds to come from prior year surplus, in order to accelerate the project and reduce overall project costs related to the Provincial Certificate of Compliance.

Motion Carried

8.2 Encroachment Agreement 32 High Street (Temperance Hotel)

CS 2021-317

That Council authorize the Mayor and Corporate Officer to sign an Encroachment Agreement between the Town of Ladysmith and the property owner of 32 High Street to allow for the encroachment of the existing building and ramp into the road rights of way of High Street and 1st Avenue.

Motion Carried

8.3 Stocking Lake Meter Valve Construction Project Budget

CS 2021-318

That Council:

1. Increase the budget for the Stocking Lake Meter Valve Construction project by \$44,000, with the funds coming from the Water Reserve; and
2. Amend the 2021 to 2025 Financial Plan accordingly.

Motion Carried

8.4 Stocking Lake Dam Remediation Selection

CS 2021-319

That Council:

1. Select Option 2 as the preferred option, outlined in the “Stocking Lake Remediation Conceptual Design” report dated August 2021 as prepared by Ecora;
2. Direct staff to instruct Ecora to complete the preliminary design of Option 2 as outlined in the scope of work for the project; and

3. Instruct staff to investigate funding opportunities that may be available to facilitate the next phase of the project, design and construction.

Motion Carried

8.5 Request for Noise Bylaw Exemption – 107 Rollie Rose Drive

CS 2021-320

That Council:

1. Grant Westmark Construction Ltd. an exemption to Town of Ladysmith “Noise Suppression Bylaw 2003, No. 1478” to permit construction noise at 107 Rollie Rose Drive, until 7:00pm Monday to Saturday, beginning October 11, 2021 until April 5, 2022, excluding statutory holidays; and
2. Direct staff to ensure that neighbouring residents receive written notification.

Motion Carried

OPPOSED: Councillor Paterson

9. BYLAWS

9.1 Bylaw Status Sheet

10. NEW BUSINESS

10.1 Appointment to the Board of Education of School District 68 Long Range Facilities Planning Advisory Committee

CS 2021-321

That Council appoint Councillor McKay to serve as liaison to the Board of Education of School District 68 Long Range Facilities Planning Advisory Committee.

Motion Defeated

OPPOSED: Mayor Stone and Councillors Stevens and Virtanen

CS 2021-322

That Council appoint Councillor Stevens to serve as liaison to the Board of Education of School District 68 Long Range Facilities Planning Advisory Committee.

Motion Carried

10.2 November 2, 2021 Regular Council Meeting - change to Special Council Meeting and Public Hearing

CS 2021-323

That Council:

1. Cancel the Regular Council Meeting scheduled for 7:00pm on November 2, 2021; and
2. Schedule a Special Council Meeting and Public Hearing to be held by electronic means, beginning at 6:00pm on November 2, 2021.

Motion Carried

11. QUESTION PERIOD

There were no questions submitted by the public.

12. ADJOURNMENT

CS 2021-324

That this Regular Meeting of Council adjourn at 8:19 p.m.

Motion Carried

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (D. Smith)



Annual Report

Ladysmith Regular Council
October 19, 2021

Year in Review - Outline

April 1, 2020 – March 31, 2021

Compassion and tolerance are not a sign of weakness, but a sign of strength.” – Dalai Lama



- The Year of the Pandemic
- Our Programs
- Regional Housing Service Highlights
- Covid-19 Task Force for Vulnerable Populations
- Financials
- Housing Crisis, Challenges and Needs Assessment
- Emerging Issues
- Housing Policy Challenges and Recommendations



The Year of the Pandemic



Photo (above): Cowichan Valley Citizen



- March 11, 2020 WHO declared COVID-19 a pandemic
- Concern for homeless population to access services and self-isolate
- BC Housing funding to create temporary housing for people experiencing homelessness
- Covid-19 Task Force for Vulnerable Population created emergency housing plan
- Increase in homelessness: 270+ on waitlist for 99 units of supportive housing
 - 129 identified in 2020 PIT count
- Dramatic rise in housing prices – average sale price for a single-family home \$693,200, 28% jump in 12 months
- Two pandemics (COVID & Opioids) and a housing crisis



Our Programs

HOMELESSNESS PREVENTION

Emergency Assistance Program
Tenant Support & Referrals
Landlord Support Information
Rent Bank (coming soon)

REGIONAL HOUSING SERVICE

CVRD HOUSING TRUST FUND:

- 🏠 Project Development Fund
- 🏠 Rental Housing Capital Contribution Fund
- 🏠 Emergency Contingency Fund



EMERGENCY RESPONSE

Lewis Street Fire
Covid-19 Task Force
🏠 Ramada Hotel
🏠 Cabin Sites

RESEARCH & INFORMATION

Housing Needs and Data
Local Government Policy
BC/Canada Funding Information
Housing Crisis Innovations
Point in Time (PIT) Counts

COMMUNITY DEVELOPMENT

Covid-19 Task Force
Community Action Team
Building Not-For-Profit Housing Capacity
Facilitating Housing Strategies
Development Consultation

Regional Housing Service



Regional Housing Service funds have been allocated to three affordable housing projects in Ladysmith, Lake Cowichan, and Duncan, and applications are pending for 2 projects in North Cowichan. In total, we are anticipating **452** new units of affordable housing.

1. Rental Housing Capital Contribution Fund - 85% (\$425,000 total per year)

In Spring 2021, Ladysmith Resources Centre Association was successful in their application for \$317,000 towards an affordable housing development for seniors/families/persons with disabilities in Ladysmith.

2. Project Development Fund – 13% (\$65,000 total per year)

\$75,000 in total PDF was awarded in 2020-2021 to the Duncan Housing Society and to the Cowichan Lake Elder Care Society to further develop their proposed projects in the City of Duncan and the Town of Lake Cowichan.

3. Emergency Contingency Fund – 2% (\$10,000 total per year)

\$20,000 was approved by the CVRD in 2021 to assist those displaced by the Lewis Street apartment fire on December 31, 2020.



Covid-19 Task Force



- BC Housing operations funding in place for Ramada/cabin sites until March 31, 2022
 - Ramada closure expected November
 - New supportive housing:
 - Drinkwater Rd – 51 units – opening Spring 2022
 - White Rd – 49 units – opening Summer 2022
- UBCM Application for \$2.5 million – 1 year emergency homelessness response – 40 new cabins and wrap-around support
- Rapid Housing Initiative re-submission Aug. 31, 2021 (\$21.9 million; 52 new homes) – Cowichan Tribes partnership
- \$1.6 million COVID Emergency Response Dollars administered by CHA in 2020-2021

Financials

Operations 6%: CVRD Funding of \$112,000 for affordable housing support, administration and overhead.

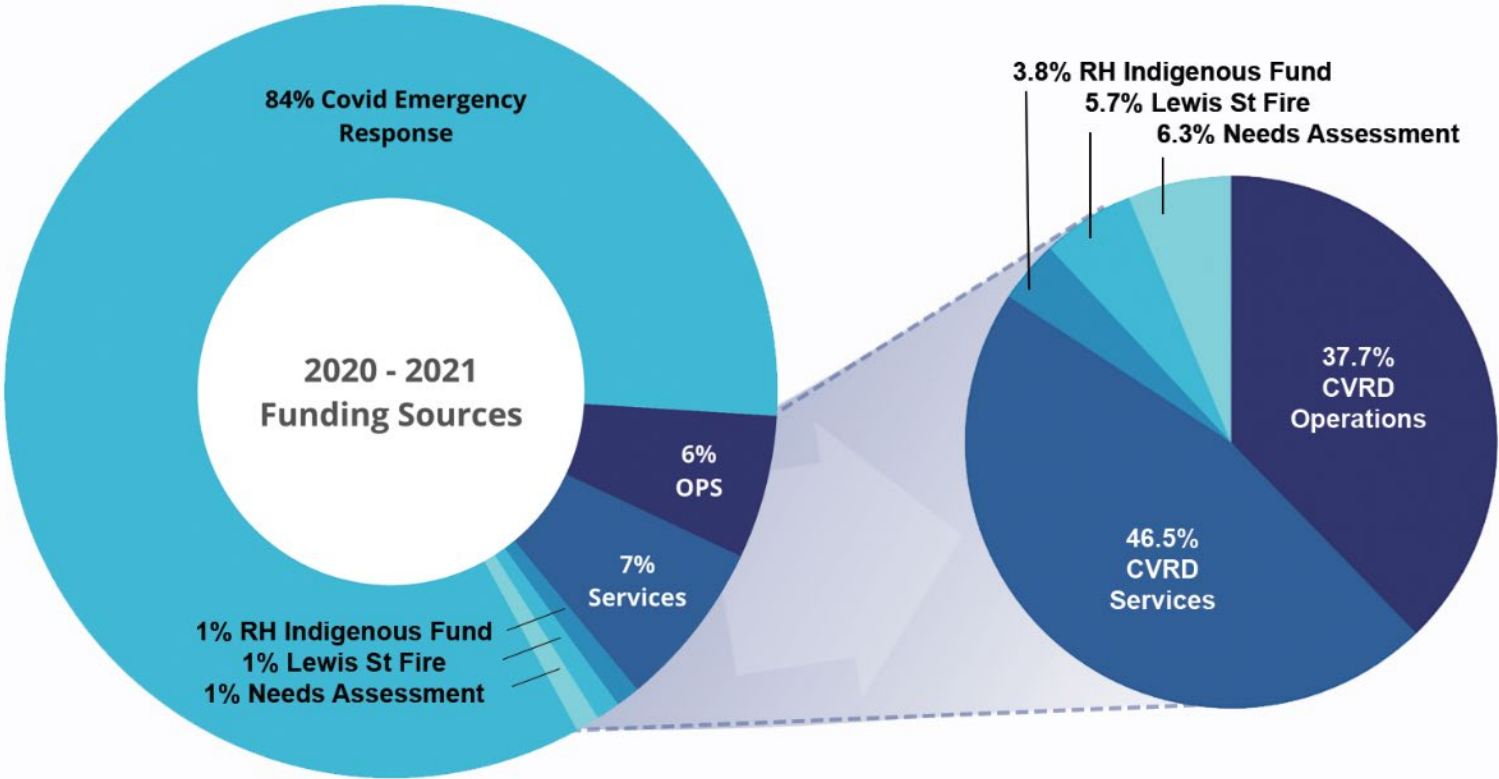
Services 7%: CVRD funding of \$138,000 for Regional Housing Trust Fund-related development, research, data collection, community collaboration and education.

RH Indigenous 1%: Emergency Assistance Program

Lewis St. Relocation 1%: Tenant Support for relocation

CVRD Housing Needs Assessment 1%: Research and data collection, community engagement and education.

Covid Response 84%: Combined funding to shelter homeless population during Covid-19



2020-2021	CVRD Regional Housing Service	250,000
	Reaching Home: Canada's Homelessness Strategy Indigenous Funding	11,291
	CVRD Needs Assessment – Modus Contract	18,720
	BC Housing – Tenant Support, Lewis St. Fire	16,800
	Regional Housing Service – Emergency Contingency Fund, Lewis St. Fire	20,000
	BC Housing – Covid Response	1,055,632
	Canadian Red Cross – Covid Response	184,755
	Reaching Home, Designated Fund – Covid Response	208,477
	Reaching Home, Indigenous Fund – Covid Response	124,090
	Victoria Foundations – Covid Response	61,711
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Housing Crisis and Challenges

- Dramatic rise in housing prices – avg. sale price for a single-family home \$693,200, an 28% jump in 12 months
 - Most affected: first time home buyers
- Acute shortage of rental housing/prices ballooning
- Renovation/Renovictions
- Vacation rentals
- First Nation, youth, racialized people, and those in receipt of income or disability assistance experiencing discrimination



Housing Needs Assessment



4,955 HOUSING UNITS NEEDED
in the CVRD by 2025

14% Expected Population Growth
in the CVRD between 2019 and 2025

14%



22% in CORE HOUSING NEED
(Core housing need: spending more than 30% of
their household income on housing expenses)

991 units needed per year

(4,955 units need in the CVRD by 2025)

422 units built per year in CVRD

(2110 units built in CVRD between 2011-16)

569 units falling behind each year

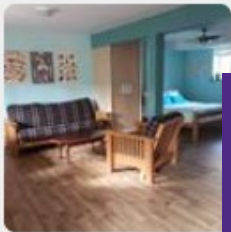
(991 units/yr needed minus 422 units/yr built)

Canadian Rental Housing Index

	2016	2020	2025
1 bed	\$616	\$1195	\$1,415
Townhouse	\$1354	\$1670	\$2040

Recent Ads

PLACE YOUR AD HERE



\$1,000 · Bachelor Suite For Rent



\$1,525 · \$1,525 / 2br - 2 bed, 1 bath Condo on
Canada Ave



Page 24 of 157
\$2,000 · Top floor of house near Down town
Duncan



Emerging Issues

- Lack of available land
 - Women's shelter
 - UBCM appeal for land and no local government land holdings
 - Rapid Housing Initiative 2 - no appropriately zoned land available for sale
- Workforce housing challenges:
 - New hospital = more jobs = housing need
 - Tourism and retail sectors
- Increase of citizens living in non-standard housing, couches, and vehicles
- Aging rental stock – fires & renovictions causing displacement of lower income individuals
- Ending of COVID specific housing protections



Comprehensive & Consistent Regional Affordable Housing Policy Framework Needed

Policy Framework: 4 themes

1. Land provision and acquisition
2. Preservation of rental housing
3. Housing market barrier controls
4. Increase affordable rental stock

Beyond Policy:

Relax bylaw enforcement on non-standard housing



Recommendations

- Identify, protect, and acquire all land suitable for affordable housing
 - Land acquisition and protection policies
 - Have zone-ready land for future Rapid Housing funding calls with fast-tracked development permitting processes
- Support a region-wide workforce housing strategy and implementation
- Relax bylaw enforcement on non-standard housing and develop policy to allow for temporary housing such as RVs (see Valemont, BC policy)
- Develop vacation rental business license for stats purposes to understand effects on rental stock



THANK YOU

Questions?



COWICHAN HOUSING ASSOCIATION

ANNUAL REPORT 2021



WWW.COWICHANHOUSING.COM

THANK YOU TO OUR PAST AND PRESENT PARTNERS AND SUPPORTERS



United Way
Central & Northern
Vancouver Island



BC Housing
Canadian Mental Health Association - CVB
City of Duncan
Clements Centre
Cowichan Valley Division of Family Practice
Cowichan Basket Society
Cowichan Family Life Association
Cowichan Green Community
Cowichan Independent Living Resource Centre
Cowichan Intercultural Society
Cowichan Tribes
Cowichan Valley Regional District
Cowichan Valley School District
Cowichan Valley Youth Services
Cowichan Women Against Violence
CVRD Cowichan Community Centre
CVRD, Economic Development
Ditidaht First Nation
Discovery Youth and Family Substance Use Services
Duncan Community Corrections
Duncan Mental Health
Duncan United Church
First Nations Health Authority
Habitat for Humanity
Halalt First Nation
Hiie'yu Lelum Society
Hiie'yu Lelum Society: Healthiest Babies
H-ulh-etun Health Society
Island Health
Ladysmith Resources Centre Association
Literacy Now Cowichan
Lookout Housing and Health Society
Lyackson First Nation
M'akola Housing
M'akola Development
Malahat Nation
Meals on the Ground
Medix EMS - Duncan
Ministry of Child and Family Development
Ministry of Social Development & Poverty Reduction
MLA Doug Routley
MLA Sonia Furstenau
MP Alistair MacGregor
MP Paul Manly
Municipality of North Cowichan
New Life Baptist Church
Nexus Modular Solutions
Our Cowichan Communities Health Network
Penelakut Tribe
Ramada Hotel
RCMP - North Cowichan / Duncan Detachment
SD79 - Cowichan Valley Open Learning Cooperative
Social Planning Cowichan
Stz'uminus First Nation
Town of Ladysmith
Town of Lake Cowichan
Ts'ewulhtun Health Centre

We acknowledge that for thousands of years the Quw'utsun, Malahat, Halalt, Penelakut, Stz'uminus, Lyackson, Ts'uubaa-asatx , and Ditidaht Peoples have walked gently on the unceded territories of where we now work, live, and play.

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FINANCIALS	20

MESSAGE FROM THE CHAIR



As I reflect on our past fiscal year at the Cowichan Housing Association I am reminded of Charles Dicken's quote from *A Tale of Two Cities*. ***"It was the best of times, it was the worst of times, it was the age of wisdom, it was the age of foolishness, it was the epoch of belief, it was the epoch of incredulity, it was the season of light, it was the season of darkness, it was the spring of hope, it was the winter of despair."***

Looking back on the year through the lens of contrast we witnessed darkness as the pandemic crept into our region, touching lives, leaving despair and loneliness and exposing our vulnerabilities as individuals and as a community. And those most impacted were those who had no home to retreat to, nowhere to go to be safe, to be protected. Just having collaborated in the Point in Time homeless count, we were acutely aware of the number of children, youth and adults in our community experiencing homelessness.

The darkness continued as we witnessed the devastating impact of the Lewis Street fire, leaving 42 individuals homeless in a community facing a housing crisis.

We heard horrific stories of discrimination and hate across the United States, Canada and even in our region and we kept space for those who fell victim to Covid-19 and the Opioid crisis.

And yet, we saw good, light, hope and even incredulity. We saw a community respond to the pandemic, creating quick and innovative solutions to keep the homeless safe. What started as tents became sleeping cabins and hotels as the cold weather approached. With remarkable support from all levels of government, our community partners, and local businesses, our community's ingenuity was shared on media outlets across North America resulting in our successful model popping up in other rural and urban communities.

We learned that 100 units of supported housing will be built in Duncan, providing much needed transitional housing for our homeless citizens.

Through local and provincial funding we hired a tenant support worker who was able to re-house almost everyone displaced by the fire, a remarkable feat in a community with a virtually zero vacancy rate.

And even through the chaos the year presented, we still managed to move forward in our mission to facilitate affordable housing through the Regional Housing Services Housing Trust Fund, positioning us well within our goal of 1,000 units in five years. We welcomed two new board members and a City of Duncan liaison who share the CHA's drive for affordable housing. We conducted a series of strategic planning sessions to refresh our mission. We advanced a plan to bring a Rent Bank to the Cowichan Valley to prevent homelessness and we have begun the arduous task of revamping our policies.

The past year tested our resilience as a community, as Board members and as individuals and as we worked through the darkness the year presented we saw light and as we face a new fiscal year we see hope.

Joy Hayden
Chair, Cowichan Housing Association

MESSAGE FROM THE EXECUTIVE DIRECTOR

As interim Executive Director, I am very proud of the work that CHA has accomplished over the past year, and the staff team that made it possible. John Horn, the former Executive Director, was a bold visionary who, together with the other COVID Task Force members, spearheaded an initiative that started as a way to keep some of the most vulnerable members of our community safe during the pandemic. First as organized and supported tent cities, and later as pods of small cabins, the Cowichan Region's response in caring for its homeless people became a beacon of inspiration and hope for communities across Canada. This short-term solution to providing opportunities for people to be able to safely self-isolate also demonstrated the value of a Housing First approach to providing care for people with multiple barriers.

Success such as this is not created by a single individual or group. Mary Lionas, Angela Andersen and Connie Vaughan were hired at the very start of this initiative, and are a very large part of the success of this project, along with the CHA's Outreach Workers, with their daily demonstrations of care for the residents in our various "street families."

The Cowichan Housing Association has been successful with financial support from the Cowichan Valley Regional District, BC Housing, the United Way, the Victoria Foundation, and the Red Cross, and in-kind support from many others, including Cowichan Tribes, City of Duncan, Municipality of North Cowichan, Town of Ladysmith, Cowichan Green Community, Meals on the Ground, Hiiye'yu Lelum-House of Friendship, Cowichan Valley Basket Society, Canadian Mental Health Association, Island Health, the RCMP, OUR Cowichan Community Health Network, the folks at the Ramada Hotel, and the guys at Blackbird Security. Truly it takes a community to make sure that our most vulnerable members do not get left behind in the twin pandemics of COVID and the opioid crisis. We are grateful for the confidence that our community has placed in us to do this important work in partnership.

In the past year, we have seen many successes, with some people detoxing and moving on with their lives independently, and others dreaming about their next steps. In the coming year, we are optimistic that some of these people will be placed in supportive housing and more will be healthy enough to be able to move into independent living situations. While the COVID pandemic appears to be abating, the opioid crisis is still with us.

Bev Suderman
Interim Executive Director



COVID & HOUSING

2020 will be remembered as the Year of the Pandemic. On March 11, 2020, the World Health Organization declared the COVID-19 a pandemic, and on March 18, the shutdowns began across Canada.

In BC, both the provincial and federal governments immediately leapt into action, to provide supports to people and businesses who would be most affected by the shutdowns in services. In BC, rent freezes were imposed, as well as a temporary prohibition against evictions. Government subsidies such as the Canada Emergency Response Benefit provided income support to employed and self-employed Canadians and wage subsidies provided supports to businesses.

In BC, there was also concern about the homeless population, in terms of their ability to access services in case of illness and to be able to safely self-isolate. BC offered funding to assist with the creation of temporary housing for people who were homeless, and the Cowichan Covid-19 Task Force for Vulnerable Population was born. There is more about that initiative in other parts of this report.



What we at the CHA have seen is a dramatic increase in homelessness with an estimated 200 people without a home. The most recent Point in Time (PIT) count indicated that there were 137 people who were unhoused. The PIT count began on March 11, 2020, the day the pandemic was declared.

2020 will be remembered as the Year of the Pandemic.

There has not been another Point in Time count yet, but based on the number of applications for the new supportive housing under construction, our estimate is that the population has doubled. For the 99 units of new supportive housing to be built by the spring of 2022, there are well over 200 applications at the time of this report, and not all of them are in yet. This housing is designed for people with multiple barriers to accessing housing, so the number of applications is fairly reflective of the homeless population that is connected with services in some way. Those who are not connected would not have put in applications.

At the same time, housing prices are rising dramatically. The June 2021 statistics from Vancouver Island Real Estate Board indicate that the average sale price for a single family home in the Cowichan region was \$693,200, which is an 84% jump over the average sale price for a similar home 5 years ago. Within the last 12 months, prices have risen by 28%. This dramatic increase is changing the face of our communities, and making it much harder for working people, whether in the low wage service industry or mid-career professionals, to

COVID & HOUSING CONT...

find housing that they can afford.

Are these increased housing prices related to COVID? Some people say they are ... people are travelling less, and interest rates are low ... because people are looking for ways to improve their lives by improving their housing.

The entire country is experiencing an unprecedented rise in the cost of housing. In classic economic analysis, rises in housing prices are due to lack of supply. Therefore, we need to build more. However, the bulk of the housing stock available in the Cowichan region is the most expensive type of housing available: single family dwellings with a yard. It is expensive both in terms of environmental costs and in dollars. We need to build more, but not more of the same. We need more variety in the housing stock, to reduce the cost of housing and associated infrastructure. And the pandemic demonstrated conclusively that dense populations need a lot of access to green space, so the public space planning needs to go hand-in-hand with addressing the need for affordable housing.

...unprecedented rise in the cost of housing.



In addition to the responsibilities that CHA has taken on to manage the COVID emergency housing, COVID has transformed our work in other ways as well. Office closures, and working from home, has resulted in fewer calls for tenant and emergency supports, as reflected in our statistics.

Our experience in assisting the victims of the Lewis Street fire (December 31, 2020) demonstrated issues within the rental housing market in the Cowichan region ... with a number of people having to leave the region (along with their family, friends, and connections such as doctors) to obtain affordable housing. Some who stayed have been forced to rely on the food bank, because of the high percentage of their disability income allocated for rent, despite sharing their apartment with others who are also contributing to the rent.

The long-burning crisis of the lack of affordable housing is continuing to impact children and their families, as well as a wide variety of vulnerable groups: seniors, people with disabilities, youth, and people with multiple barriers to housing.

Covid appears to be moving on, as business is returning to some semblance of normalcy. The affordable housing crisis is continuing.

THANK YOU JOHN!

The Board of Directors of the Cowichan Housing Association sends out best wishes to our Executive Director John Horn, who moved on to the position of Executive Director with the Nanaimo Region John Howard Society.

John joined the Cowichan Housing Association as the Executive Director in April 2019. John brought to this role an innate understanding of the mechanisms required to build affordable housing and an appreciation of the urgency.

Much of John's time with us occurred during the pandemic and as a natural leader, John stepped in as the co-chair of the COVID 19 Emergency Task Force. The legacy of John's work on the task force goes beyond the housing and safety of vulnerable individuals. It contains a "proof of concept" that is being replicated to the benefit of the homeless across the Island and beyond.

Even with a pandemic consuming John's time, much has been accomplished.

In addition to the homelessness effort, the Housing Trust programs are well established and will lead to a substantial increase in affordable housing units in the Cowichan Region and the seeds planted for many more. We have built solid partnerships and demonstrated an ability to work collaboratively within the Region. We have furthered our understanding of the housing crisis in the Region and have supported our municipal colleagues in their efforts to address housing needs. And, we have increased the number of organizations willing to invest in housing projects.

The meaning of life is defined by making the world a better place because of one's actions and contributions. John's time at CHA has made the world a better place especially for those most in need.

We thank John for his service and contribution to CHA, and to the people of the Cowichan Region.



photo: Chad Hipolito - Hip Photography - <http://hipphotography.com/>

BOARD OF DIRECTORS



Joy Hayden, Chair



Guido Weisz, Vice Chair



Gail Calderwood, Treasurer



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Jane Barton-Greig, Director



Caelen Cook, Director



Patricia Gray, Director



Chris Hall, Director



Bob Brooke, Liaison,
City of Duncan

STAFF



Beverly Suderman,
Interim Executive Director



Morgan Saddington,
Administrative Coordinator



Andrew Wilson,
Project Planner

THANK YOU

We would like to extend our warmest thank you to our current Housing Trust Fund Allocations Committee members Chloe Boyle, D'Arcy Beaveridge, and Lynn Taylor Weaver, past Executive Directors John Horn and Terri Mattin and to our past Board Members: Craig Marchinko, James L. Cosh, Morgan McLeod, Georgina Jackson, Debbie Williams, Brigid Reynolds, Tina Schoen and Gerry Giles.

WHO WE ARE

Our Mandate

At the Cowichan Housing Association (CHA), we believe that stable, secure, accessible and affordable housing is foundational to healthy individuals, families and communities.

We work to increase affordable housing options and to prevent homelessness in the Cowichan Region through research, community development, homelessness prevention programming and facilitating affordable housing development.

CHA incorporated in January 2015. We have accomplished a great deal in a very short time and have grown into a highly knowledgeable and professional organization.

OUR PROGRAMS

HOMELESSNESS PREVENTION

Emergency Assistance Program
Tenant Support & Referrals
Landlord Support Information
Rent Bank (coming soon)

REGIONAL HOUSING SERVICE

CVRD HOUSING TRUST FUND:
🏠 Project Development Fund
🏠 Rental Housing Capital Contribution Fund
🏠 Emergency Contingency Fund



PROGRAMS

EMERGENCY RESPONSE

Lewis Street Fire
Covid-19 Task Force
🏠 Ramada Hotel
🏠 Cabin Sites

RESEARCH & INFORMATION

Housing Needs and Data
Local Government Policy
BC/Canada Funding Information
Housing Crisis Innovations
Point in Time (PIT) Counts

COMMUNITY DEVELOPMENT

Covid-19 Task Force
Community Action Team
Building Not-For-Profit Housing Capacity
Facilitating Housing Strategies
Development Consultation

REGIONAL HOUSING SERVICE

What is the CHA Annual Financial Contribution Service

In April 2018, Bylaw 4201 was adopted by the Cowichan Valley Regional District (CVRD) to provide an Annual Financial Contribution Service (\$750,000) to Cowichan Housing Association to assist with providing programs and services related to affordable housing and homelessness prevention in the Cowichan Valley Regional District. The two components of the service are:

REGIONAL HOUSING SERVICE

The goal of the Regional Housing Service is to increase capacity by providing expertise, knowledge and support for local communities to develop affordable housing projects. The Housing Service funding is allocated as follows:

- Planning, research, housing development coordination and housing loss prevention - \$138,000
- Service management and administration - \$112,000

HOUSING TRUST FUND

The Housing Trust Fund provides funding support to local organizations for affordable housing projects, from the concept stage to construction or renovation. A key aim of the program is to leverage resources from other funders. The exception is the CHA Emergency Contingency Fund, the purpose of which is to provide the ability to respond to an emergency situation such as sudden loss of housing due to fire, flood, or extreme weather. The Housing Trust Fund is allocated as follows:

1. Rental Housing Capital Contribution Fund – 85% (\$425,000)
2. Project Development Fund – 13% (\$65,000)
3. Emergency Contingency Fund – 2% (\$10,000)



Regional Housing Service funds have been allocated to three affordable housing projects in Ladysmith, Lake Cowichan, and Duncan, and applications are pending for 2 projects in North Cowichan. In total, we are anticipating **452** new units of affordable housing.

RENTAL HOUSING CAPITAL CONTRIBUTION FUND (RHCCF)

The goal of the Rental Housing Capital Contribution Fund is to address the shortfall in affordable rental housing stock within the Cowichan Region. The Fund's purposes are:

- 1) to support development of new affordable rental housing stock, shelters and second stage housing by making a contribution to capital costs, and
- 2) to enhance community contributions and partnership in order to leverage additional funding resources. .



In March, 2021, Cowichan Lake Elder Care Society was successful in their application to the RHCCF. Upon acquiring full project funding, CLECS will be awarded \$175,000 towards an affordable seniors development in the Town of Lake Cowichan.

Cowichan Lake Elder Care Society (CLECS) plans to build a 30-unit affordable housing development in the Town of Lake Cowichan, BC. The proposed four-storey apartment building will offer 26 one-bedroom units and four two-bedroom units geared towards seniors.

CLECS is seeking funding through BC Housing's Community Housing Fund.

"CLECS's vision for this project is to provide safe and appropriate affordable housing geared towards seniors aged 55+ in Lake Cowichan in order to provide more opportunities for people to remain within their community, surrounded by their friends, family, and support system, as they grow older.... By reducing the need for affordable seniors housing in Lake Cowichan, the proposed development will help seniors to safely age in place and stay connected to their community ties, while benefitting from flexible care services. This, in turn, will help tenants maintain a high quality of life."



PROJECT DEVELOPMENT FUND (PDF)

The purpose of the Project Development Fund (PDF) is to address pre-construction 'soft-costs' for proposals that aim to create new affordable housing by way of construction, acquisition and / or conversions. The goal is to support affordable housing development by not-for-profits organizations at the pre-construction phase.



Cowichan Lake Elder Care Society and the Duncan Housing Society were granted PDF funding to further develop their proposed projects in the City of Duncan and the Town of Lake Cowichan. \$75,000 in total was awarded in 2020-2021.

EMERGENCY CONTINGENCY FUND (ECF)

The Emergency Contingency Fund (ECF) is intended to provide short term emergency support to individuals and families in the CVRD who experience a sudden and unexpected loss of housing. \$10,000 is allocated to the ECF per year from the Housing Trust Fund. Funding is intended to support direct housing-related costs, such as rent, utilities or temporary accommodations.



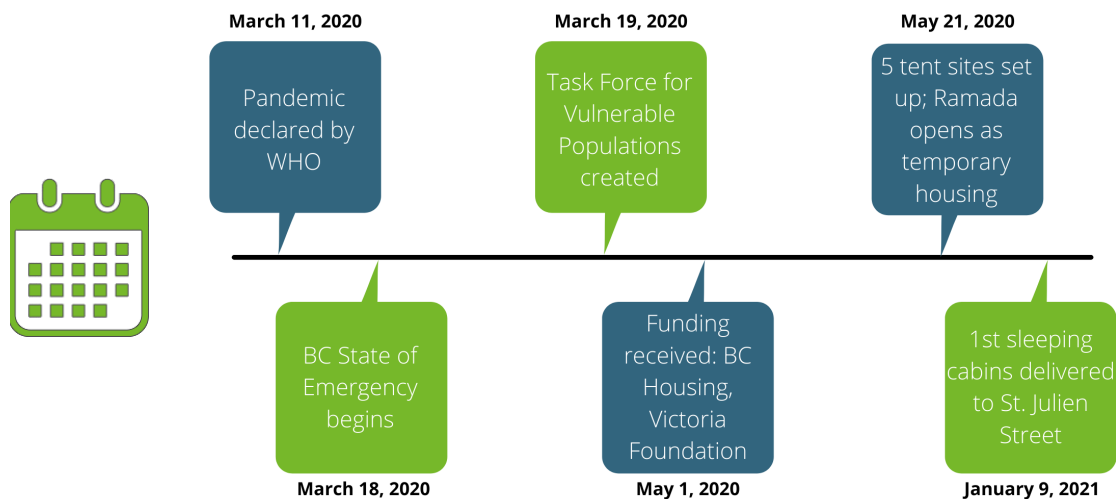
\$20,000 was approved by the CVRD in 2021 to assist those displaced by the Lewis Street apartment fire on December 31, 2020. Funds covered expenses such as:

- **First month rent**
- **Damage deposits**
- **Moving trucks and expenses**
- **Transportation**
- **Replacement of necessities lost in the fire**
- **Retrieval of items for non-ministry clients**

COVID-19 TASK FORCE

The Task Force

At the outset of the Covid-19 pandemic, Emergency Teams in Cowichan mobilized quickly. The City of Duncan asked Cowichan Housing Association to lead a joint task force to develop a response plan to provide safe places for people living on the streets to practice physical distancing and reduce the risk of spreading the virus. The COVID-19 Vulnerable Population Cowichan Task Force was created on March 19, just 1 week after Covid-19 restrictions were implemented.



Task Force Members

Canadian Mental Health Association - CVB
City of Duncan
Community Action Team
Cowichan Division of Family Practice
Cowichan Housing Association
Cowichan Neighbourhood House
Cowichan Tribes
Cowichan Valley Regional District
Cowichan Women Against Violence Society
Island Health
Island Health: Mental Health & Substance Use
Ladysmith Resource Centre Association
Municipality of North Cowichan
RCMP
School District No. 79
Service Canada
Social Planning Cowichan
Sonia Furstenau, MLA
Town of Ladysmith
Town of Lake Cowichan
United Way - CNVI

107
of people housed
in temporary
accommodations



TENT SITES

Tent sites were chosen as a short-term emergency solution to house a number of people experiencing homelessness in Cowichan during the Covid-19 pandemic. This model differed from “tent cities” in that no more than 12 individuals are permitted to stay at each site. These “family clusters” ensured that physical distancing could be maintained and health and sanitation protocols could be implemented effectively. Each site includes food, outreach, hygiene and security services as well as garbage collection, cleaning, and sanitation.

In addition to basic shelter, tenters received three meals a day, regular wellness checks and other wrap-around support services by numerous outreach and social service organizations.



The original 5 tenting sites were located at the Cowichan Community Centre, St. Julien St., the Mound, Fuller Lake Arena, and Buller St. in Ladysmith. Management and oversight of the sights was provided by Cowichan Women Against Violence Society, the Canadian Mental Health Association, Hiiye’yu Lelum House of Friendship, Cowichan Neighbourhood House, and the Ladysmith Resources Centre Association.

THE RAMADA

In addition to the tenting sites, the Task Force partnered with the Ramada Hotel to take over the operations and management of the hotel rooms in Duncan, BC to house 36 individuals experiencing homelessness during the pandemic. Cowichan Housing Association signed an operating agreement with BC Housing to provide the outreach support, cleaning, and operations required to run a safe and secure site.

OUTREACH STAFF

Coordinator: Mary Lionas;

Clean Team: Angela Andersen, Connie Vaughan, Paul Stanton;

Outreach: Stacy Middlemiss, Colleen Fuller, Cailey Foster, Wendy Montgomery, Chantelle Sorenson, Corey Sylvester, Isabelle Latremouille Maheu, Kelly Smith, Nick Mravunac, Carmen Brooks, Rosa Chaves, Robyn Hohn, Bill King, Isabella Dehaumont, Necole Young.

FUNDING

\$ 1,055,632	BC Housing - Covid Response
\$ 332,567	Reaching Home - Covid Response (sleeping cabins)
\$ 184,755	Canadian Red Cross - Covid Response
\$ 61,711	Victoria Foundation

TOTAL Covid Emergency Response Dollars administered by CHA:

\$1,634,665

THE SLEEPING UNITS

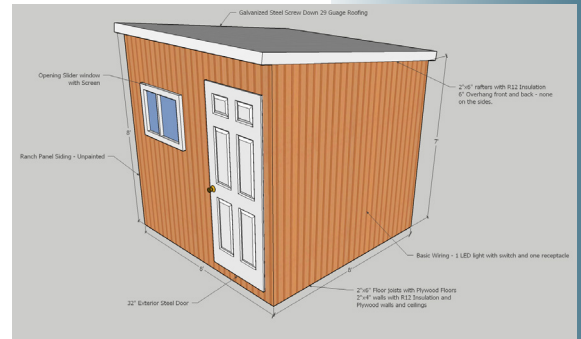
With the winter months looming, the Task Force recognized that a more robust shelter accommodation would be needed at the tent sites for individuals to keep warm and dry without compromising their own safety from open flames in tents. CHA partnered with Nexus Modular Solutions in Chemainus to provide specs on a made-in-Cowichan micro sleeping unit.

Each unit is fully insulated and contains a light, plug, an in-wall heater, vent hole, smoke detector, and a locking door.

The United Way - Central and Northern Vancouver Island - was pivotal in providing funding from the Government of Canada's Reaching Home: Canada's Homelessness Strategy, Covid Economic Response Funds, to build, transport, and install the cabins at 2 sites on land graciously leased by Cowichan Tribes and the City of Duncan. Without their courage, leadership, and support, these cabins would not have seen the light of day.

Communities across Canada are looking at this temporary housing model as not only emergency housing solution but as a potential short-term "Housing First" model to transition people living on the street into more stable and permanent supportive housing.

The City of Nanaimo called the small managed clusters of sleeping cabins "The Cowichan housing model" and is moving forward on a similar initiative.



HOUSING NEEDS ASSESSMENT

Municipalities and regional districts in B.C. are required to complete housing needs reports by April 2022 and every five years thereafter. These reports will help local governments and the B.C. government better understand and respond to housing needs in communities throughout B.C.

In 2020, CHA was subcontracted by MODUS Planning, Design, & Engagement to carry out qualitative interviews, to assist with community engagement, and to present the findings of the CVRD Housing Needs Assessment, 2021 to all local governments in the region.

We are grateful for the stories and lessons shared to us by Cowichan Tribes, Ditidaht First Nation, Halalt First Nation, Lyackson First Nation, Malahat First Nation, Penelakut Tribe, Stz'uminus First Nation, and Ts'uubaa-asatx First Nation. And many thanks to the non-market housing organizations and social service organizations for offering their valuable insight into the needs of our community members, particularly those in marginalized and vulnerable groups.



4,955 HOUSING UNITS NEEDED
in the CVRD by 2025

14% Expected Population Growth
in the CVRD between 2019 and 2025

14%



22% in CORE HOUSING NEED
(Core housing need: spending more than 30% of their household income on housing expenses)

Full Report: www.cvrld.ca/3291/Housing-Needs-Assessment

HOMELESSNESS PREVENTION

EMERGENCY ASSISTANCE

With funds provided by Reaching Home: Canada's Homelessness Strategy - Indigenous Funding and the United Way Central and Northern Vancouver Island, CHA assisted 15 Indigenous individuals and families who were at imminent risk of losing their housing, with our Emergency Assistance Program, for a total of 54 families helped since 2018.

"This assistance was very, very helpful. I take care of my elderly sister and am really struggling to pay my bills."

- grant recipient

"This has gotten me out of a rut. Thank you!"

- grant recipient

15

15 individuals or families received assistance

TENANT INFORMATION & REFERRALS

62

62 Individuals and families were supported with tenancy information and referrals to resources and shelter, for a total of 474 since 2015.

RENT BANK

CHA is opening a Rent Bank - COMING SOON!

The Cowichan Housing Association is developing a Regional Rent Bank pilot project for CVRD residents in each electoral area and member municipalities. This 2-year program is intended to provide a micro-loan service for renters experiencing difficulty paying rent and/or utilities. The purpose of these loans is to assist renters to maintain stable accommodation and to prevent individuals from losing their homes.

Rent banks are a housing loss prevention tool that provide short-term loans to households in financial crisis and who are at risk of losing their homes. These small, one-time emergency loans are for the payment of rent or utilities to avoid eviction.

LEWIS ST FIRE

The Lewis St fire occurred on the afternoon of December 31, 2020, causing significant damage to the 36 units leading to a full evacuation of the building. 42 adults and 6 children were displaced. An Emergency Response Team was formed, facilitated by the Municipality of North Cowichan. Response funding was provided by Emergency BC, BC Housing, private donors, and CVRD's Emergency Contingency Fund (\$20,000) to support the displaced residents. CHA hired a tenant placement coordinator from the funding provided by BC Housing.



photo credit: Cowichan Valley Citizen

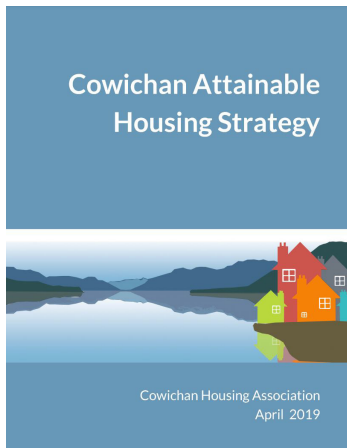
Of the 36 families displaced, 30 were re-housed through this response.

Key challenges of re-housing the displaced residents were that the typical market rental rates for similar apartments to the ones they lost are far higher than the Lewis St. residents can afford. The Lewis St. apartment was geared for lower income people with monthly rents ranging from \$500 to \$850. Low vacancy rates resulted in increased competition for available apartments leaving residents feeling passed over and discriminated against based on their previous residence, race, disability and income.

This response uncovered significant housing challenges experienced by both residents and staff. However, re-housing a high percentage of the families in such a tight rental market can be looked at as a resounding success.

Current Housing Situation	Number of Residents
Found long term housing solutions	27
Found temporary rentals while continuing to look for better solutions	4
Staying with family or friends long term while they continue to look for housing	5
Staying in hotels (self funded/funded by insurance)	2
Unknown location	4

WORK PLAN CONTEXT



The Cowichan Region has a housing affordability crisis that has been growing slowly but steadily over the past decade, but exploded out of the gate two years ago. CHA's Attainable Housing Strategy (2019) identified the crisis based on 2016 Census data: 22% of all households spending more than 30% of their income on housing, while 44% of renters were doing this. The 2021 Census data will tell us how we are doing, once the data is released in 2022, but in the meantime, all indications are that housing is becoming less affordable and that rental availabilities are less than 1%. Our experience with the Lewis Street fire indicates that to find affordable

housing, people are needing to leave the region.

The Attainable Housing Strategy also identified the goal of assisting 1,000 households to move into housing affordability. We are pleased to report that Regional Housing Service funds have been allocated to three projects, designed to build affordable housing projects in Ladysmith, Lake Cowichan, and Duncan, and applications are pending for two North Cowichan projects. In total, we are anticipating 452 new units of affordable housing. Additionally, BC Housing in partnership with Lookout Housing & Health Society is currently building 51 units of supportive housing on Drinkwater Road and in partnership with three local organizations, under the leadership of Cowichan Women Against Violence Society, is building an additional 48 units of supportive housing on White Road, which is anticipated to be completed by the spring of 2022.





WORK PLAN 2021-2022

CHA's workplan for 2021-22 has multiple components:

- 1** Work with the local Community Access and Assessment team to get as many of our residents as possible placed into the new supportive housing units;
- 2** Continue to operate the three "Housing First" facilities, according to the terms of our agreements;
- 3** Continue to offer emergency housing assistance, on an as-needed basis;
- 4** Start and operate, in collaboration with community partners, a Cowichan Rent Bank;
- 5** Build partnerships with developers and other housing organizations within the region, to create more affordable housing;
- 6** Work with community partners to build capacity for more organizations to create housing needed by the people within their respective mandates;
- 7** Support initiatives by local developers to build more affordable housing, generally;
- 8** Support policy development by local government to create a more effective affordable housing strategy for the region;
- 9** Continue education initiatives, through regular lunch and learn opportunities on current topics;
- 10** Advocate for additional funding for the housing in the region;
- 11** Develop a land inventory for affordable housing projects;
- 12** Continue to administer the Regional Affordable Housing Financial Contribution Service, and in this way provide supports to local organizations to build more housing.

The CHA's strategic vision is to work with others to create housing on many fronts. To start, CHA has a specific focus is on building capacity within the Cowichan Region's non-profit sector to build emergency shelters, transitional housing, or social housing to meet the needs of our most vulnerable.

FINANCIALS 2020-2021

In 2019, the Cowichan Valley Regional District (CVRD) entered into an agreement with Cowichan Housing Association (CHA) to develop and implement the Regional Housing Trust Fund. The purpose of the fund is to increase local funds for affordable housing, to leverage funds from other sources, and to incentivize the development of affordable and attainable housing options in the Cowichan Region.

In 2020, the Regional Housing Trust Fund provided:

- \$20,000 from the Emergency Contingency Fund to support the apartment fire residents from Lewis Street.
- \$75,000 in Project Development Funding assisted Duncan Manor and Cowichan Lake Elder Care Society with project development, site assessment and design costs.

When the Covid-19 Pandemic hit hard in 2020, CHA with the Cowichan Covid-19 Vulnerable Populations Cowichan Task Force stepped up to assist the region's most vulnerable citizens. Funding provided by BC Housing, Reaching Home: Canada's Homelessness Strategy, Canadian Red Cross and the Victoria Foundation totaled \$1,634,665, provided shelter, food, support and virus protection to those living outdoors.

Year	CHA's Funding Sources	Amount
2015-2016	Homelessness Partnering Strategy	30,338
	Real Estate Foundation (Housing Trust Fund Business Case)	10,000
2016-2017	Homelessness Partnering Strategy	35,011
2017-2018	Homelessness Partnering Strategy	67,260
	Homelessness Partnering Strategy (Close to Home Project)	156,460
2018-2019	Homelessness Partnering Strategy	77,000
	CVRD (Attainable Housing Strategy)	10,000
	Vancity (Attainable Housing Strategy)	10,000
2019-2020	CVRD Regional Housing Service	250,000
	Homelessness Partnering Strategy	56,541
	Homelessness Services Association of BC (HSABC)	9,969
2020-2021	CVRD Regional Housing Service	250,000
	Reaching Home: Canada's Homelessness Strategy Indigenous Funding	11,291
	CVRD Needs Assessment – Modus Contract	18,720
	BC Housing – Tenant Support, Lewis St. Fire	16,800
	Regional Housing Service – Emergency Contingency Fund, Lewis St. Fire	20,000
	BC Housing – Covid Response	1,055,632
	Canadian Red Cross – Covid Response	184,755
	Reaching Home, Designated Fund – Covid Response	208,477
	Reaching Home, Indigenous Fund – Covid Response	124,090
	Victoria Foundations – Covid Response	61,711

FINANCIALS 2020-2021

Operations 6%: CVRD Funding of \$112,000 for affordable housing support, administration and overhead.

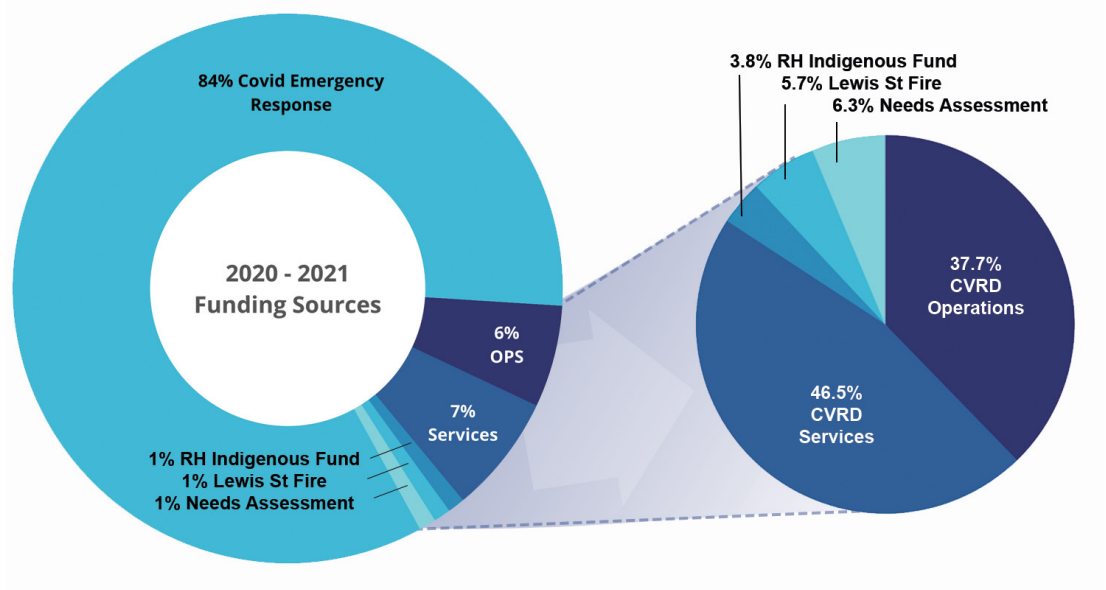
Services 7%: CVRD funding of \$138,000 for Regional Housing Trust Fund-related development, research, data collection, community collaboration and education.

RH Indigenous 1%: Administration of Emergency Assistance Program, referrals and information, service provider liaison.

Lewis St. Relocation 1%: Tenant Support position; administration, guidance and support in assisting Lewis St. residents with relocation.

CVRD Needs Assessment 1%: Research and data collection, community engagement and education.

Covid Response 84%: Combined funding to shelter homeless population during Covid-19 pandemic.





prepared July, 2021

STAFF REPORT TO COUNCIL

Report Prepared By: Christina Hovey, RPP, MCIP
Reviewed By: Allison McCarrick, CAO
Meeting Date: October 19, 2021
File No: 3090-21-10 and 3060-21-12
Re: **Development Variance Permit & Development Permit Application for a Single Detached Dwelling at 433 Thetis Drive**

RECOMMENDATION:

That Council:

1. Issue Development Variance Permit 3090-21-10 to increase the maximum permitted height for a single unit dwelling at 433 Thetis Drive;
2. Issue Development Permit 3060-21-12 for land alteration and construction of a single unit dwelling at 433 Thetis Drive; and
3. Authorize the Mayor and Corporate Officer to sign Development Variance Permit 3090-21-10.

EXECUTIVE SUMMARY:

A single unit dwelling is proposed at 433 Thetis Drive and a Development Permit (DP) is required as the property is within DPA 7 – Hazard Lands. The applicant has also applied for a Development Variance Permit (DVP) requesting to increase the maximum permitted height for the dwelling to 12.9m. Staff recommend approval of both the DVP and the DP. The variance is significant, however the design of the building and the large rear setback mitigate against negative impacts. The geotechnical report provided in support of the DP application concludes that the property is safe for the use proposed.

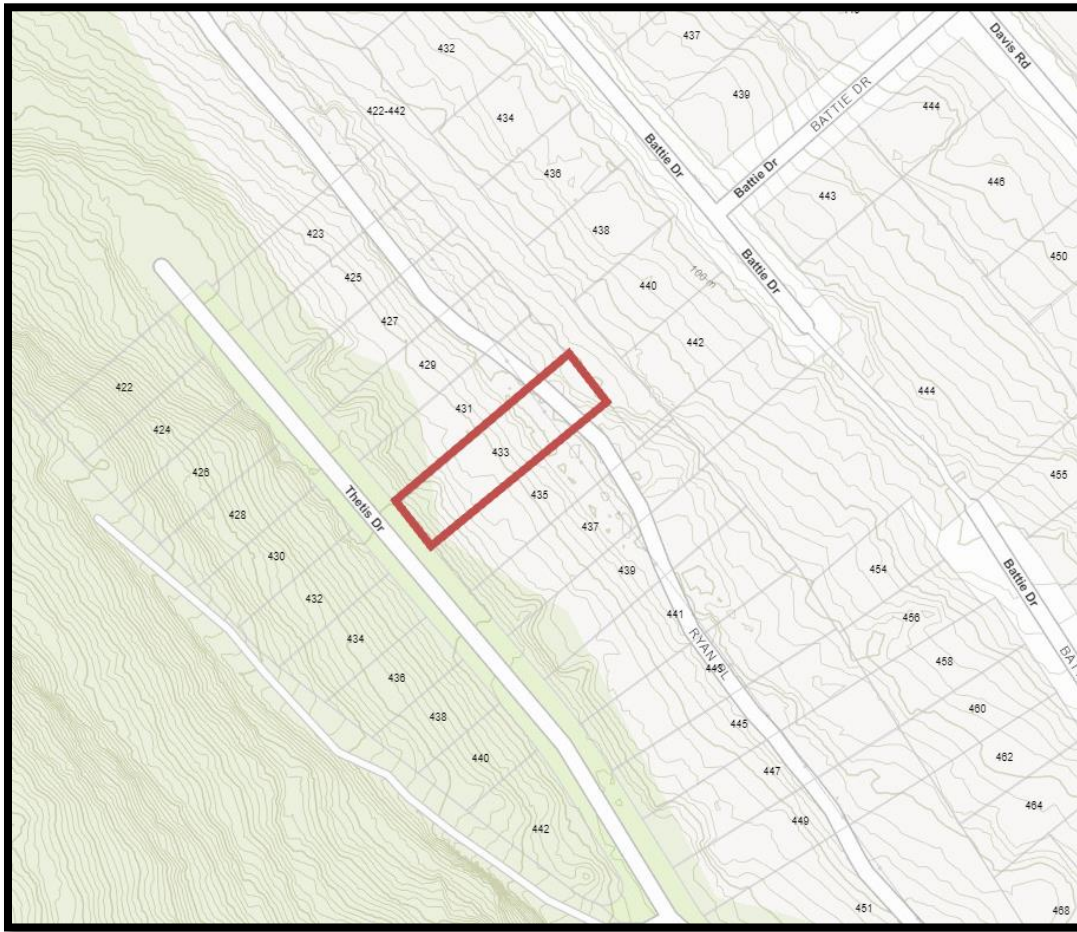
PREVIOUS COUNCIL DIRECTION:

N/A

INTRODUCTION/BACKGROUND:

The subject property is 433 Thetis Drive and is 0.143ha in size. The property is currently vacant as are most of the surrounding properties on Thetis Drive. The property slopes steeply down from Thetis Drive and includes several rights-of-way including for hydro and gas infrastructure. The applicant is proposing to construct a three storey single unit dwelling on the portion of the property closest to Thetis Drive.

Figure 1: Subject Property (433 Thetis)



ANALYSIS:

The subject property is within the Single Family Residential designation in “Official Community Plan Bylaw 2003, No. 1488” and the Single Dwelling Residential (R-1) zone in “Town of Ladysmith Zoning Bylaw 2014, No. 1860”. The proposed use of the property is consistent with the OCP and Zoning Bylaw. The height of the proposed home exceeds the maximum permitted in the Zoning Bylaw so a DVP is required to authorize the proposal.

Variance Proposal:

The proposed home is higher than the maximum permitted by the Zoning Bylaw. Table 1 summarizes the height restrictions for the zone and the height of the proposed building. Renderings of the proposed dwelling are attached (Attachment C).

Table 1: Height Restrictions and Proposed Height

Zoning Provision	Required	Proposed	Notes
Max. Height (Section 10.2.5.a)	7.5m	12.9m	Height is permitted to be 9m where the roof pitch is 4:12 or steeper. The proposed roof pitch is 2.5:12 meaning that the maximum height is 7.5m.

Max. Perimeter Wall Height (Section 10.2.5c & d)	7.32m or 9.14m (see notes)	10.4m (rear elevation)	<p>The maximum perimeter wall height is permitted to be higher when vertical and horizontal “offsets” are provided.</p> <p>The proposed dwelling does provide vertical and horizontal offsets as described in the Zoning Bylaw except a horizontal offset on the south-east elevation. Staff do not recommend changing the design since the proposed design already provides enough articulation to break up the appearance of the perimeter wall.</p>
		10.0m (north-west elevation)	
		8.5m (south-east elevation)	

Although the requested variance is significant (over 5m in additional height) the design of the building includes architectural features and articulation which break up the appearance of the building. From Thetis Drive, the building has a lower profile due to the slope of the site. The roof peak is less than 7 metres above the elevation of Thetis Drive, which is reasonable for a single unit dwelling. The height of the dwelling is imposing from the rear elevation, however, the parcel is very long and the back of the dwelling is set back approximately 50 metres from the rear neighbour. Due to the orientation of the parcels in relation to the ocean views and the elevation differences between parcels, the variance is not expected to interfere with views for neighbouring properties (see Figure 2).

Figure 2: Relative Height of Proposed Dwelling



Based on this analysis staff do not expect negative impacts from the proposed variance, and therefore recommend that the variance be approved.

Development Permit Area 7 – Hazard Lands (DPA 7):

The property is within DPA 7 so a DP is required prior to construction. The proposed development has been evaluated against the DPA 7 guidelines. Table 2 provides a summary of the guidelines and staff observations.

Table 2: DPA 7 Guidelines Summary

DPA 7 Guidelines	Staff Observations
No significant excavation or filling to accommodate buildings or structures.	The proposed excavation and filling is reasonable given the site constraints (9m of elevation change from the road to the back of the proposed deck).
No building in areas subject to potential bank instability or to potential damage from bank instability.	The provided geotechnical report concludes that the area is not subject to geohazard and that the land may be safely used for the use intended.
Site development to avoid areas subject to unstable slopes.	The geotechnical report concludes that the area is not subject to geohazard.
Provide for disposal of surface run-off and storm water.	The applicant is proposing a rock pit, designed by a geotechnical engineer, to manage rainwater on the site.
Avoid disturbance to the steep slope.	The slope on this parcel is considered moderate.
Retaining walls to be terraced or stepped to avoid expansive wall surfaces.	The proposed retaining walls are stepped and landscaped to meet the zoning regulations and avoid expansive wall surfaces.
Existing vegetation should be maintained to control erosion.	Only the development site, in the area immediately adjacent to Thetis Drive, is proposed to be cleared. Additional clearing would require another DP permit.
Vegetation that is removed for construction should be replaced.	Vegetation is to be replaced in accordance with the recommendations of the geotechnical report.
A report from a professional engineer should provide technical requirements/mitigation measures for the development.	A geotechnical report and rain water management memo were provided in support of this application. The reports were prepared by Ryzuk Geotechnical Engineering & Materials Testing and are attached to Draft DP-21-12 as Schedule B.
Development permit may specify sequence and timing.	N/A

Staff recommend that the DP be issued since the proposal is generally consistent with the DPA 7 guidelines and the geotechnical report concludes that the property is safe for the use proposed.

ALTERNATIVES:

Council can choose to:

1. Request that the applicant redesign the proposed dwelling to reduce the height variance.
2. Deny DVP 3090-21-10. The applicant can redesign the proposed dwelling to meet the existing zoning regulations.

If so, DP 3060-21-12 should not be approved so that the permit can be amended to match the final designs for the dwelling.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

The *Local Government Act* allows Council to vary zoning regulations excluding regulations of use, density and rental tenure, through issuance of a DVP.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Notice of the proposed variance was issued on October 8, 2021 in accordance with section 499 of the *Local Government Act* and "Town of Ladysmith Development Procedures Bylaw 2008, No. 1667". The notice was delivered and mailed to property owners and residents within 60m of the subject property. Any correspondence received will be provided to Council.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

This application was referred to the Engineering and Building Inspection departments. No concerns were noted.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- | | |
|--|--|
| <input type="checkbox"/> Complete Community Land Use | <input type="checkbox"/> Low Impact Transportation |
| <input type="checkbox"/> Green Buildings | <input type="checkbox"/> Multi-Use Landscapes |
| <input type="checkbox"/> Innovative Infrastructure | <input type="checkbox"/> Local Food Systems |
| <input type="checkbox"/> Healthy Community | <input type="checkbox"/> Local, Diverse Economy |
| <input checked="" type="checkbox"/> Not Applicable | |

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|---|--|
| <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Economy |
| <input type="checkbox"/> Community | <input checked="" type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Waterfront | |

I approve the report and recommendations.

Allison McCarrick, Chief Administrative Officer

ATTACHMENTS:

- A. DVP 21-10
- B. DP 21-12
- C. Renderings of 433 Thetis Drive



TOWN OF LADYSMITH DEVELOPMENT VARIANCE PERMIT

(Section 498 *Local Government Act*)

FILE NO: 3090-21-10

DATE: October 19, 2021

Name of Owner(s) of Land (Permittee): Kevin Scott Seeley and Ronda Marie Seeley

Applicant: David Coulson (David Coulson Design Ltd.)

Subject Property (Civic Address): 433 Thetis Drive

1. This Development Variance Permit is issued subject to compliance with all of the bylaws of the Town of Ladysmith applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Development Variance Permit applies to and only to those lands within the Town of Ladysmith described below and any and all buildings, structures and other development thereon:

**Lot 14, District Lot 52, Oyster District, Plan VIP86055 – PID: 027-766-926
(433 Thetis Drive)**

3. Section 10.2.5 "Siting, Sizing and Dimensions of Uses, Buildings and Structures" in the "Single Dwelling Residential (R-1)" zone of the "Town of Ladysmith Zoning Bylaw 2014, No. 1860", as amended, is varied for the subject property to allow for construction of a single unit dwelling, as shown in **Schedule A – Elevation Drawings**, by:
 - a. Increasing the maximum *Height* for a *Principal Building* where the roof pitch is less than 4:12 from 7.5m to 12.9m; and
 - b. Increasing the maximum *Perimeter Wall Height* from 7.32m to 10.4m.
4. The land described herein shall be developed strictly in accordance with terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit which shall form a part thereof.
5. The following plans are attached:
 - a. **Schedule A – Elevation Drawings**
6. Notice of this Permit shall be filed in the Land Title Office at Victoria under s.503 of the *Local Government Act*, and upon such filing, the terms of this

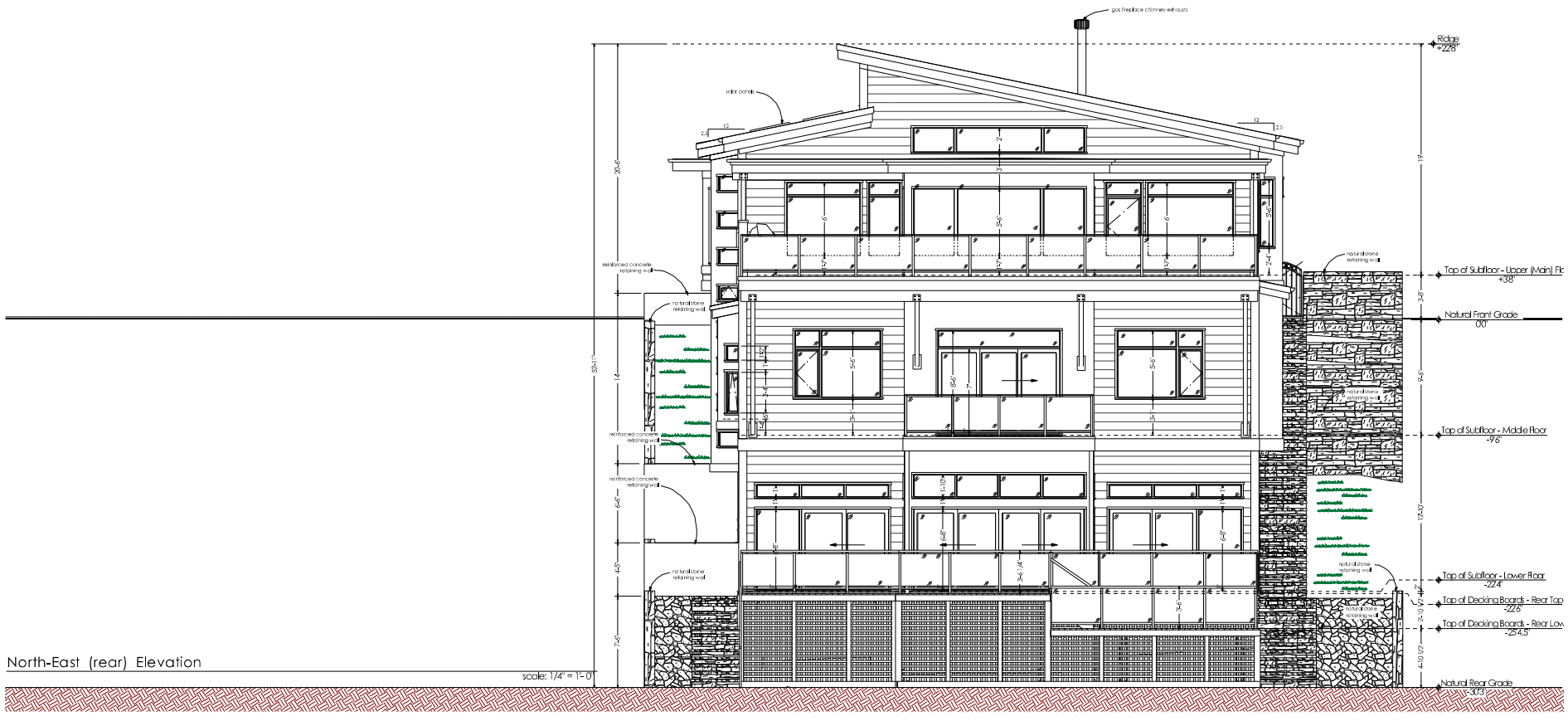
Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.

7. THIS PERMIT IS NOT A BUILDING PERMIT. No occupancy permit shall be issued until all items of this Development Variance Permit have been complied with to the satisfaction of the Corporate Officer.

AUTHORIZED BY RESOLUTION NO. _____ PASSED BY THE COUNCIL OF THE TOWN OF LADYSMITH ON THE ____ DAY OF _____ 2021.

Mayor (A. Stone)

Corporate Officer (D. Smith)



SHEET
A8
Scale: as shown
5/17/2021

Designs: Cezar E. Ostales / David Coullon			
Drawn: Cezar E. Ostales			
Technical & structural:			
Verified: David Coullon			





DAVID COULSON DESIGN LTD.
 COMPANY ARCHITECTS
 5372 HURON ROAD, DURHAM, B.C. V6L 0J6
 Tel: (250) 256-5157 Email: info@dcdesign.ca
 Website: www.davidcoulsondesign.com



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 Construction
 Quality Council
 of Canada



Approved Vendor
 Real Estate
 Board of B.C.

scale: $1/4" = 1'-0"$

Design: Cesar E. Orosio / David Coulson	<div style="text-align: center;"> <h1>A9</h1> <p>Scale: as shown</p> <p>5/17/2021</p> </div>
Drawn: Cesar E. Orosio	
Technical & structural:	
Verified: David Coulson	
SHEET	



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specialising in heritage restoration,
design, specialised construction, conservation

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517 Mable Road, Dorset, UK, BA2
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Industry Council

scale: $1/4" = 1'-0"$



TOWN OF LADYSMITH DEVELOPMENT PERMIT

(Section 489 *Local Government Act*)

FILE NO: 3060-21-12

DATE: October 19, 2021

Name of Owner(s) of Land (Permittee): Kevin Scott Seeley and Ronda Marie Seeley

Applicant: David Coulson (David Coulson Design Ltd.)

Subject Property (Civic Address): 433 Thetis Drive

1. This Development Permit is subject to compliance with all of the bylaws of the Town of Ladysmith applicable thereto, except as specifically varied by this Permit.
2. This Permit applies to and only to those lands within the Town of Ladysmith described below, and any and all buildings, structures and other development thereon:

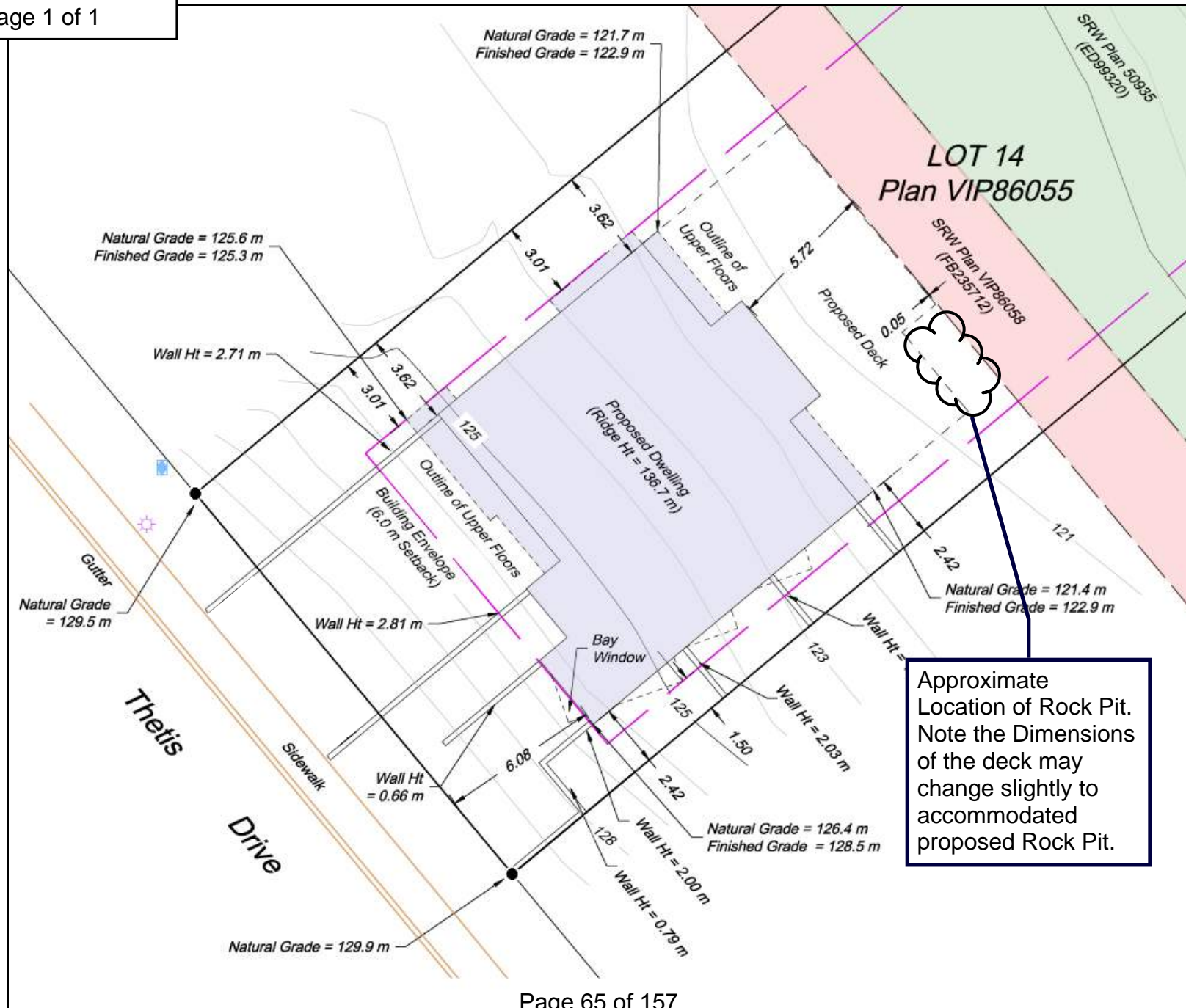
Lot 14, District Lot 52, Oyster District, Plan VIP86055
PID#: 027-766-926 (433 Thetis Drive)

(referred to as the "Land")

3. This Permit has the effect of authorizing the alteration of land and construction of a single unit dwelling on the Land in accordance with the plans and specifications attached to this Permit. Subject to the conditions, requirements and standards imposed and agreed to in section 4 of this Permit.
4. The Permittee, as a condition of the issuance of this Permit, agrees to:
 - (a) Develop the land in accordance with **Schedule A – Site Plan**.
 - (b) Install and maintain a rainwater management system in accordance with **Schedule B – Geotechnical Report and Rainwater Management Plan**, except that the rock pit must overflow into the Town storm service.
 - (c) Follow all recommendations in **Schedule B – Geotechnical Report and Rainwater Management Plan** including the following:

- i. Erosion control requirements will be assessed at the early stages of construction during excavation assessment, and will be implemented if necessary.
 - ii. Landscaping around the building where unsupported slopes are present should be shaped at 25 degrees or flatter and revegetated in conjunction with the development.
 - iii. Following development, all cleared areas will be vegetated to minimize risk of erosion.
- 5. If the Permittee does not substantially start any construction permitted by this Permit within **two years** of the date of this Permit as established by the authorizing resolution date, this Permit shall lapse.
- 6. The plans and specifications attached to this Permit are an integral part of this Permit.
- 7. Notice of this Permit shall be filed in the Land Title Office at Victoria under s.503 of the *Local Government Act*, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
- 8. This Permit prevails over the provisions of the Bylaw in the event of conflict.
- 9. Despite issuance of this permit, construction may not start without a Building Permit or other necessary permits.

AUTHORIZED BY RESOLUTION NO. _____ PASSED BY THE COUNCIL OF THE
TOWN OF LADYSMITH ON THE ____ DAY OF _____ 2021.



RYZUK GEOTECHNICAL

Engineering & Materials Testing

6-40 Cadillac Ave, Victoria, BC, V8Z 1T2 Tel: 250-475-3131 E-mail: mail@ryzuk.com www.ryzuk.com

June 16, 2021

File No: 3770-12

David Coulson Designs
5372 Miller Road
Duncan, BC
V9L 6R2

Attn: David Coulson (info@davidcoulsondesign.com)

Re: Proposed Single Family Residence
433 Thetis Drive – Ladysmith, BC

As requested, we visited the above referenced site on June 10, 2021 to review the existing geotechnical conditions within the proposed building lot. The site is designated as a Development Permit Area (DPA 7 – Hazard Lands), as per the Town of Ladysmith's Official Community Plan (OCP), and that this assessment is required in accordance with OCP Bylaw 2003 No. 1488. The assessment has also been carried out to confirm that the proposed building lots are safe for the use intended, pursuant to Section 56 of the Community Charter. Our associated observations, comments, and recommendations in this regard are contained herein. Our work has been done in accordance with, and is subject to, the attached Terms of Engagement.

The site is located within the southwestern portion of the Town of Ladysmith within the peripheral areas of the suburban expansion. The lot is generally bounded to the northwest and southeast by similar undeveloped lots, a public utility right of way to the northeast, and Thetis Drive to the southwest. The terrain slopes moderately down from the road frontage dropping in elevation on the order of 9 m at a slope of 20 – 30 degrees from horizontal to a nearly level bench which hosts an Statutory Right of Way. Beyond the utility corridor the slope continues at a less steep slope than the upper. Slopes rising to the southwest beyond the road are inclined between 30 – 40 degrees and are generally bedrock controlled with no significant rock bluffs present. The lot is currently vegetated with brush and local grasses.

Soils exposed within a nearby cut in the adjacent lot to the north were observed to consist of dense sand and gravel/cobble inferred to be a possible kame/esker complex of Pleistocene origin. Volcanic bedrock was noted within the road cut to the southwest, and is expected to be relatively shallow below the dense to very dense mineral soils. Surficial soils may consist of a veneer of organics and possible fills associated with past site preparations during subdivision. No indications of shallow groundwater or surface seepage were evident.

David Coulson Design Ltd.
433 Thetis Drive-Ladysmith, BC

June 16, 2021

Based on the drawings you provided, we understand that the proposed residence would be positioned within the southern portion of the lot with access off Thetis Road. The construction is anticipated to require cutslopes within the southern portion which appear to be limited to less than 3 m height based on the proposed elevations. Landscape retaining walls consisting of stone facing aesthetics are proposed to create a level parking area/driveway, as well as around the building envelope to optimize usable space. There are several options for such walls and we can provide design recommendations if gravity or mechanically stabilized earth systems are desired, while cast-in-place concrete walls would be designed by a structural consultant.

We consider the dense native undisturbed mineral soils to be capable of providing stable long term support to the proposed residential foundations. The preparations should be reviewed by qualified personnel at the time of construction.

The slopes within and above the site are judged to be globally stable and the site is not deemed to be at risk of adverse affects associated with mass movement. The proposed excavation is anticipated to require temporary cutslopes and such should be carried out in conformance with WorksafeBC criteria. Landscaping around the building where unsupported soil slopes are present should be shaped at 25 degrees or flatter and revegetated in conjunction with the development.

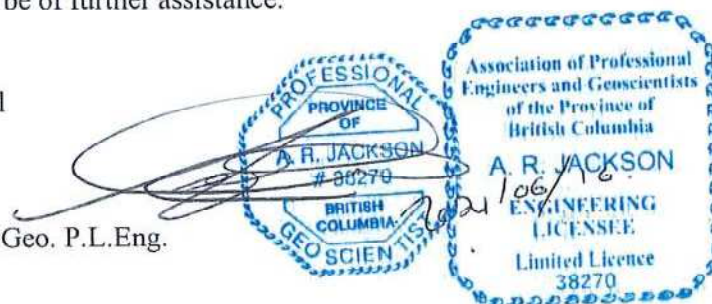
Stormwater is expected to be managed such that the collected hard surface volume is directed to the municipal service. Once the site is developed and vegetated we do not consider that there would be risk of erosion.

In summary, we consider that the proposed development can be carried out in conformance with the guidelines of the OCP as qualified above. We also consider that the area is not subject to geohazard and therefore the land may be used safely for the use intended, pursuant to Section 56 of the Community Charter. Our assessment considers a design seismic occurrence with a 2% probability of exceedance in 50 years.

We trust that the preceding is suitable for your purposes at present. Please don't hesitate to contact our office if we can be of further assistance.

Sincerely,
Ryzuk Geotechnical

Andrew Jackson, P.Geo. P.L.Eng.
Project Manager



Attached – Terms of Engagement



GEOTECHNICAL FIELD REVIEW / SITE INSTRUCTION

Project No: 3770-12**Project:** Proposed Single Family Residence**Project Address:** 433 Thetis Drive – Ladysmith, BC**Date:** October 6, 2021**Client:** David Coulson Designs**Contact:** David Coulson**Email:** info@davidcoulsondesign.com

Stormwater Management and Erosion Control

As requested by the Township of Ladysmith Development Services Department and further to our report of June 16, 2021, this memo outlines our recommendations pertaining to rainwater management, temporary erosion control measures, and retaining wall design. Our associated comments and recommendations in this regard are contained herein.

We understand that the site development needs to accept the stormwater storage associated with a 30 mm storm event and that such can be addressed by infiltration systems. The proposed impermeable area is approximately 325 m². Accordingly, an associated runoff volume of 9.75 m³ was used to determine the size of the rock pit. Assuming uniform gravel fill, we recommend that a rock pit with a volume of at least 20 m³ be employed to adequately manage the design volume. Sizing of the rock pit is based on an estimated drain rock void ratio of 40%, a runoff coefficient of 0.95, and an infiltration rate of 1x10⁻⁵ m/s for assumed native sand and gravel. We consider that the rock pit could be constructed in the northeast corner of the site, in the cutout area east of the proposed deck. The deck dimensions will need to be revised to ensure room for the rock pit based on proposed dimensions below unless the depth of the rock pit is increased to maintain the required minimum volume. The sides and top of the rock pit should be lined with heavy weight non-woven geotextile and filled with uniform rounded drain rock or clear crush material. The top 0.3 m could consist of uniform drain rock or free draining sand. Additionally, deck foundations must be setback at a 1H:1V (Horizontal:Vertical) projection from the rock pit to allow for adequate splay. The two closest deck pad footings will likely need to be lowered accordingly. As such, rock pit dimensions of 4.0 m x 2.5 m x 2.0 m (Length x Width x Depth) can be considered to mitigate changes to the current proposed deck size and deck foundations, while not encroaching onto the SRW Plan VIP86058.

Roof and perimeter drains should be directed into the rock pit. For periods of rainfall beyond the design storm event, the rock pit will overflow as needed. The surrounding area should be graded such that overflowing water will run away from the proposed building, and the overflow surface should be well below the lowest floor slab.

We consider that temporary erosion control during construction could consist of typical silt fencing along the downslope perimeter if required, however, given the expanse of vegetated area downslope of the proposed development we do not expect sediment production to be a significant risk to adjacent properties. The need for such can be assessed at the early stages of construction during excavation assessment. Once the site is developed and vegetated, we do not consider that there would be risk of erosion.

We understand all retaining walls will consist of cast-in-place concrete walls to be designed by the structural consultant. Retaining walls should be backfilled with clean, well graded granular material, with less than 5% passing the #200 sieve. Backfill should be placed and compacted in maximum 300 mm lifts to at least 95% of Standard Proctor Maximum Dry Density (SPMDD). Additionally, adequate drainage should be provided for the backfill to prevent the buildup of hydrostatic pressure against the retaining walls.

We understand that the native sand and gravel excavated from the site will be stockpiled for use as backfill. We consider the native soils suitable for re-use as backfill for retaining walls, provided lenses of higher silt content are removed. Retaining walls backfilled with native sand and gravel material can be designed based on the attached Lateral Earth Pressure Diagrams and the following lateral earth pressure coefficients, which are based on a friction angle of 35°:

The above does not constitute approval to proceed with the noted work if such is perceived to be an extra to a Contract, or if the work requires approvals/permits from approving authorities.

Table 1. Lateral Earth Pressure Coefficients

Lateral Earth Pressure Coefficient			
Wall Type	Static K		ΔK_e
Yielding (unrestrained)	Active (K_a)	0.25	0.19
Non-yielding (restrained)	At-Rest (K_o)	0.43	0.57

A yielding wall is able to move a minimum of 0.2% of the height of the wall (rotation or translation) to allow active pressures to develop. Where such movement cannot occur, the non-yielding, at-rest earth pressure coefficient should be used. Seismic earth pressures for yielding and non-yielding walls are based on 50% and 100% of the site class adjusted PGA, respectively.

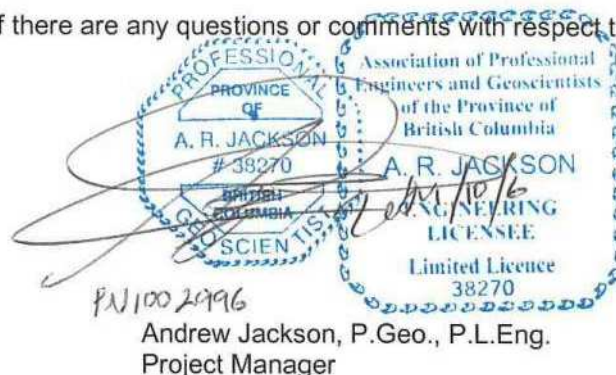
In the case where the design assumptions above and noted on the attached diagrams are not satisfied, a site specific assessment of the lateral earth pressures would be required.

We trust the preceding is suitable for your needs at present. If there are any questions or comments with respect to the above, please contact us.

Sincerely,
 Ryzuk Geotechnical



Marina Ribecca, EIT
 Junior Engineer

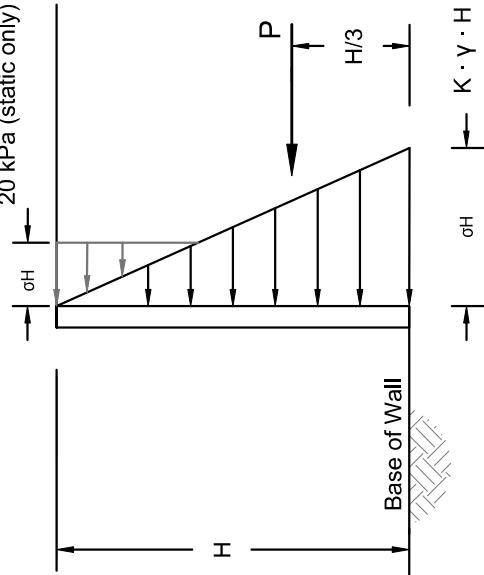


PN1002996
 Andrew Jackson, P.Geo., P.L.Eng.
 Project Manager

Attachments: - Lateral Earth Pressure Diagrams
 - Site Plan and Elevation drawing set by David Coulson Design Ltd. dated May 17, 2021

Lateral Earth Pressures
 STATIC CONDITIONS

Compaction Induced Stress
 20 kPa (static only)

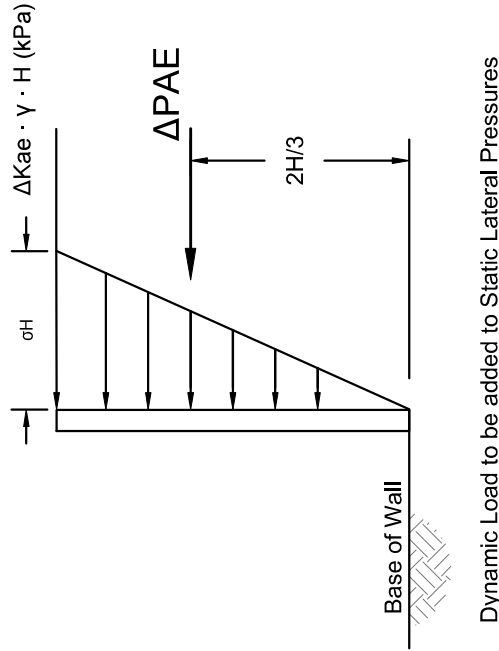


Where:
 γ = Dry Backfill unit weight 20.4 kN/m³
 H = Wall height (m)
 σ_H = lateral earth pressure (kPa)
 P = Resultant load (kN)
 K = dimensionless coefficient (see Report)

Analysis Assumptions:

- Wall friction is half the soil
- Drainage is provided, such that hydrostatic pressures do not develop against wall
- Dynamic loading based on 50% of the Peak Ground Acceleration (1:2475 year event) assuming the wall yields during a seismic event
- Yielding wall assumes that wall movement of 0.1%H is possible at top of wall
- The grade is flat and level adjacent to the wall
- No surcharge loads from adjacent structures or stockpiles within a horizontal distance equal to the wall height
- No equipment larger than a skid steer permitted within 1.5 m of the wall during backfill
- Compaction induced stress will be relieved during a seismic event and are not included in Seismic load

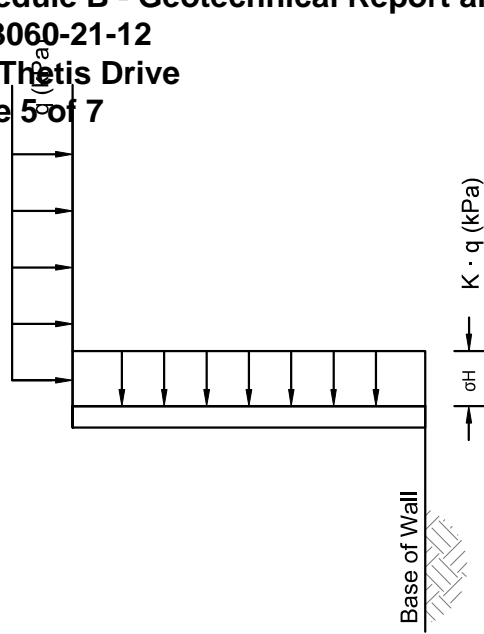
Lateral Earth Pressures
 SEISMIC CONDITION
 (Added to Static Pa Load)



Dynamic Load to be added to Static Lateral Pressures

σ_H^* = Lateral Pressure from Uniform Surcharge
 *Only applicable where surcharge is less than 30% of total lateral load on wall

Uniform Surcharges,
 q (Floor Loads or Traffic Loads)



NOTES

1. Above Diagrams are not to scale
2. All loads are unfactored.



28 CREASE AVENUE - VICTORIA, BC V8Z 1S3
 TEL: 250-475-3131 FAX: 250-475-3611
 mail@ryzuk.com

LATERAL EARTH
 PRESSURE
 DIAGRAMS
 UPDATED MARCH 2021

Attachment B

Attachment B

DP 3060-21-12

433 Thetis Drive

Page 6 of 7

THE TIS DRIVE

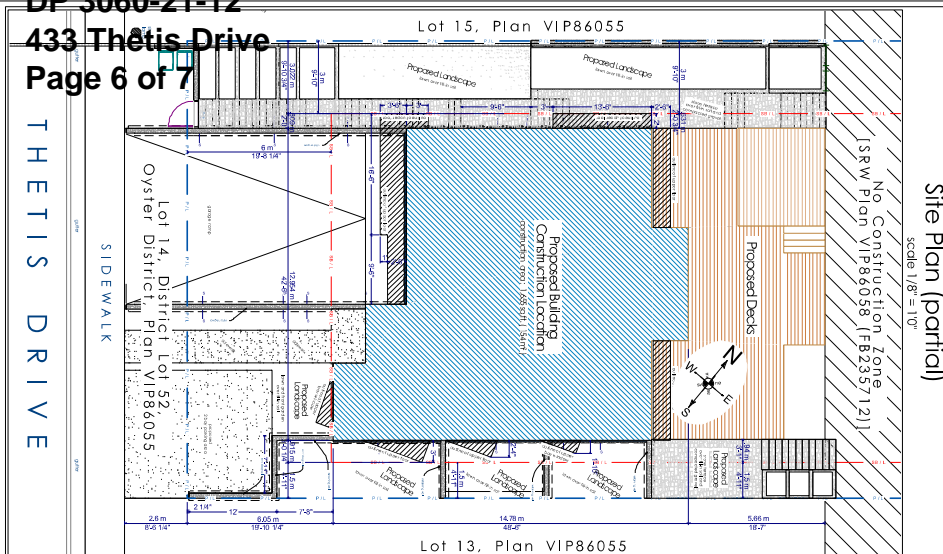


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PROJECT DESCRIPTION:

3 story residential building
(living area 3,955 sq.ft. + garage area 485 sq.ft.)

Address: 423 Thelie Drive, Ladysmith, B.C.

Description: Lot 14, District Lot 52,

Crystal District, Fulton 41-66033
PID: 027-766-926

Kevin Cooper
LOWELL ZOOLOGICAL ZONE, K1

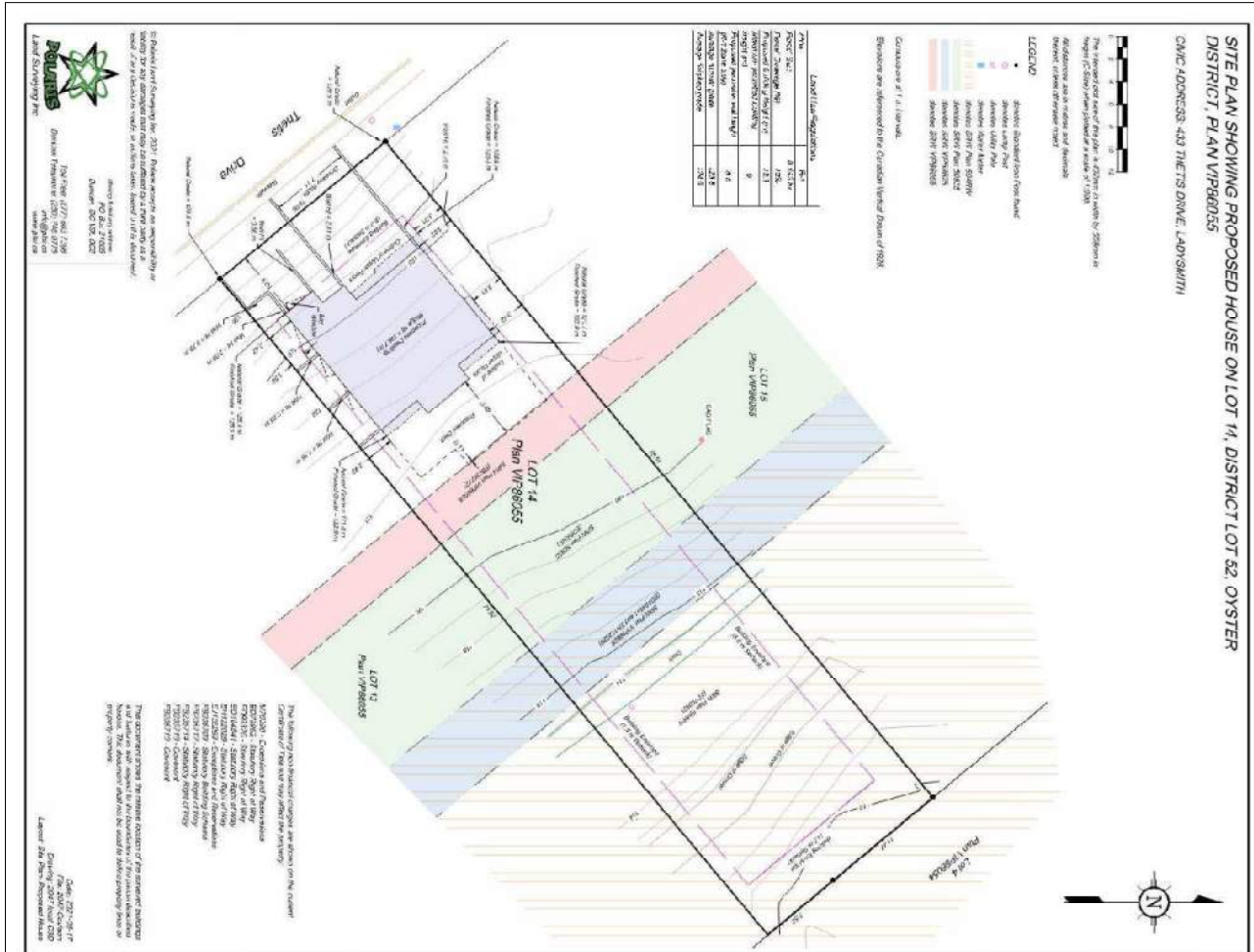
seeley.kevin@gmail.com

GENERAL NOTES

- 01.** Commencement to verify all dimensions prior to construction of work and shall notify the owner or designer of any errors and shall notify the owner of vessel dimensions shall take precedence over other drawings.
- 02.** All drawings showing it is to the face of concrete/ formwork, interior dimensioning is to center line of portion unless otherwise noted.
- 03.** Structure unless, or "engineered" shall be engineered by certified structural engineer, whose required drawings shall be stamped with engineer's seal.
- 04.** All joist/beams sized herein, not noted "engineered by others based on tables on BRCB 2012."
- 05.** All wood shall be equal in all respects to good construction practice, and shall conform to current zoning bylaws of the authority having jurisdiction, and the latest Columbia Building Code 2012 (CBCD).
- 06.** It is the responsibility of the owner and contractor to ensure that all materials selected and codes designated are of suitable quality which may require special foundation design.
- 08.** All structural wood to be SPF (spruce, pine, fir) or better unless otherwise noted.
- 09.** All steel and trusses must be engineered and installed in accordance with manufacturer details and specifications as referenced in these plans.
- 10.** Wood sill plates to be separated from concrete by waterproof gasket complete with 1/2" anchor bolts to foundation.
- 11.** All wood in contact with concrete must be pressure-treated or separated with approved material.
- 12.** All exterior doors and windows shall comply with the CBCD 2012, Part 8 and the local safety provisions of the building code.
- 13.** Ventry seating and proposed grades prior to setting out, cut, fill and compact according to building elevations. Verify maximum allowable building heights in the local jurisdictions zoning bylaws and ensure that the building is located to suit where not otherwise indicated.
- 14.** Provide stepped footings, where required in accordance with existing / future grades, underside of bottom plate of formed wall shall not be less than 8" above adjacent grade.
- 15.** Provide minimum 6" clearance from grade to wood framing members per CBCD 2012, 7.2.2.4. Exterior cladding materials per CBCD 2012, 7.2.2.4. Exterior cladding materials shall be applied to exterior walls, grade up, under conditions to impermeable surface.
- 16.** All masonry concrete to be used exclusively unless noted.
- 17.** Install graspable handrail to all stairs @ 36" above nosing, per CBCD 2012.
- 18.** Install guardrail at all balconies, decks and porches greater than 2'-0" above adjacent grade. Install guardrail @ 42" above deck, install pickets where indicated @ max. 3/4" spacing between each. Guard to rest floors per CBCD 2012, 4.1.10.1. Install per BRCB 2012.
- 19.** Install self-closive waterproof membrane around 20' PVC roof membranes. All small drains accepted by building department, shall be installed in accordance with proper, tapped building paper or openings. Follow details provided within this set and assume similar for situations not expressly detailed.
- 20.** PVC roof membranes shall conform to material standard CSM8 37-GF54M, roofing and waterproofing membrane, sheet applied, flexible, polyurethane chloride and installed per BRCB 2012, subsection 7.26.16 "PVC sheet roofing".
- 21.** Full rainwater system to be implemented and conform to BRCB 2012, 7.27. Cladding and moisture protection as detailed within this set.

SITE PLAN SHOWING PROPOSED HOUSE ON LOT 14, DISTRICT LOT 52, OYSTER DISTRICT, PLAN VIP86055.

CNIC ADDRESS: 400 THE TIS DRIVE, LADYSMITH



Schedule B - Geotechnical Report and Rainwater Management Plan

Attachment B

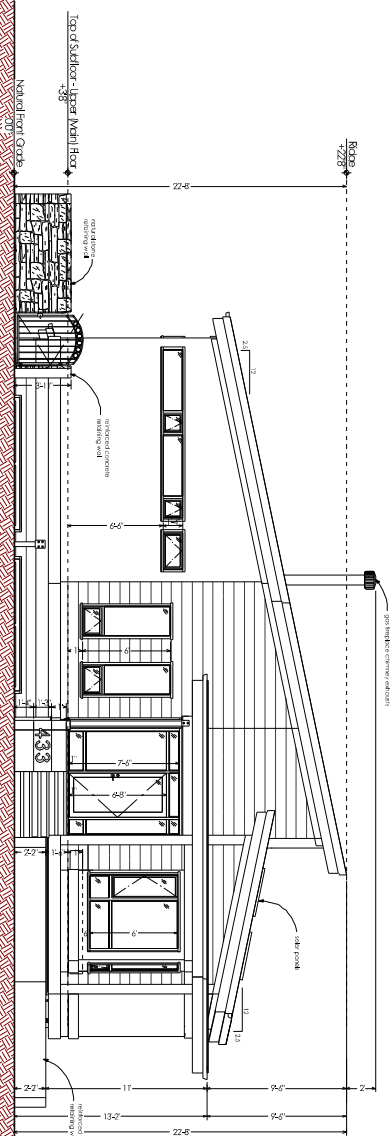
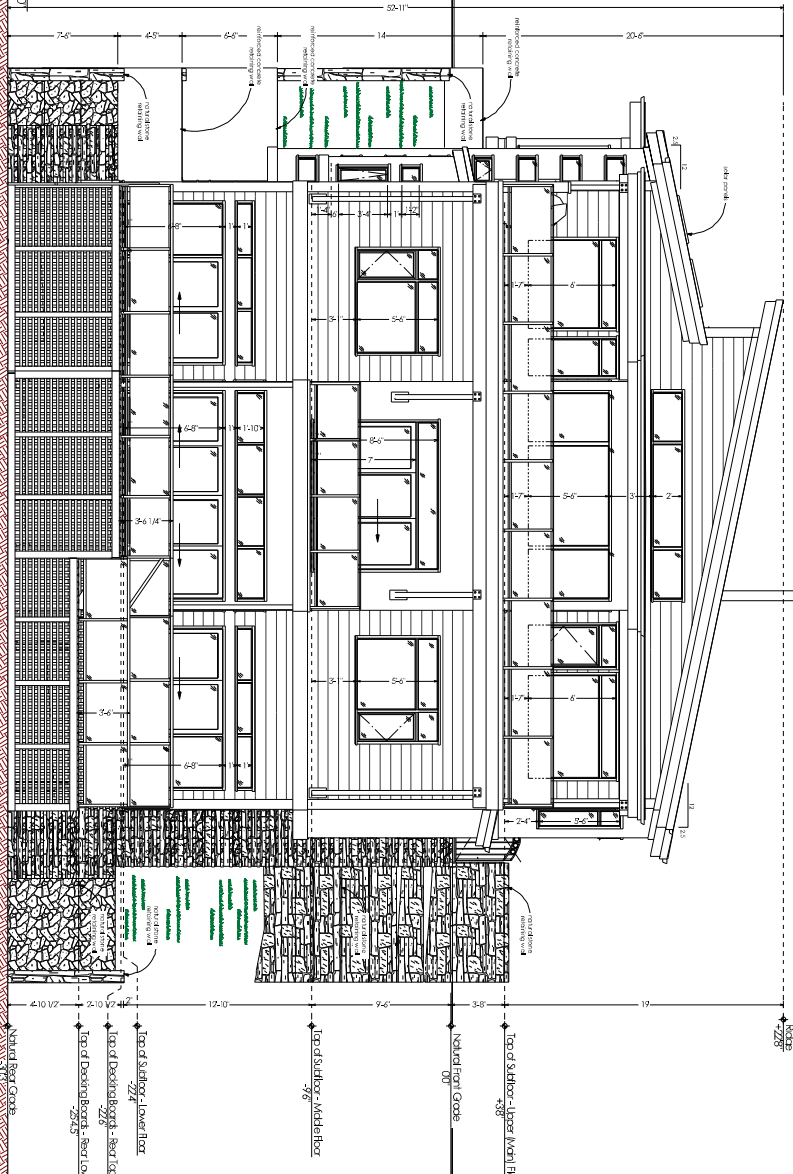
DP 3060-21-12

433 Thetis Drive

Page 7 of 7

North (rear) Elevation

Scale: 1/4" = 1'-0"



South-West (front) Elevation

Scale: 1/4" = 1'-0"



DAVID COULSON DESIGN LTD.
Geotechnical, Structural, Foundation & Retention
Design, Construction, Construction Management
5177 Main Road, Ladysmith, B.C. V0L 4R2
Tel: (250) 749-5172 Email: david@dcdesign.com
Website: davidcoulsondesign.com



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433 Thetis Dr., Ladysmith, B.C.

Design: Cesar E. Ochoa / David Coulson
Drawn: Cesar E. Ochoa
Technical & Structural
Verified: David Coulson

Scale as shown
5/17/2021

SHEET
A7



433 Thetis Dr., Ladysmith, B.C.



STAFF REPORT TO COUNCIL

Report Prepared By: Julie Thompson, Planner
Reviewed By: Christina Hovey, RPP, MCIP, Senior Planner
Meeting Date: October 19, 2021
File No: ZBL 3360-21-10
Re: Zoning Bylaw Amendment Application – 431 1st Avenue

RECOMMENDATION:

That Council:

1. Give first and second readings to “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 45) 2021, No. 2091”; and
2. Direct staff to proceed with scheduling and notification for a Public Hearing for Bylaw No. 2091 as required under section 464(1) of the *Local Government Act*.

EXECUTIVE SUMMARY:

A zoning bylaw amendment application has been received to amend the floor space ratio and rear setback on a site specific basis at 431 1st Avenue to accommodate a proposed fourth dwelling unit in the attic space of the existing building. Staff recommend that Bylaw No. 2091 be given first and second readings based on analysis of the potential impacts.

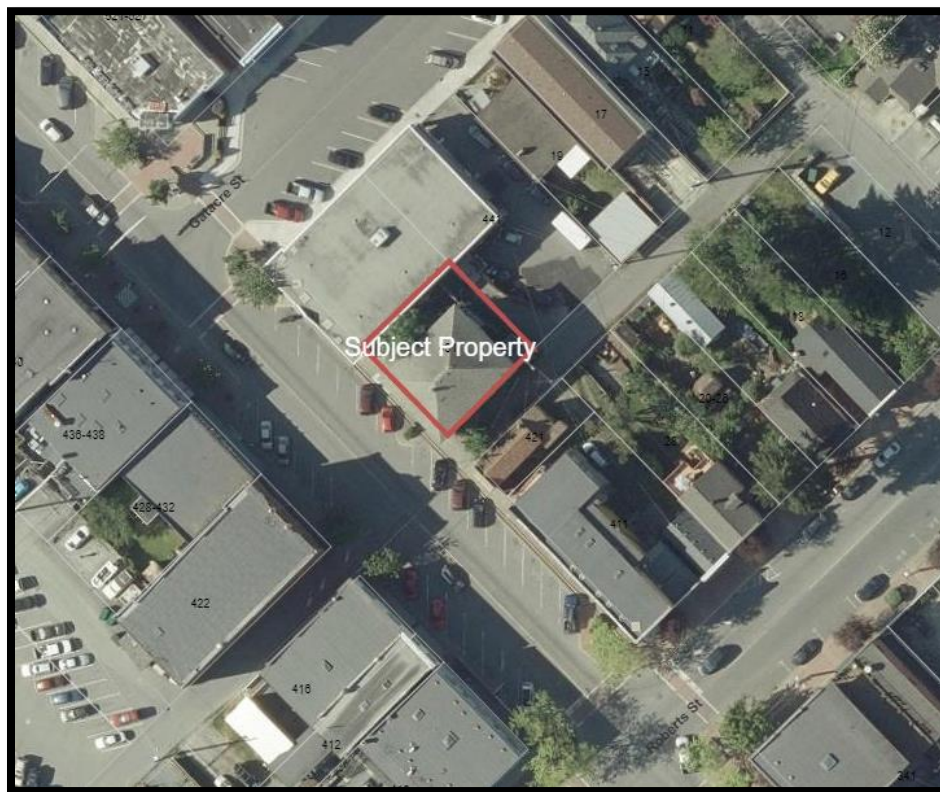


Figure 1 - Subject property.

PREVIOUS COUNCIL DIRECTION:*Table 1 - Previous Council Direction*

Meeting Date & Resolution #	Council Resolution
May 7, 2018 CS 2018-129	<p>That Council:</p> <ol style="list-style-type: none">1. Proceed with first and second reading of Bylaw 1963, cited as “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 17) 2018, No. 1963” under the Bylaws portion of this agenda.2. Refer Bylaw 1963 to public hearing.3. Issue Development Permit (DP) 3060-18-03 for:<ol style="list-style-type: none">a) form and character of site and building improvements at 431 1st Ave;b) reducing off-street parking spaces for residential uses at 431 1st Ave. pursuant to DPA 1 guideline 11(e), and authorize the Mayor and Corporate Officer to sign the Development Permit.4. Authorize the Town to enter into an Encroachment Agreement with the property owner for the purpose of allowing: a) an exterior covered staircase to be located in the lane to access the second storey of the building at 431 1st Avenue; b) a restaurant kitchen vent to be located over the lane a minimum of 3 metres above lane grade; c) front window canopies; and authorize the Mayor and Corporate Officer to sign the Encroachment Agreement.5. Direct staff to issue a ‘Highway Use Permit’ (Schedule D Bylaw 1309) for improvements to a portion of the lane adjacent to the 1st Avenue sidewalk subject to the applicant providing engineering for the proposed works. <p><i>Motion carried.</i></p>
June 25, 2018 CS 2018-225	<p>That Council adopt “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No.17) 2018, No. 1963.</p> <p><i>Motion carried.</i></p>

In 2018, Council adopted Bylaw No. 1963 to allow a maximum of four dwelling units that are each a minimum of 32m² within the existing building at 431 1st Avenue. DP 18-03 was also issued to allow proposed improvements to the building’s exterior and site, and to reduce the required parking spaces for residential use to zero spaces. Improvements proposed under DP 18-03 were implemented (see Figure 2).

INTRODUCTION/BACKGROUND:

The building located at 431 1st Avenue is a two-storey mixed-use building currently containing a restaurant (Plantitude) and retail store (White Space Living) on the first storey, and three dwelling units on the second storey (see Figure 2). The applicant is proposing to add a fourth dwelling unit in the attic space above the second storey.

The subject property was rezoned in 2018 to allow a maximum of four dwelling units on the property. The May 7, 2018 staff report to Council indicates that the applicant had intended to construct three dwelling units on the second storey and the fourth unit would be constructed in the attic space of the existing building. While the bylaw amendment was adopted to allow four dwelling units, the maximum floor space ratio was not amended to accommodate a new dwelling unit within the attic space in the existing building. As such, the applicant has applied for a subsequent rezoning to increase the maximum floor space ratio. Proposed Bylaw No. 2091 will also reduce the rear setback to accommodate a new dormer on the rear elevation of the existing building.



Figure 2 - View of 431 1st Avenue from 1st Avenue. Picture taken September 28, 2021.

DISCUSSION:

Official Community Plan (OCP):

The subject property is located within the Downtown Core designation in “Official Community Plan Bylaw 2003, No. 1488”. The Downtown Core designation provides for a range of commercial uses, civic uses, and multi-family residential uses located in conjunction with commercial uses. The maximum density allowed for commercial uses in the Downtown Core designation is 1.0 floor space ratio (FSR)¹. There is no FSR maximum for residential uses in the Downtown Core designation, therefore, an OCP amendment is not required.

Additional OCP policies relevant to the proposal include:

- S. 3.2.3.1 – the Town will encourage mixed-use commercial and residential uses in and around the Downtown through a Downtown Mixed Use and Downtown Core designation.

¹ FSR means the ratio of the total gross floor area to the area of the parcel.

- S. 3.2.3.18 – the Downtown will be promoted as a residential area with infill and mixed-use development (residential in the downtown and residential over commercial/retail in the core) as a key component.

Zoning Bylaw:

The subject property is located within the Downtown Commercial (C-2) zone in “Town of Ladysmith Zoning Bylaw 2014, No. 1860”. The C-2 zone currently allows four dwelling units on the subject property (site specific regulation). The maximum FSR in the C-2 zone is 1.0. Construction of the fourth dwelling unit within the attic space of the existing building will increase the FSR of the building to 1.64, therefore, a zoning bylaw amendment is required.

To accommodate the fourth dwelling unit in the attic, the applicant plans to construct four dormers, one on each elevation of the building. The majority of the building is currently setback approximately 2.65m from the rear parcel line. The minimum rear setback in the C-2 zone is 3.0m. The new dormer at the rear elevation is proposed to be in-line with the rear building face and would therefore encroach into the required 3.0m setback. The setback can be amended on a site specific basis through this zoning bylaw amendment application. The applicant may also choose to move the dormer back so that it complies with the existing 3.0m setback.

The applicant has submitted preliminary designs of the proposed building improvements (Attachment C).

Proposed Bylaw:

Bylaw No. 2091 is proposed to amend the maximum FSR and the minimum rear setback in the C-2 zone on a site specific basis for the subject property. The proposed bylaw is summarized in Table 2, below.

Table 2 - Bylaw No. 2091 Summary.

C-2 Zone Provision	Current Requirement	Proposed Requirement
Floor Space Ratio	1.0 maximum	1.7 maximum
Rear Setback for a Principal Building	3.0m minimum	2.6m minimum

Development Permit Area:

The subject property is located in Development Permit Area 2 – Downtown (DPA 2) in the OCP and the building is on the Community Heritage Register. Since the applicant is proposing some alterations to the exterior of the building, including a dormer on each building elevation and



Figure 3 - Proposed front elevation.

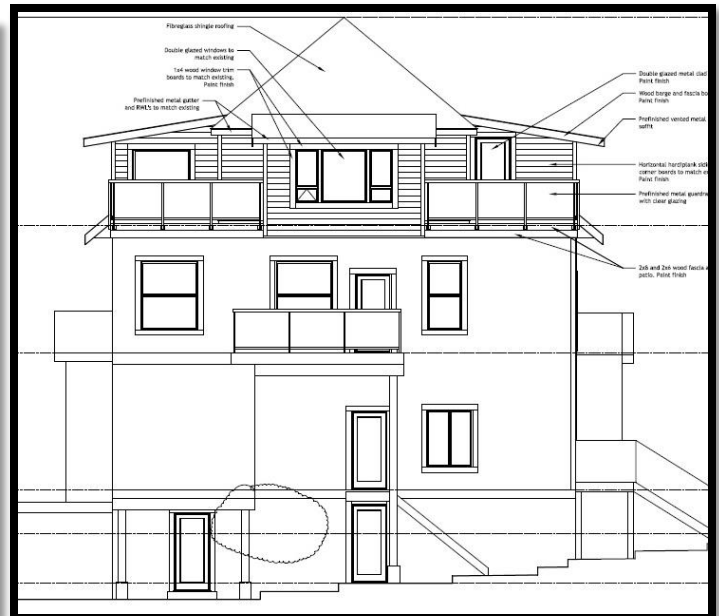


Figure 4 – Proposed rear elevation.

two balconies at the rear of the building, a façade development permit (DP) application is required. The applicant has submitted the façade DP application, which is delegated to the Director of Development Services to issue pursuant to “Ladysmith Officer and Delegation Authority Bylaw 2016, No. 1905”. The façade DP may be issued by the Director prior to adoption of the proposed zoning bylaw amendment if the applicant revises the rear elevation plans by moving the rear dormer back to meet the current 3.0m setback. The proposed front and rear elevations are shown in Figures 3 and 4 (see Attachment B for all elevations).

Community Amenity Contribution Policy:

The Town’s Community Amenity Contribution (CAC) policy encourages rezoning applicants to contribute towards needed infrastructure and amenities as a way of ensuring that the proposed development is seen as making a contribution to the neighbourhood and community at large.

Staff are not recommending a CAC for the proposed development as the bylaw amendment is minor and the total number of dwelling units is not increasing beyond what is currently permitted in the zone.

Community Planning Advisory Committee:

Zoning Bylaw Amendment application 3360-21-10 was considered by the Community Planning Advisory Committee (CPAC) on October 6, 2021. The CPAC passed the following resolution pertaining to the application:

"It was moved, seconded and carried that CPAC recommend that Zoning Amendment Application 3360-21-10 and Development Permit Application 3060-21-16 for 431 1st Avenue be approved."

Analysis:

OCP policies support residential infill development in the Downtown Core designation. While four dwelling units are already permitted on the subject property in the C-2 zone, an increased FSR is necessary to facilitate construction of the proposed fourth unit. Additionally, a reduced setback at the rear parcel line is not expected to have any negative impacts as the building is already sited this way. As such, staff recommend that Bylaw No. 2091 be given first and second readings and proceed to a public hearing.

ALTERNATIVES:

Council can choose to:

1. Defeat "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 45) 2021, No. 2091".
2. Waive the holding of a Public Hearing pursuant to section 464(2) of the *Local Government Act* as the proposal is consistent with the OCP.
3. Refer the application back to staff for further review as specified by Council.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

Pursuant to section 52 of the *Transportation Act*, the application must be referred to the Ministry of Transportation and Infrastructure for signature following third reading of Bylaw No. 2091 as the subject property is located within 800m of a controlled access highway.

If the application proceeds, a Public Hearing and notification will be required in accordance with section 464(1) of the *Local Government Act* and section 466 of the *Local Government Act*. However, in accordance with section 464(2) of the *Local Government Act*, Council may choose to waive the requirement for a Public Hearing since the bylaw amendment is consistent with the OCP. Statutory notification of a Public Hearing waiver would still be required.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

A Neighbourhood Information Meeting is not required under the Development Procedures Bylaw No. 1667 unless an OCP amendment is proposed or required.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The application was referred to the Town's Building Inspection and Engineering departments. No concerns were noted.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Complete Community Land Use | <input type="checkbox"/> Low Impact Transportation |
| <input type="checkbox"/> Green Buildings | <input type="checkbox"/> Multi-Use Landscapes |

- ☐ Innovative Infrastructure
- ☒ Healthy Community
- ☐ Not Applicable

- ☐ Local Food Systems
- ☐ Local, Diverse Economy

ALIGNMENT WITH STRATEGIC PRIORITIES:

- ☐ Infrastructure
- ☒ Community
- ☐ Waterfront

- ☐ Economy
- ☐ Not Applicable

I approve the report and recommendation(s).

Allison McCarrick, Chief Administrative Officer

ATTACHMENT(S):

- A. Bylaw No. 2091
- B. Proposed Building Designs

TOWN OF LADYSMITH

BYLAW NO. 2091

A Bylaw to amend "Town of Ladysmith Zoning Bylaw 2014, No. 1860"

The Council of the Town of Ladysmith in open meeting assembled enacts that "Town of Ladysmith Zoning Bylaw 2014, No. 1860" is amended as follows:

1. Schedule A – Zoning Bylaw Text is amended by adding a new subsection under subsection 10.f) in Site Specific Regulations under Section 11.2 – Downtown Commercial (C-2) zone:
 - “iii) Despite section 11.2.4(c), the *Floor Space Ratio* shall not exceed 1.7.
 - iv) Despite section 11.2.5(c), the minimum Rear *Parcel Line Setback* for a *Principal Building* is 2.6 metres.”

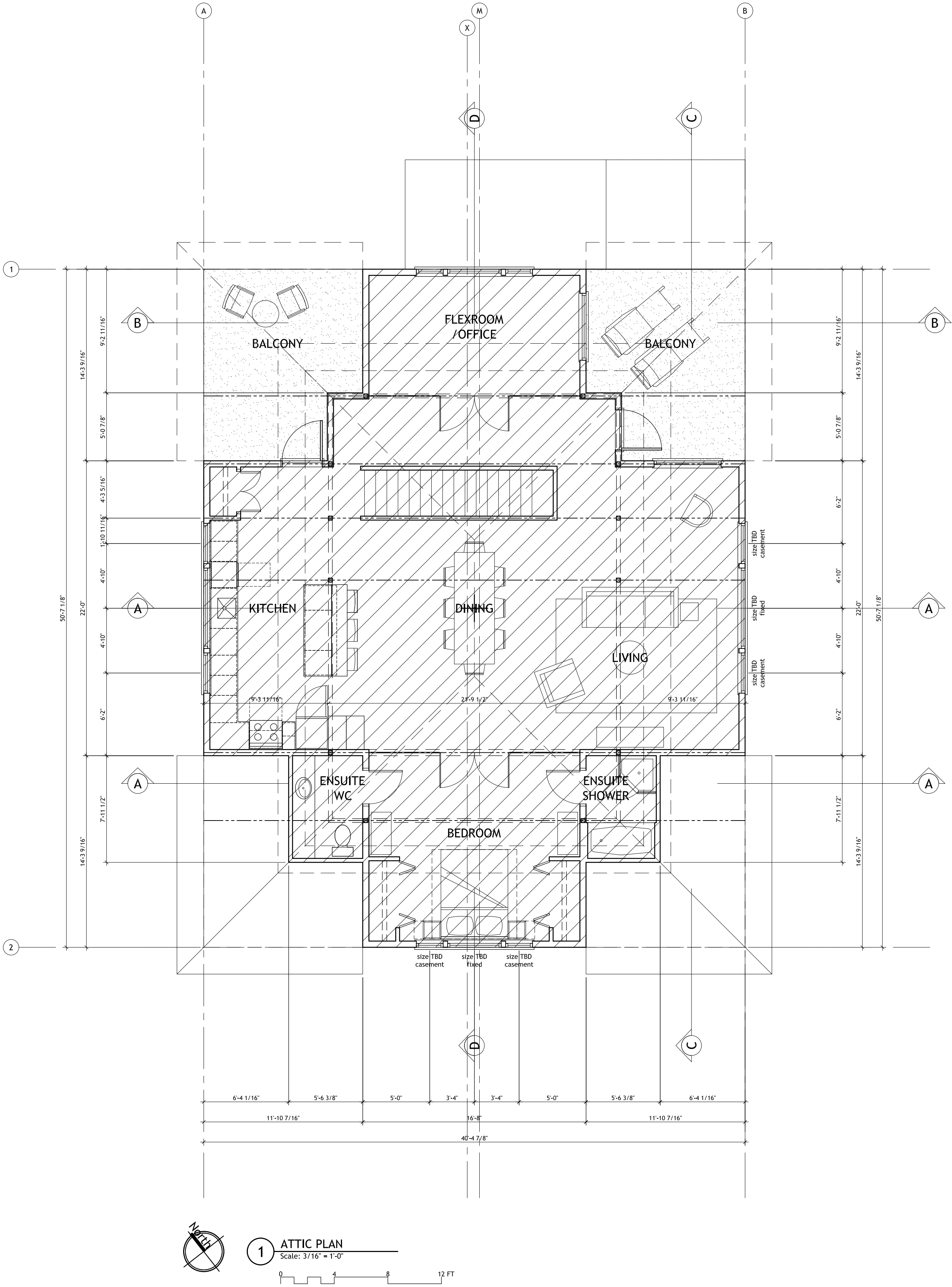
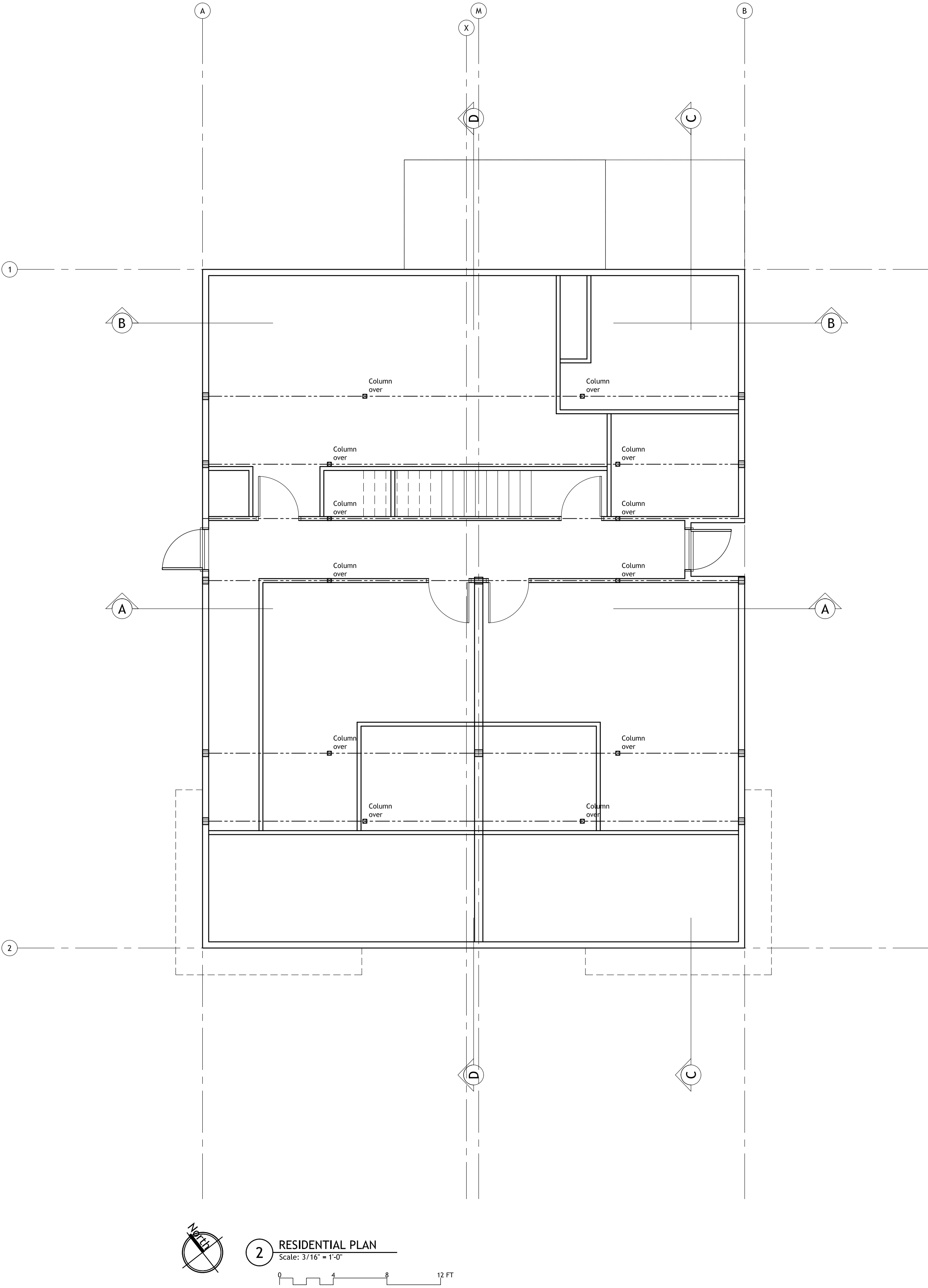
Citation

2. This Bylaw may be cited for all purposes as "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 45) 2021, No. 2091".

READ A FIRST TIME on the	day of	,
READ A SECOND TIME on the	day of	,
PUBLIC HEARING HELD on the	day of	,
READ A THIRD TIME on the	day of	,
APPROVED by the Ministry of Transportation & Infrastructure on the	day of	,
ADOPTED on the	day of	,

Mayor (A. Stone)

Corporate Officer (D. Smith)



The Residences

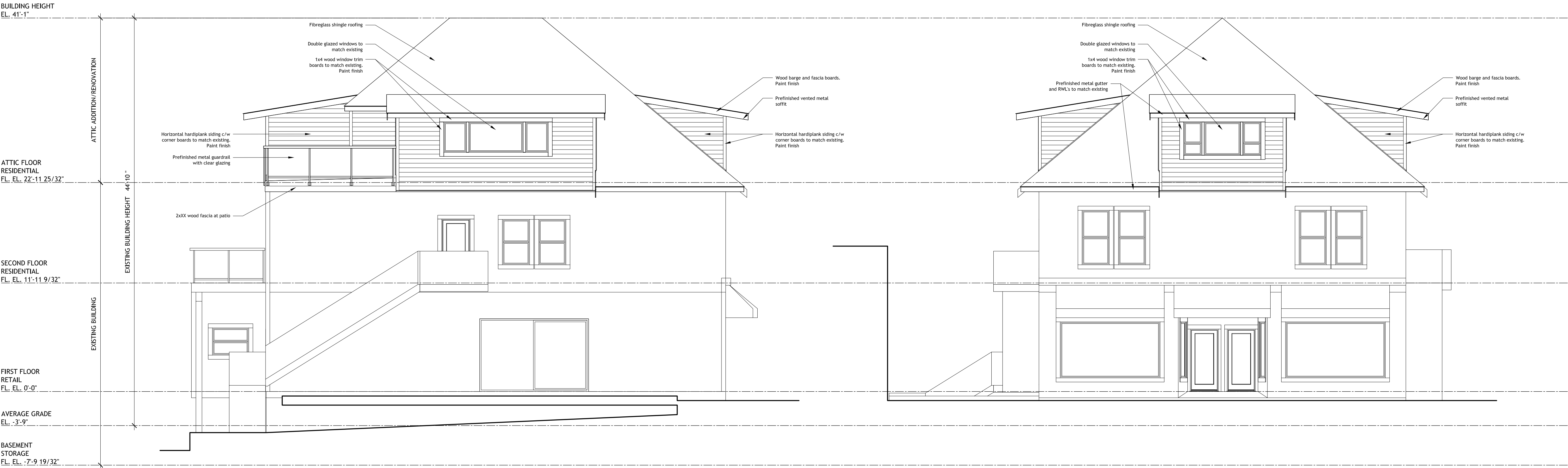
Attic Addition
431 First Avenue
Ladysmith BC

title

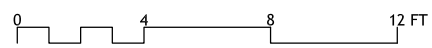
ATTIC &
RESIDENTIAL
FLOOR PLAN

date	Sept '20	scale	as shown
drawn	-	revision	0
sheet			

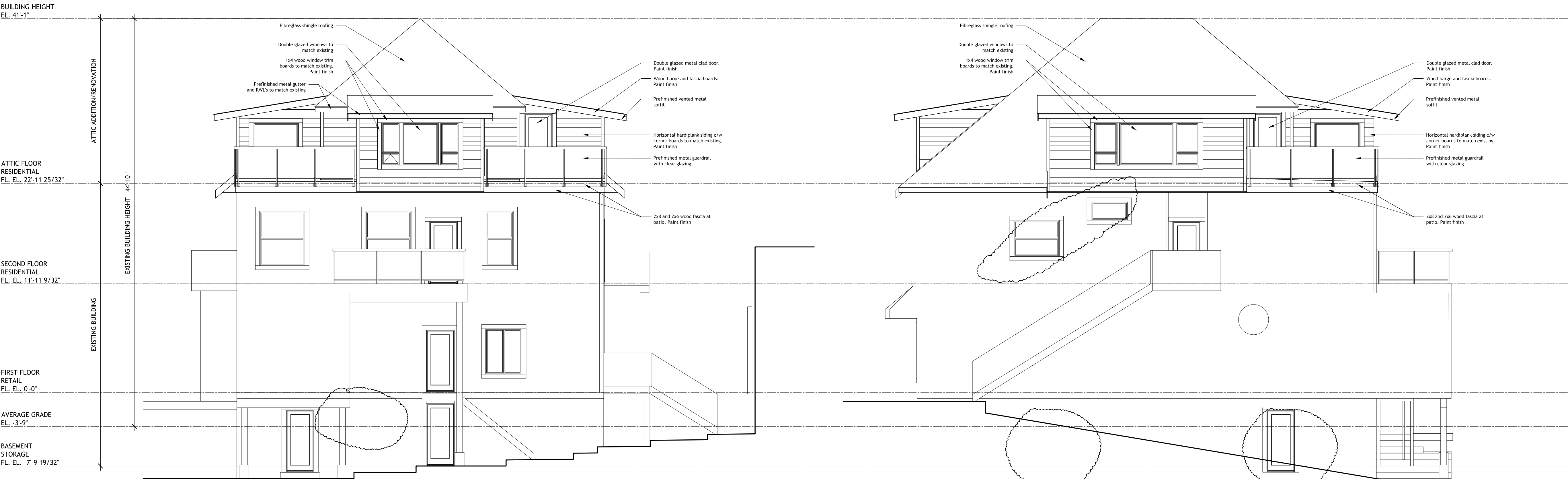
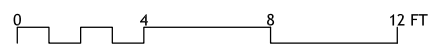
A2.2



2 NORTH WEST ELEVATION (PATIO)
Scale: 3/16" = 1'-0"



1 SOUTH WEST ELEVATION (1ST AVE)
Scale: 3/16" = 1'-0"



3 NORTH EAST ELEVATION (REAR)
Scale: 3/16" = 1'-0"



4 SOUTH EAST ELEVATION (LANE)
Scale: 3/16" = 1'-0"



The Residences

Attic Addition 431 First Avenue Ladysmith BC

title

ELEVATIONS

date	scale
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sheet	

A3.1



Notes from the Official Community Plan Steering Committee Meeting Held on September 23, 2021 at 6:30pm by Zoom

Attendees:

Cyndi Beaulieu	Allison McCarrick	Quentin Goodbody	Geoff Dean
Duck Paterson	Isabel Anderson	David Grimstead	Mark Drysdale
Tamara Hutchinson	Jake Belobaba	Abbas Farabakhsh	Jennifer Fix (consultant)
Jennifer Sibbald	Gale Lawrence	Mike Gregory	Julie Tierney (recorder)

Regrets:

Tara Pollock	Martin Byrne	Brian Childs
Emily Weeks	Jason Harrison	Ray Gauthier

Acknowledgement

J. Belobaba gratefully acknowledged with gratitude that this meeting takes place on the traditional, unceded territory of the Stz'uminus First Nation.

Background Research

To become familiar with the background research the consulting team has compiled, J. Fix provided a detailed presentation that highlighted various aspects of Ladysmith including: the long and rich history; climate concerns; growth; affordability; density; walkability; parks and greenspaces; and our historic and enticing downtown core.

Group Discussion

Committee members requested clarification on the absence of industry in the presentation, how the Waterfront Area Plan will be or not be included in the process, and a desire that bike paths, related amenities and climate action be prominent within the OCP.

Big Ideas Fair

Committee members were briefed on the all-ages engagement events and walk-shops planned to take place on October 2, 2021 and were encouraged to take part and tell their family and friends about the opportunity.

RECEIVED:

Corporate Officer (D. Smith)



MINUTES

Community Planning Advisory Committee

Wednesday, October 6, 2021 at 7:00 p.m.
Council Chambers, City Hall

PRESENT: Chair – Jason Harrison; Members – Brian Childs, Abbas Farahbakhsh, Jason Robertson; Council Liaison – Tricia McKay; Senior Planner & Recorder – Christina Hovey; Planner – Julie Thompson

ABSENT: Members – Jennifer Sibbald, Steve Frankel, Tamara Hutchinson

GUESTS: Applicant – Darren Isaac (3360-21-03 & 3060-21-16); and
Applicants – Toby Seward and Mike Crucil (3360-20-10)

The meeting was called to order at 7:06pm, acknowledging with gratitude that Ladysmith is located on the traditional unceded territories of the Stz'uminus People.

1. AGENDA APPROVAL

It was moved, seconded and carried that the Agenda of October 6, 2021 be approved as amended.

2. ADOPTION OF MINUTES

It was moved, seconded and carried that the Minutes of September 1, 2021 be approved.

3. COUNCIL REFERRALS

a. Zoning Bylaw Amendment application 3360-21-10 and Development Permit application 3060-21-16 – 431 1st Avenue

Staff provided a brief introduction. The builder explained the details of the proposed renovations, including information about the interior stairway. CPAC members discussed the proposed building renovations and expressed their support.

It was moved, seconded and carried that CPAC recommend that Zoning Amendment Application 3360-21-10 and Development Permit Application 3060-21-16 for 431 1st Avenue be approved.

b. Official Community Plan & Zoning Bylaw Amendment application 3360-20-10 – 1301 & 1391 Rocky Creek Road

Staff briefly introduced the proposal. The applicant provided a presentation including some background on the property and other developments they have done in the Town. The applicant described the tree preservation proposal and the proposed development. The proposed development consists of three types of residential uses and some commercial. The applicant has hosted two neighbourhood information meetings, the neighbours have expressed concerns about the proposed height of the multi-dwelling residential buildings, traffic, and tree preservation.

CPAC asked a number of questions of the applicant who provided the following additional information:

- The multi-unit buildings are proposed to contain 24-30 units each and be up to six storeys high. For the mixed-use buildings the first storey would be commercial with residential units above.
- They are required to provide 20m of public access to the waterfront.
- Anticipated tenure:
 - The single dwelling parcels would be freehold.
 - Most of the multi-family will be stratified.
 - Possibility for purpose built rental units depending on market conditions.

Staff clarified that the proposed amendment to the OCP would add the property to the Commercial and Multi-Unit Residential Development Permit Areas to address form and character.

CPAC also had a discussion and provided comments on the proposal:

- Considering the remoteness of the site, the site may be considered as a “satellite” community:
 - A neighbourhood park should be provided so families do not need to drive to access a park.
 - Concern about developing a “car oriented” community where people do not have access to services as is the case for South Ladysmith.
- Discussion on proximity of the mill. Some members felt the proposed residential uses were not appropriate given to the location. Some members noted that there are other municipalities where industrial and residential uses co-exist along the waterfront. The noise of the mill can be considered as part of the culture of a “working harbour”.
- In addition to tree preservation, rain water management and landscaping will be important.

It was moved, seconded and carried that the Community Planning Advisory Committee supports OCP and Zoning Amendment Application 3360-20-10 (1301 & 1391 Rocky Creek Road) in principle and recommends that development be subject to the following conditions:

- **Provision of a recreational park for families.**
- **Assurance that commercial space will be provided.**
- **Assurance of a high standard of form and character.**
- **Assurance that tree preservation be maximized.**

It was moved, seconded and carried that the Community Planning Advisory Committee requests that Council consider referring the application for 1301 & 1391 Rocky Creek Road back to CPAC at the Development Permit stage to review form and character.

4. NEW BUSINESS

a. Review of updated CPAC Terms of Reference

On September 21, 2021 Council approved an amendment to the CPAC Terms of Reference which allows CPAC meetings to be held in locations other than Council Chambers with proper notice. The Town is looking into options for larger venues and electronic meetings may also be an option in specific circumstances.

b. COVID Meeting Protocols

The question was raised as to whether in-person meetings are the most appropriate option, given the ongoing risk from COVID-19 and given that CPAC is made up of volunteers. The members expressed a preference for in-person meetings if possible. Council and Town Staff are working on an amendment to the Council Procedures Bylaw which would allow for electronic meetings.

Going forward, staff will add a note to the CPAC meeting invitation asking members to reach out privately regarding their comfort with the “in-person” meeting. Staff will provide an opportunity for members to practice calling in to the meeting via teleconference prior to the next meeting.

5. MONTHLY BRIEFING

File Updates:

The following files that CPAC previously reviewed have been approved by Council:

- 670 Farrell Road & Lot 20 Trans-Canada Highway (File No. 3360-19-02)
- 630 Farrell Road (File No. 3360-20-05)

CPAC members are invited to review the Council Agendas and Minutes or contact staff for further details.

6. NEXT MEETING – TBD

7. ADJOURNMENT

It was moved, seconded and carried that the meeting be adjourned at 8:34 pm.

Chair (J. Harrison)

RECEIVED:

Corporate Officer (D. Smith)

STAFF REPORT TO COUNCIL

Report Prepared By: Infrastructure Services
Reviewed By: Geoff Goodall, Director of Infrastructure Services
Meeting Date: October 19, 2021
File No:
Re: Re-Prioritization of 2021 Water Projects

RECOMMENDATION:

That Council:

1. Defer the Oyster Bay watermain construction project from the 2021 Capital Plan to the 2022 Capital Plan and re-budget accordingly;
2. Move the Kitchener Street watermain replacement project from the 2022 Capital Plan into the 2021 Capital Plan at a cost of \$165,000 with the funds to come from the Oyster Bay watermain project;
3. Add the replacement of the Parkhill Terrace watermain from Neville Street to the end of the street, to the 2021 Capital Plan at an estimated cost of \$100,000, with funds coming from the Water Reserve; and
4. Amend the 2021 to 2025 Financial Plan accordingly.

EXECUTIVE SUMMARY:

Construction of the Oyster Bay watermain, which is scheduled for construction in 2021, needs to be delayed until 2022, leaving a gap in the 2021 watermain construction program. Staff is proposing to close the gap by moving the Kitchener Street watermain replacement project from 2022 to 2021 and adding a new watermain replacement project for Parkhill Terrace to the 2021 program.

PREVIOUS COUNCIL DIRECTION:

N/A

INTRODUCTION/BACKGROUND:

The 2021 Capital Plan contained the following Town lead watermain replacement/construction projects:

1. French Street watermain replacement, 1st Avenue to 2nd Avenue.
2. Oyster Bay Drive watermain construction, Kitchener Street to the Machine Shop.
3. Watermain loop connection, Methuen Street to 6th Avenue.
4. Methuen Street watermain replacement, 4th Avenue to 5th Avenue.

The original plan involved bundling these four projects together in a single tender and completing the work in late 2021 and early 2022, the goal being to create construction efficiencies by providing a large project with flexible completion schedules during non-peak construction periods.

Unfortunately, there has been a delay in the planning for the Arts and Heritage Hub, which makes it impossible to determine the final location of the new watermain on Oyster Bay Drive. As a result, the Oyster Bay Drive project will have to be delayed until late 2022.

To maintain a larger project scale, staff propose adding two additional projects to the 2021 Capital Plan: move Kitchener Street watermain replacement (1st Avenue to the Trans-Canada Highway) from 2022 to 2021 and add Parkhill Terrace watermain replacement (Neville Street to the end of the road). Although the Parkhill Terrace watermain replacement is not currently in the 5-year Capital Plan, it has experienced two ruptures in the last 5 years - making it vulnerable to future issues and resulting in a higher replacement priority.

Staff field many complaints associated with water quality issues related to three of these projects; Kitchener, Methuen and French. The complaints are related to water discoloration often associated with these cast iron watermains. Replacement of these mains should solve this issue.

The Parkhill Terrace watermain has ruptured twice in the last 5 years, both times resulting in some property damage, including property damage to a local residence. The resident has requested that the main be replaced.

ALTERNATIVES:

Council can choose to:

1. Not approve adding the Parkhill Terrace watermain replacement to the 2021 Capital Plan.
2. Not approve moving the Kitchener Street watermain replacement to the 2021 Capital Plan.

FINANCIAL IMPLICATIONS:

As these projects will be constructed in late 2021 and early 2022, the expenditures will span both years, resulting in no real fiscal impact to moving the Kitchener Street watermain replacement project into 2021 and the Oyster Bay Drive watermain construction into 2022. Since the Parkhill Terrace project was not included in the 5-year Financial Plan, adding it to the 2021 Capital Plan will increase the 2021 Water Capital budget by an estimated \$100,000. It is proposed that this addition to the Capital Plan be funded through the Water Reserve.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Watermain construction projects create disruptions to residents and completing projects during this period can mean that trenches remain only temporarily paved until the start of warmer weather.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- | | |
|---|--|
| <input type="checkbox"/> Complete Community Land Use | <input type="checkbox"/> Low Impact Transportation |
| <input type="checkbox"/> Green Buildings | <input type="checkbox"/> Multi-Use Landscapes |
| <input checked="" type="checkbox"/> Innovative Infrastructure | <input type="checkbox"/> Local Food Systems |
| <input type="checkbox"/> Healthy Community | <input type="checkbox"/> Local, Diverse Economy |
| <input type="checkbox"/> Not Applicable | |

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Infrastructure | <input type="checkbox"/> Economy |
| <input type="checkbox"/> Community | <input type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Waterfront | |

I approve the report and recommendations.

Allison McCarrick, Chief Administrative Officer

STAFF REPORT TO COUNCIL

Report Prepared By: Len Thew, Manager of Operations
Reviewed By: Geoff Goodall, Director of Infrastructure Services
Meeting Date: October 19, 2021
File No: 5360-02
Re: Yard Waste Pilot Program – Fall 2021

RECOMMENDATION:

That Council approve two additional yard waste curbside collection days per route in the fall of 2021, using funding remaining from the 2021 Yard Waste Pilot Program budget.

EXECUTIVE SUMMARY:

The implementation of the Yard Waste Pilot Program in the spring of 2021 resulted in an approximate 19% participation rate and 22.84 tonnes of yard waste collected. Staff are requesting Council's approval to use the remaining funds from the 2021 Yard Waste Pilot Program budget to offer a second round of collection days in late October and late November of 2021.

PREVIOUS COUNCIL DIRECTION:

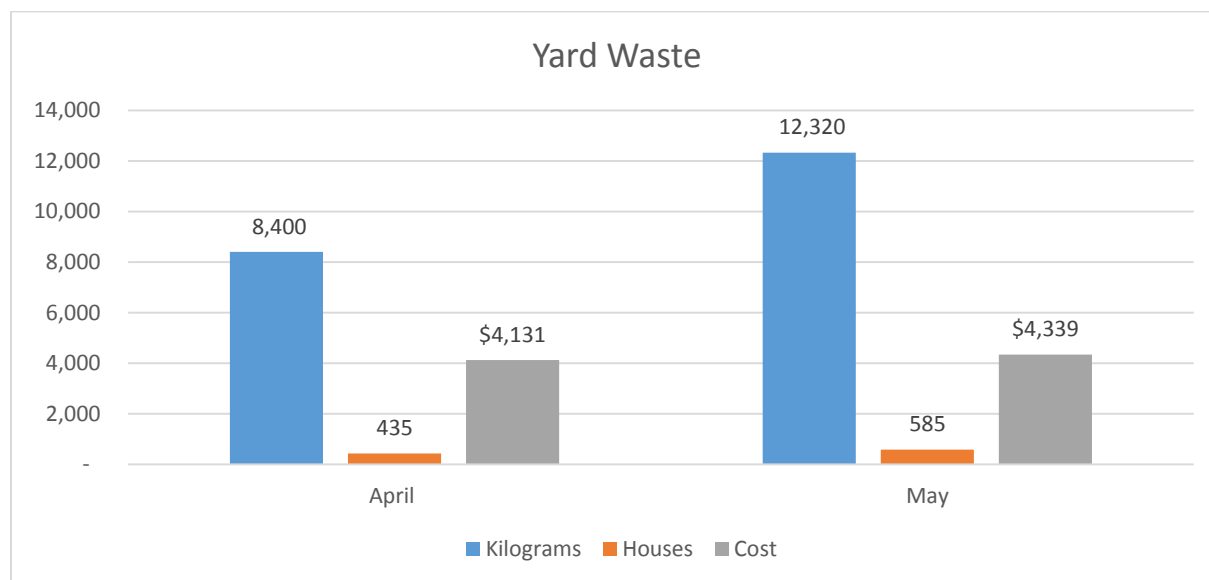
Resolution	Meeting Date	Resolution Details
CS 2021-090	03/16/2021	That Council direct staff to: 1. Implement a yard waste pilot project, starting with two spring pickup dates targeted for the end of April and May 2021; 2. Bring a summary report of costs and participation levels after the first two spring pickups, in order that Council can provide direction on a fall pickup schedule; and 3. Include \$20,000 in the Solid Waste budget for 2021 with the funds to come from the Solid Waste Reserve.

INTRODUCTION/BACKGROUND:

In response to Council's enquiry about the potential for implementing a door to door yard waste collection program, the Town allocated \$20,000 from the Solid Waste Reserve budget and conducted a pilot project in the spring of 2021. Curbside yard waste collection was scheduled for one day in April and one day in May and the response was measured and evaluated according to participation levels, tonnage collected, overall cost and feedback.

The second collection day in May saw a significant increase in both participating homes and tonnage over April, which is likely an indication of a well received and successful trial.

Based on that response, staff recommend providing two more yard waste curbside collection days in the fall, using the remaining \$11, 500 from the original 2021 Yard Waste Pilot Program budget. The specific dates for the fall program have not been confirmed, but it is anticipated that it will be late October and late November.



ALTERNATIVES:

Council can choose to:

1. Not proceed with yard and garden waste collection in the fall of 2021.

FINANCIAL IMPLICATIONS:

There is \$11,500 remaining in the 2021 budget, and the estimated cost of two more collection days in the fall is \$10,000. It should be noted that increased participation in the program could result in the cost of the program surpassing the budget. The Town has no way of controlling the participation rate in the program, but there are funds available in the solid waste reserve (initially set up to offset the cost of switching to an automated service) to cover an increase in participation.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Some of the feedback received:

- *"I appreciate this innovative and very useful service."*
- *"I feel this is a benefit to our community."*
- *"I'm sure this will be a successful program but if it becomes a regular part of the pickup will there be an additional cost?"*

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- | | |
|--|--|
| <input type="checkbox"/> Complete Community Land Use | <input type="checkbox"/> Low Impact Transportation |
| <input type="checkbox"/> Green Buildings | <input type="checkbox"/> Multi-Use Landscapes |
| <input type="checkbox"/> Innovative Infrastructure | <input type="checkbox"/> Local Food Systems |
| <input type="checkbox"/> Healthy Community | <input type="checkbox"/> Local, Diverse Economy |
| <input checked="" type="checkbox"/> Not Applicable | |

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|---|--|
| <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Economy |
| <input type="checkbox"/> Community | <input checked="" type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Waterfront | |

I approve the report and recommendations.

Allison McCarrick, Chief Administrative Officer

STAFF REPORT TO COUNCIL

Report Prepared By: Donna Smith, Manager of Corporate Services
Reviewed By: Allison McCarrick, Chief Administrative Officer
Meeting Date: October 19, 2021
File No: 3900-20
Re: Amendments to "Council Procedure Bylaw 2009, No. 1666"

RECOMMENDATION:

That Council give first, second and third readings to "Council Procedure Bylaw 2009, No. 1666, Amendment Bylaw (#4) 2021, No. 2092".

EXECUTIVE SUMMARY:

Based on direction from Council at the October 5, 2021 Regular Council Meeting, staff are requesting that Council give first three readings to "Council Procedure Bylaw 2009, No. 1666, Amendment Bylaw (#4) 2021, No. 2092" (Attachment A).

PREVIOUS COUNCIL DIRECTION:

Resolution	Meeting Date	Resolution Details
CS 2021-315	10/05/2021	MOTION DEFEATED That Council direct staff to change the Regular Council Meeting start time to 6:30 p.m. OPPOSED: Mayor Stone, Councillors Johnson, McKay, Stevens and Virtanen
CS 2021-313	10/05/2021	That Council direct staff to prepare amendments to "Council Procedure Bylaw 2009, No. 1666" as identified in the staff report dated September 28, 2021, including: a) Various housekeeping amendments; b) Scheduling specifications to ensure that a meeting is not held during the first week of January and that only one meeting is held in August; c) Removing the section on Public Hearings and preparing a Public Hearing Policy; and d) Adding wording to reflect recent amendments to the Community Charter related to electronic meetings.

INTRODUCTION/BACKGROUND:

At its Regular Meeting held October 5, 2021, Council, at the recommendation of the Committee of the Whole, directed staff to prepare amendments to "Council Procedure Bylaw 2009, No. 1666". The amendments are summarized in the table below.

One of the amendments is related to electronic meetings due to new legislation passed by the Provincial Government. Those changes require municipalities across BC, if they desire, to amend their procedure bylaws to include wording that permits Special and Regular Council Meetings to be held by electronic means. Bylaw No. 1666 currently permits Special Meetings to be held electronically, however it does not include wording related to the new legislation which requires that a space be made available to the public to hear, or see and hear the meeting in person. A designated staff member is also required to be in attendance. For example, if a Regular Meeting is held by electronic means, staff must ensure that anyone unable to participate electronically can come to City Hall (or another appropriate location) to view and participate in the broadcasted meeting. Most likely the location would be the Council Chambers at City Hall. This is the process that will be followed for the November 2, 2021 electronic Special Council Meeting and Public Hearing.

Section	Amendment	Other information
1.1	Change the Inaugural Meeting day to Tuesday.	<ul style="list-style-type: none"> Housekeeping to reflect current process.
2.1	No meeting the first week of January and one meeting in August.	<ul style="list-style-type: none"> Staff have considered the challenges associated with meeting the first week of January and the consistency with other local governments in providing a break during August.
2.1	Change the meeting location to the Ladysmith Seniors Centre at 630 2 nd Avenue.	<ul style="list-style-type: none"> There are some required upgrades which may delay moving to this location, however the bylaw includes wording that Council may hold a meeting at another location. The meeting location is always clearly shown on the front page of each Council agenda.
3.1	Clarify the process related to the Annual Council Meeting Schedule and public notice.	<ul style="list-style-type: none"> Housekeeping to reflect current process.
5.2	Clarify the process related to the Annual Committee of the Whole Meeting Schedule and public notice.	<ul style="list-style-type: none"> Housekeeping to reflect current process.
7.3 & 7.4	Remove list of reasons to go into closed session and reference only section 90 of the <i>Community Charter</i> .	<ul style="list-style-type: none"> The reasons are clearly stated in the Charter and are not required to be listed in the bylaw.
13.1.1 & 13.1.3	Correct name of Annual Municipal report and grammar.	<ul style="list-style-type: none"> Housekeeping.

14.	Include new wording as to how electronic Council and committee meetings will be held, as per section 128 of the <i>Community Charter</i> .	<ul style="list-style-type: none"> • New wording would apply to Special, Regular and committee meetings.
19.5	Clarify deadline for delegations to provide presentations to the Corporate Officer.	<ul style="list-style-type: none"> • Housekeeping to reflect current process.
21.	Remove entire section regarding Public Hearing procedures.	<ul style="list-style-type: none"> • There is no requirement to include Public Hearing procedures in a procedure bylaw. It limits the flexibility of options for holding a Public Hearing such as the day, the time and by electronic means. • Bill 10 permits Public Hearings to be held by electronic means. • Staff will bring forward a Public Hearing Policy once Bylaw No. 2092 is adopted.

ALTERNATIVES:

Council can choose to reject some or all of the proposed amendments prior to giving any readings to “Council Procedure Bylaw 2009, No. 1666, Amendment Bylaw (#4) 2021, No. 2092”.

FINANCIAL IMPLICATIONS:

The cost of the required statutory notices is contained within Corporate Services’ annual budget.

LEGAL IMPLICATIONS:

Section 124 of the *Community Charter* requires that Council must publish notice describing proposed changes to its Procedure Bylaw.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Required notice will be published twice in the Ladysmith Chronicle: October 14 & 28, 2021. Notice has also been posted on the City Hall notice board, website and through social media.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Changes to the Council Procedure Bylaw will also apply to Council committees.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- | | |
|--|--|
| <input type="checkbox"/> Complete Community Land Use | <input type="checkbox"/> Low Impact Transportation |
| <input type="checkbox"/> Green Buildings | <input type="checkbox"/> Multi-Use Landscapes |
| <input type="checkbox"/> Innovative Infrastructure | <input type="checkbox"/> Local Food Systems |
| <input type="checkbox"/> Healthy Community | <input type="checkbox"/> Local, Diverse Economy |
| <input checked="" type="checkbox"/> Not Applicable | |

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|---|---|
| <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Economy |
| <input checked="" type="checkbox"/> Community | <input type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Waterfront | |

I approve the report and recommendation.

Allison McCarrick, Chief Administrative Officer

ATTACHMENT:

- A. "Council Procedure Bylaw 2009, No. 1666, Amendment Bylaw (#4) 2021, No. 2092"

ATTACHMENT A

TOWN OF LADYSMITH

BYLAW NO. 2092

A Bylaw to “Amend Council Procedure Bylaw 2009, No. 1666”

The Council of the Town of Ladysmith in open meeting assembled hereby amends “Council Procedure Bylaw 2009, No. 1666” as follows:

1. Amendments

(a) Amend section 1.1 by deleting the word “Monday” and replacing with “Tuesday”.

(b) Delete section 2.1 in its entirety and replace with the following:

2.1 Subject to Subsection 2.2 to 2.4 inclusive of this bylaw, regular meetings of Council shall:

- (a) be held on the first and third Tuesday of each month, with the exception of January in which no meeting will be held the first Tuesday, and in August in which only one meeting will be held;
- (b) be held in accordance with the schedule adopted by Council on or before December 31 of the preceding year;
- (c) begin at 7:00 p.m. unless a closed meeting pursuant to section 90 of the *Community Charter* is required;
- (d) be held at the Ladysmith Seniors Centre at 630 2nd Avenue, except where Council determines that a meeting will be held elsewhere; and
- (e) be adjourned at 11:00 p.m. unless a resolution to proceed beyond that time is passed by Council.

(c) Delete section 3.1 in its entirety and replace with the following:

3.1 The Corporate Officer will:

- (a) Annually on or before December 31, prepare a schedule of dates, times and locations of Regular Council meetings for the following year to be approved by Council;
- (b) Have the schedule available to the public by posting it on the notice board. The “notice board” is the notice board at City Hall; and
- (c) Have notice given annually when and where the schedule of Regular Council meetings will be available in accordance with section 94 of the *Community Charter*.

(d) Delete section 5.2 in its entirety and replace with the following:

5.2 The Corporate Officer will:

- (a) Annually on or before December 31, prepare a schedule of dates, times and locations of Primary Committee meetings for the following year to be approved by Council;
 - (b) Have the schedule available to the public by posting it on the notice board. The "notice board" is the notice board at City Hall; and
 - (c) Have notice given annually when and where the schedule of Primary Committee meetings will be available in accordance with section 94 of the *Community Charter*.
- (e) Delete sections 7.3 and 7.4 in their entirety and replace with the following:
 - 7.3 Both Special and Regular Meetings of Council held with the public excluded shall be called "Closed Session" Meetings, and only matters pursuant to section 90 of the *Community Charter* may be considered at such meetings.
- (f) Amend section 13.1 as follows:
 - 13.1.1 Replace "annual report" with "annual municipal report"; and
 - 13.1.3 Correct a typographical error by replacing the word "placed" with "place".
- (g) Amend section 14.1 in its entirety and replace with the following:
 - 14.1 Subject to section 128 of the *Community Charter*
 - 14.1.1 A Special Council meeting, a Regular Council meeting or a select or standing committee meeting may be conducted by electronic means;
 - 14.1.2 A Council member who is unable to attend a Special Council meeting, a Regular Council meeting or a select or standing committee meeting, which has been convened in accordance with this bylaw, may participate by electronic means;
 - 14.1.3 Council members who participate in a Regular Council meeting, Special Council meeting or select or standing committee meeting conducted by electronic means must be able to hear, or to watch and hear, each other;
 - 14.1.4 A Special Council meeting, select or standing committee meeting or a Regular Council meeting which is conducted by electronic means may be open to the public or closed to the public;

- 14.1.5 Notice of a Special Council meeting, which is not closed to the public and is to be conducted wholly or in part by electronic means, may be given using a means of communication that the Town considers most likely to reach the public, and should include a brief description of:
 - (a) the nature of the business to be transacted;
 - (b) the way the meeting is to be conducted by electronic or other communication facilities; and
 - (c) the place the public may attend to hear, or watch and hear, the proceedings;
- 14.1.6 Notice of a Regular Council meeting or select or standing committee meeting to be conducted by electronic means must be given in the same manner as an in person Regular Council meeting or an in person select or standing committee meeting, and must also include notice of:
 - (a) the way the meeting is to be conducted; and
 - (b) the place the public may attend to hear, or watch and hear, the proceedings;
- 14.1.7 Before holding a Closed Special Council meeting by electronic means, Council must state by resolution, passed in a public meeting:
 - (a) the fact that the meeting or part of the meeting is to be closed; and
 - (b) the basis under the applicable subsection of section 90 of the *Community Charter* for closing the meeting or part of the meeting;
- 14.1.8 The public meeting referred to in section 14.1.7 may be conducted by electronic means;
- 14.1.9 If notice is given under this bylaw that Council may attend a meeting by electronic means, then members of the public who are eligible to speak at the meeting may participate by electronic means;
- 14.1.10 The place the public may attend to hear and participate in the proceedings in accordance with this section 14.1.5 or 14.1.6 must provide:
 - (a) facilities which enable the public to hear, or watch and hear, the meeting and participating Council members; and
 - (b) a staff person in attendance who is a designated city representative; and
- 14.1.11 The Corporate Officer must confirm quorum at an electronic meeting, and each member must enable their video in order to allow for this.

(h) Delete section 19.5 in its entirety and replace with the following:

19.5 A delegation intending to use audio or audio-visual equipment or both, for the purposes of making a submission to Council shall advise the Corporate Officer by 12:00 noon on the Tuesday prior to the Council meeting, of the intent to use such equipment, on the understanding that the Town will assist with, but not be responsible for, the provision of the necessary equipment.

(i) Delete section 21 "Procedures for Public Hearings on Land Use Matters" in its entirety and renumber all remaining sections accordingly.

2. Citation

This Bylaw may be cited for all purposes as "Council Procedure Bylaw 2009, No. 1666, Amendment Bylaw (#4) 2021, No. 2092".

READ A FIRST TIME on the _____ day of _____, _____,
READ A SECOND TIME on the _____ day of _____, _____,
READ A THIRD TIME on the _____ day of _____, _____,
Notice of intention to proceed with this bylaw was published on the ____ day of _____,
2021 and the ____ day of _____, 2021 in the Ladysmith Chronicle newspaper,
circulating in the Town of Ladysmith, pursuant to section 94 of the *Community Charter*.
ADOPTED on the _____ day of _____, _____,

Mayor (A. Stone)

Corporate Officer (D. Smith)

TOWN OF LADYSMITH

BYLAW NO. 2084

A bylaw to exempt from taxation certain lands and buildings for the year 2022

WHEREAS Section 224 and 225 of the *Community Charter* permits Council, by by-law, to exempt from taxation certain buildings, the lands on which the buildings stand and the lands surrounding certain buildings;

NOW THEREFORE the Municipal Council of the Town of Ladysmith in open meeting assembled, enacts as follows:

Part 1 – Church Properties Tax Exemption

All church halls and lands within the legal boundaries of those properties listed under Part 1 of Schedule ‘A’ are hereby exempted from taxation for the year 2022.

Part 2 – Charitable, Not-for Profit and Recreational Tax Exemption

All lands and improvements within the legal boundaries of those properties listed under and to the extent described under Part 2 of Schedule ‘A’ are hereby exempted from taxation for the year 2022.

Schedules A through H, inclusive, which are attached hereto, form a part of this bylaw.

Citation

This bylaw may be cited as "Town of Ladysmith 2022 Permissive Tax Exemptions Bylaw 2021, No. 2084".

READ A FIRST TIME on the 21st day of September, 2021

READ A SECOND TIME on the 21st day of September, 2021

READ A THIRD TIME on the 21st day of September, 2021

ADOPTED on the day of

Mayor (A. Stone)

Corporate Officer (D. Smith)

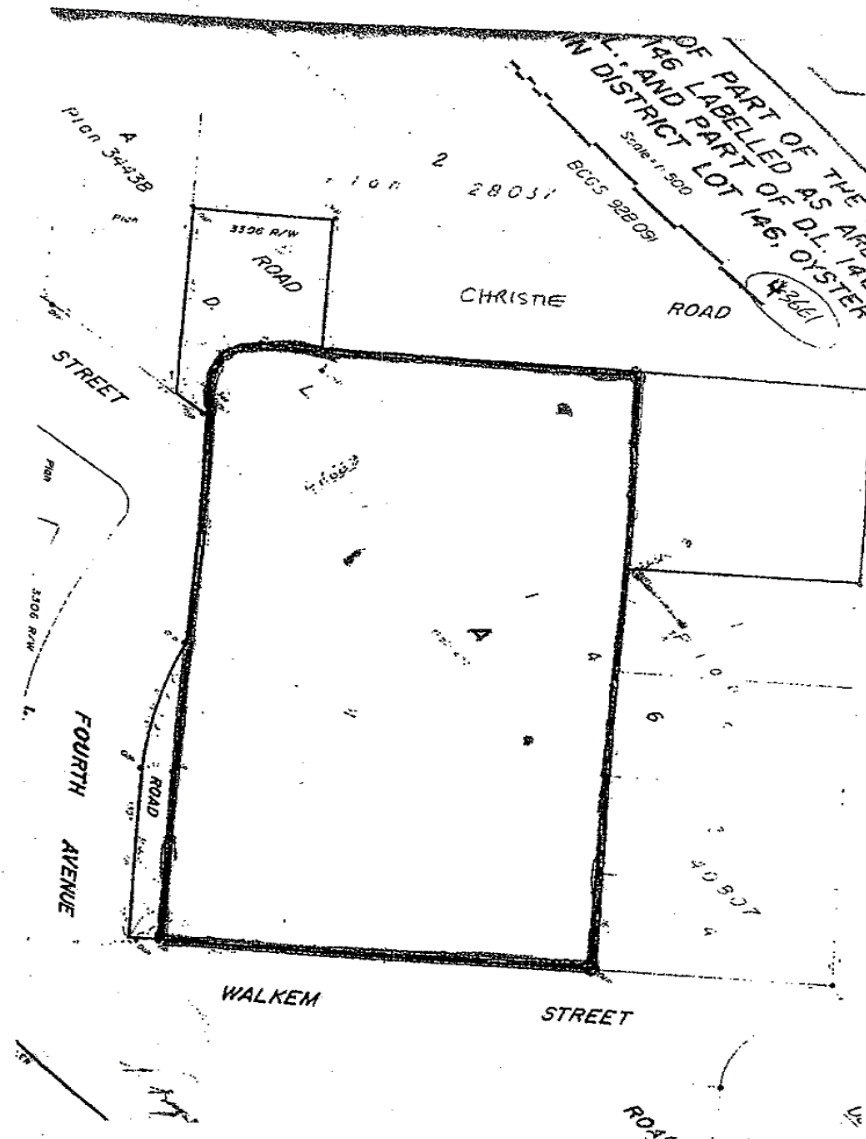
Schedule "A"**"Town of Ladysmith 2022 Permissive Tax Exemptions Bylaw 2021, No. 2084"**

Part 1 224.2 (f) Building for Public Worship		
Organization	Address	Legal Description
United Church of Canada	232 High Street	Lot A, Plan VIP63119, District Lot 56, Oyster Land District
Ladysmith Fellowship Baptist Church	381 Davis Rd	Lot 1, Plan VIP43316, District Lot 43, Oyster Land District, Except Plan VIP66137
St. Mary's Catholic Church	1135 4th Ave	District Lot 145, Oyster Land District, Except Plan 33231 & VIP72186 (Specifically the area of land and buildings outlined in bold on Schedule 'B')
Pentecostal Assemblies of Canada	1149 4th Ave	Lot A, Plan VIP46331, District Lot 146, Oyster Land District (Specifically the area of land and buildings outlined in red on Schedule 'C')
Part 2 224.2 (a) Non-Profit		
Organization	Address	Legal Description
Ladysmith & District Historical Society	721 1st Ave	Lot 11, Block 7, Plan VIP703, Oyster Land District
Canadian Legion Branch #171	621 1st Ave	Lot A, Block 8, Plan VIP703, District Lot 56, Oyster Land District, Portion (DD 65840N), Except Plan SLY 64 FT (Except The Section Outline In Bold On Schedule 'D')
Ladysmith Health Care Auxiliary	910 1st Ave	Block 30, Plan 703A, District Lot 24 (Being a consolidation of lots 1 and 2, see CA7428266), Oyster Land District.
Ladysmith Resources Centre Association	314 Buller St	Lot A, Block 76, Plan VIP703a, District Lot 56, Oyster Land District, Portion (Dd 392367)
Ladysmith Golf Club Society	380 Davis Rd	District Lot 43, Oyster Land District, Except Plan 2478 4670 5873 7527 8922 12027 14051 15693 835r 34197 48247 & VIP57353, Exc E&N Rly R/W Pcl A (Dd 24403n) Pcl C (Dd 34443i), VIP65242
Ladysmith & District Historical Society	614 Oyster Bay Dr	Lot 4, Plan VIP45800, District Lot 8G,11G,24,56, Oyster Land District, Except Plan VIP64405 VIP71943 VIP72131 (PARENT FOLIO 445-1109-300) (Shown In Schedule E)
Ladysmith Maritime Society	616 Oyster Bay Dr	Lot 4, Plan VIP45800, District Lot 8G,11G,24,56, Oyster Land District, Except Plan VIP64405 VIP71943 VIP72131, That Part Included In Lease From Town Of Ladysmith - Car Shop (Parent Folio 445-1109-300)
Ladysmith Maritime Society	Unit C, I & M - 610 Oyster Bay Dr	Lot 4, Plan VIP45800, District Lot 85, 11G, 24, 56, Oyster Land District, Except Plan VIP64405 VIP71943, That Part Included In Lease From Town Of Ladysmith Unit C, I & M Ladysmith Maritime Society

Ladysmith & District Historical Society	612 Oyster Bay Dr	Lot 4, Plan VIP45800, District Lot 8G,11G,24,56, Oyster Land District, Except Plan VIP64405 VIP71943 VIP72131, That Part Included In Lease From Town Of Ladysmith
Arts Council of Ladysmith & District	Units J, K & L - 610 Oyster Bay Rd	Lot 4, Plan VIP45800, District Lot 8G,11G,24,56, Oyster Land District, Except Plan VIP64405 VIP71943 VIP72131, That Part Included In Lease From Town Of Ladysmith Unit J & K
Eco-Tourism Building	200 Capt Dekonick Way	Plan VIP66352, District Lot 56, Oyster Land District (Specifically The Area Of Land And Buildings Outline In Bold On Schedule 'F')
Ladysmith Senior Citizens Housing Society	207 Jamison Rd	Lot 1, Plan VIP21490, District Lot 56, Oyster Land District (Specifically The Area Of Land Surrounding The Building Footprint As Shown On Schedule G)
Ladysmith Senior Citizens Housing Society	101 1st Ave	Lot 1, Plan VIP31443, District Lot 56, Oyster Land District
Ladysmith & District Historical Society	1115A - 1st Ave	Strata Lot 1, Plan VIS5873, District Lot 118, Oyster Land District, Together With An Interest In The Common Property In Proportion To The Unit Entitlement Of The Strata Lot As Shown On Form 1 Or V, As Appropriate
Ladysmith Festival of Lights	1163 4th Ave	Lot A, Plan VIP34438, District Lot 146, Oyster Land District, Portion Part Of Fourth Ave
Ladysmith Maritime Society	611 Oyster Bay Dr	Block C, District Lot 2016, Cowichan Land District, Foreshore Lease For Commercial Marina Purposes; That Part Included In Area Leased From Town Of Ladysmith, Lease/Permit/Licence # 106431 (Shown in bold on Schedule 'H', Including The Insert For The Visitors Centre)

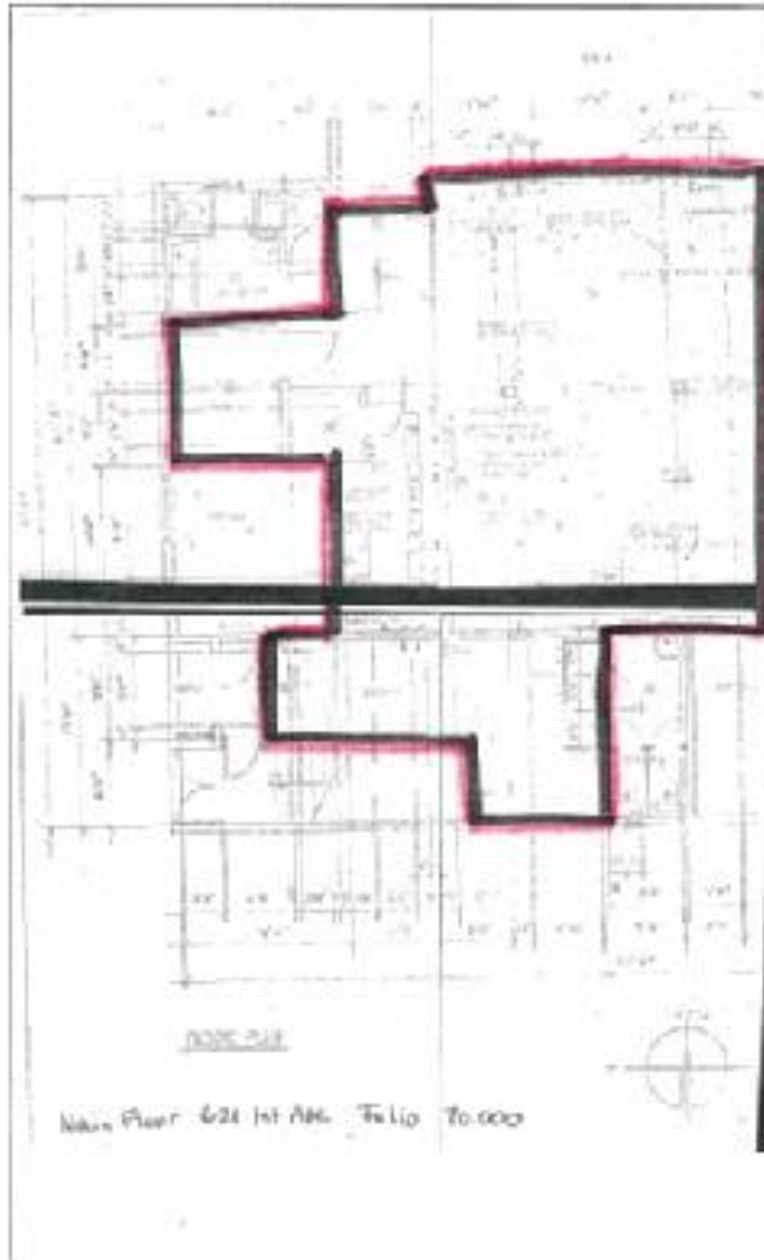
Schedule "C"

"Town of Ladysmith 2022 Permissive Tax Exemptions Bylaw 2020, No. 2084"



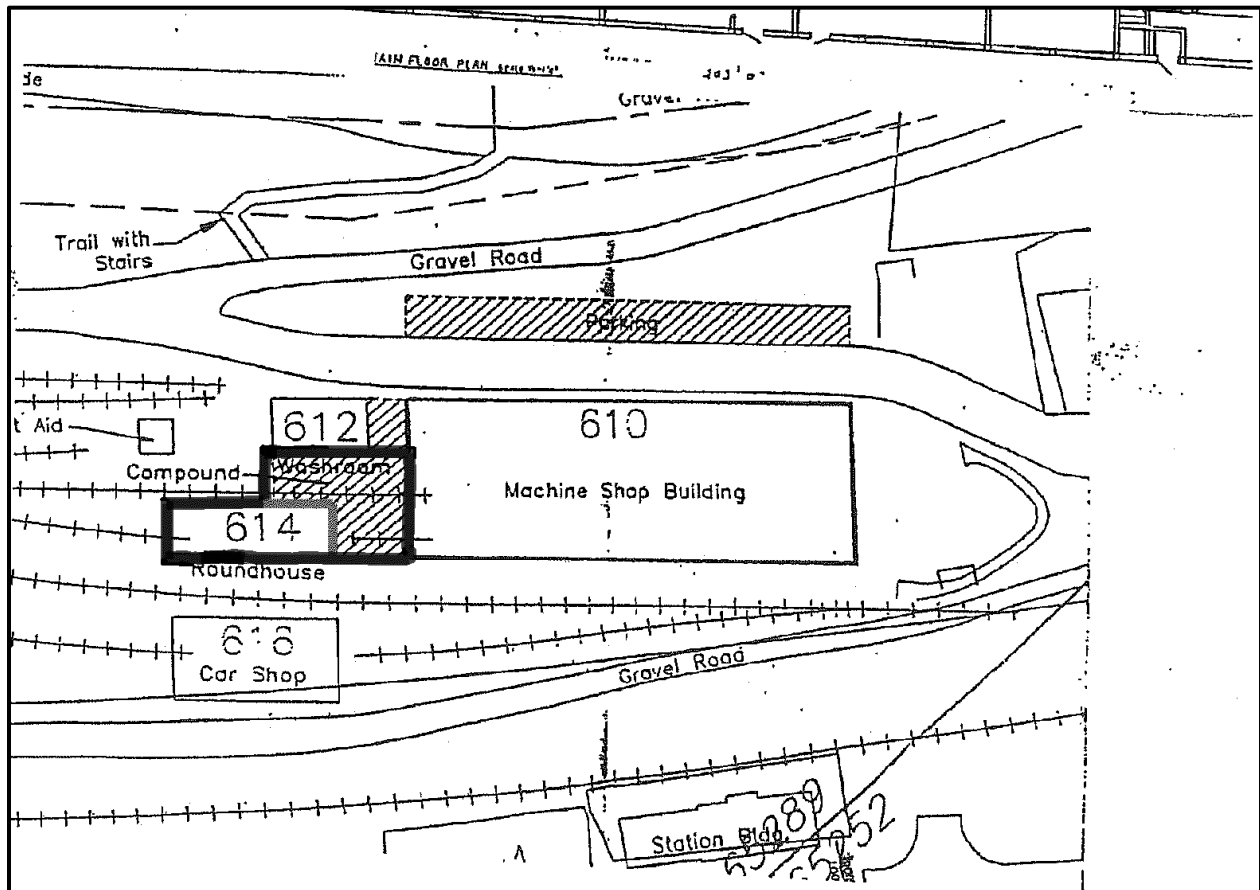
Schedule "D"

"Town of Ladysmith 2022 Permissive Tax Exemptions Bylaw 2020, No. 2084"



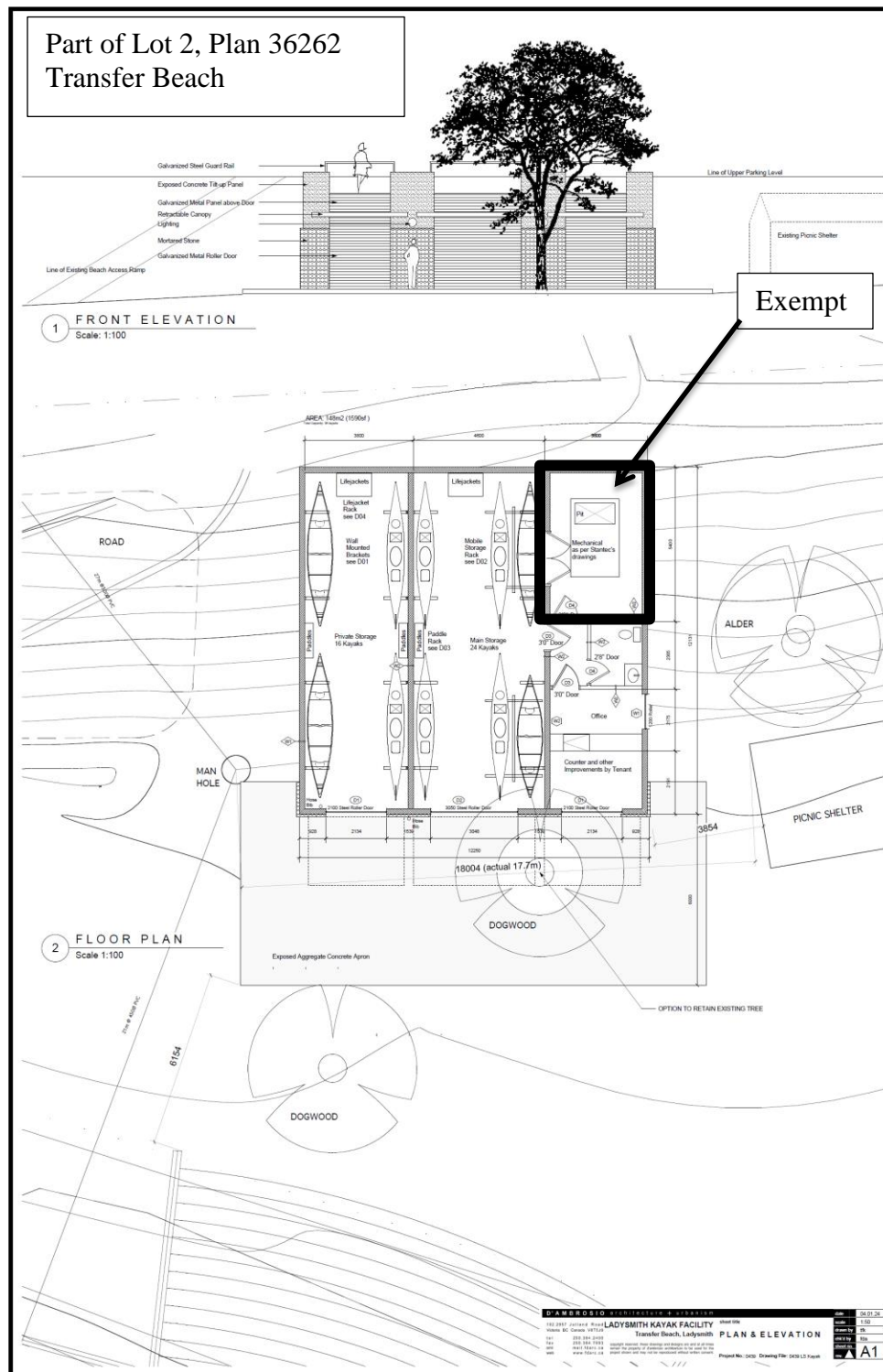
Schedule "E"

"Town of Ladysmith 2022 Permissive Tax Exemptions Bylaw 2020, No. 2084"



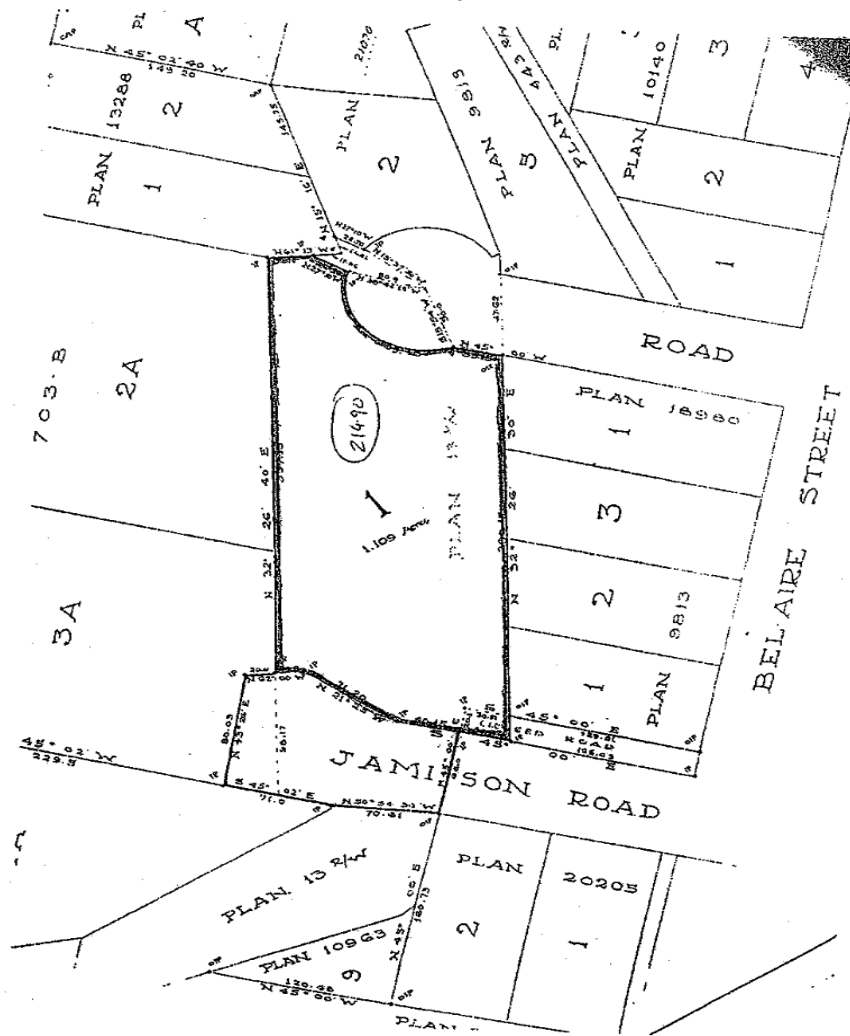
Schedule "F"

"Town of Ladysmith 2022 Permissive Tax Exemptions Bylaw 2020, No. 2084"



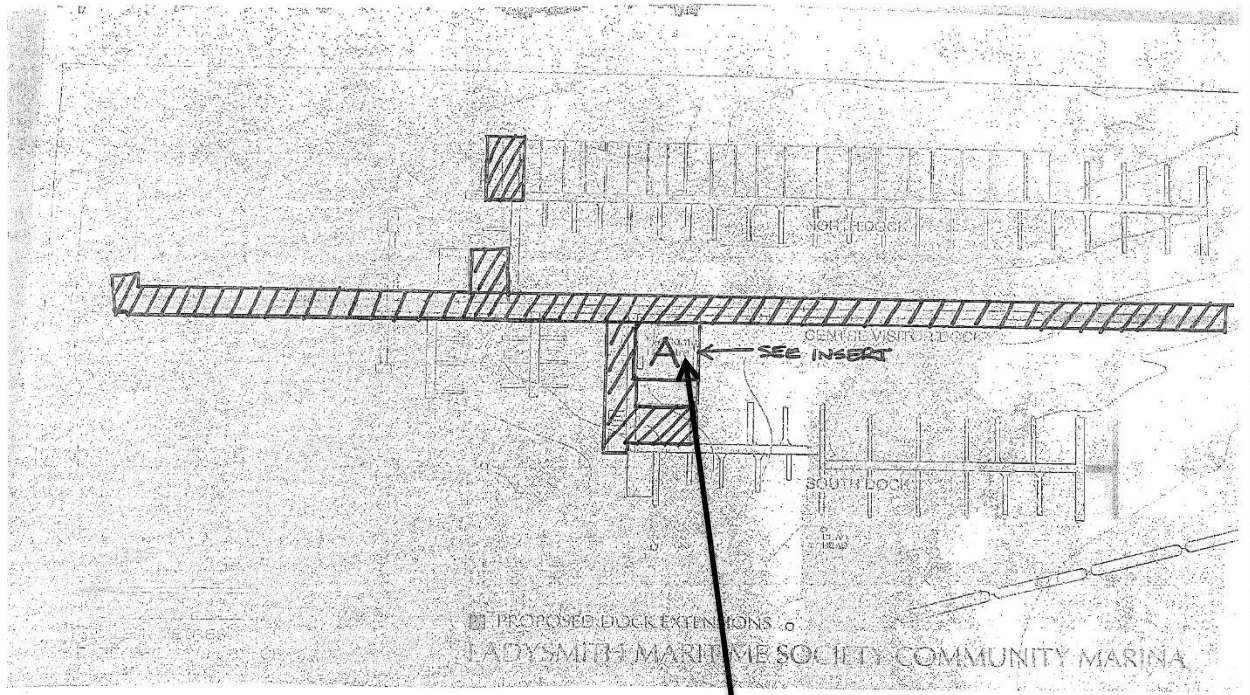
Schedule "G"

"Town of Ladysmith 2022 Permissive Tax Exemptions Bylaw 2020, No. 2084"



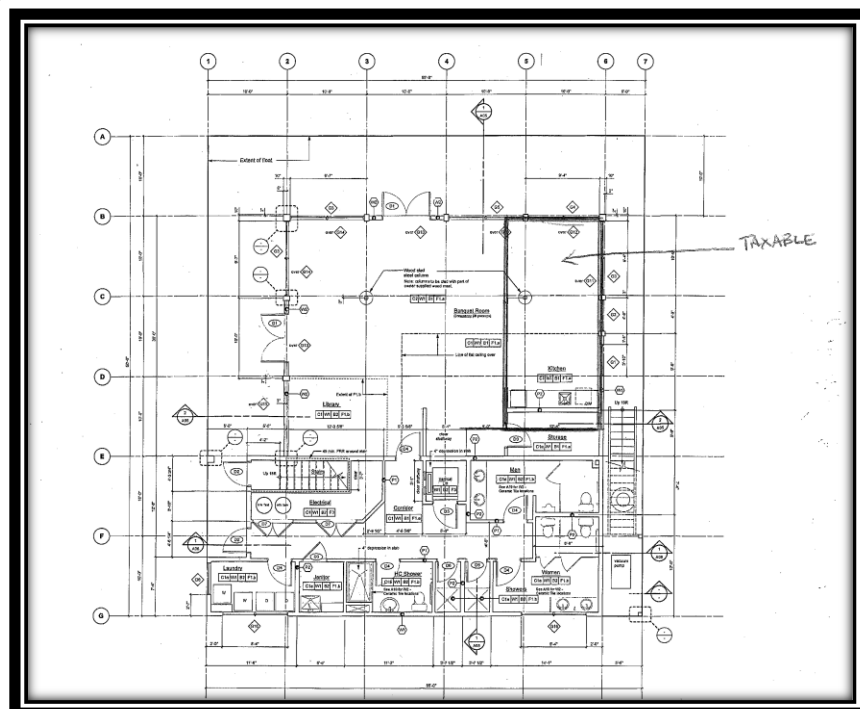
Schedule "H"

"Town of Ladysmith 2022 Permissive Tax Exemptions Bylaw 2020, No. 2084"



See insert below

Insert:



BYLAW STATUS SHEET
October 19, 2021

		Status
2068	Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 65) 2021, No. 2068 (1130 Rocky Creek Rd)	First and second reading, June 1, 2021. Public Hearing and third reading June 15, 2021. Conditions to be met prior to adoption.
2069	Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 37) 2021, No. 2069 (1130 Rocky Creek Rd)	First and second reading, June 1, 2021. Public Hearing and third reading June 15, 2021. MOTI approval received July 27, 2021. Conditions to be met prior to adoption.
2084	Town of Ladysmith 2022 Permissive Tax Exemptions Bylaw 2021, No. 2084	First, second and third reading September 21, 2021. Chronicle ads scheduled for September 30 and October 7, 2021.
2087	Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 68) 2021, No. 2087 (1260 Churchill)	First and second reading, October 5, 2021. Public Hearing required prior to adoption.
2088	Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 44) 2021, No. 2088 (1260 Churchill)	First and second reading, October 5, 2021. MOTI approval required.
2089	Housing Agreement Bylaw 2021, No. 2089 (1260 Churchill)	First, second and third readings, October 5, 2021.



F.O.E. 2101 LADYSMITH - EAGLES
AERIE & LADIES AUXILIARY
921 - 1st Ave, P.O. Box 640
Ladysmith B.C. V9G 1A5



Town Of Ladysmith
Attn. Mayor and Council



On behalf of the Ladysmith F.O.E. Aerie and Auxiliary we confirm that we have been in contact with Chris Barfoot, Dir. Of Parks, Rec, and Culture with respect to a donation we wish to make.

The Aerie and Auxiliary wish to donate the sum of \$50,000 to be used to purchase 3 electronic scoreboards to be placed at Aggi Field, Holland Creek Field, and Forrest Field.

The terms of the donation would be:

1. Dedication signs acknowledging the Eagles would be placed at each of sites
2. A joint press release would be sent out to announce the donation and again upon completion.

We have obtained a quote from Nevco for the signs. We enclose the quote for your review and consideration.

We have also received an email from Nevco with respect to the cost of installation. Again we enclose the email for your consideration.

These funds are legacy funds from our combined Aerie and Auxiliary. In the event unexpected cost exceeding our donation amount occur, we would ask that the Town Of Ladysmith contribute to such overage

We look forward to discussing this matter further in due course

Larry Williams
Aerie President **S. 22**

NEVCO

QUOTATION

Account Name	Town of Ladysmith	Created Date	7/26/2021
Quote Number	00123945	Expiration Date	9/24/2021
Contact Name	Chris Barfoot	Prepared By	Andrew Mikulay
Title	Director of Parks & Recreation	Title	Display and Scoring Consultant
Email Address	cbarfoot@ladysmith.ca	Phone	(618) 664-0360 x7522
		Fax	(618) 664-0398
		Email Address	amikulay@nevco.com

Quantity	Model/Part #	Product Description	Dimensions L x H x W/D	Total Price
2.00	1600	Baseball/Softball LED Scoreboard with Amber/Red Digits	16'x5'x8"	CAD 11,003.40
1.00	3602	Football/Soccer LED Scoreboard with Amber/Red Digits	12'x5'x8"	CAD 7,110.00
2.00	802-0300 - MPCX2 Baseball/Softball	Wireless Handheld Control	0.3'x0.5'x0.1'	CAD 828.00
1.00	802-0301 - MPCX2 (Football)	Wireless Handheld Control	0.3'x0.5'x0.1'	CAD 414.00
3.00	MPCX/MPCX2 Case	MPCX/MPCX2 Control Carrying Case (holds 2 controls)	12.4'x8"x4"	CAD 121.50
3.00	MPCX2 Rec - Outdoor x6xx	In-board Wireless Receiver Kit		CAD 2,106.00

Ttl Shipping Wt (lbs)	1,245	Subtotal	CAD 21,582.90
Sales Tax Rate	12.000%	Freight	CAD 3,000.00
County		Tax	CAD 2,877.72
		Total (\$CND)	CAD 27,460.62

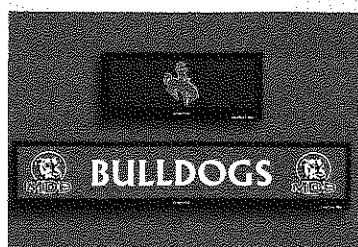
Due to supply chain issues resulting from the pandemic, freight pricing and anticipated schedule for delivery along with performance of services are subject to change.

Additional Notes

No installation included

Customers who purchased items in this quote also purchased the following:

Stadium Pro Sound Series



- Stadium Pro 1000 series and Stadium Pro 2000 series available
- Custom designed for the athletic market to provide complete coverage
- Single-point sound source system located at scoreboard
- Speakers and subwoofers will deliver clear, intelligible voice and concert quality music at high decibel levels throughout your facility
- 5 Year Warranty on loudspeakers and custom designed speaker cabinet



Larry Williams S. 22

FW: Ladysmith Scoring Solutions

Chris Barfoot <cbarfoot@ladysmith.ca>
To: Larry Williams S. 22

21 September 2021 at 14:41

Larry,

It was nice to re-connect with you this afternoon. Please see below for installation estimate for the three score boards. Once you have had an opportunity to review please let me know so we can discuss the potential next steps.

Thank you again for this amazing opportunity.

TOWN OF LADYSMITH**Chris Barfoot**

Director of Parks, Recreation & Culture

250.245.6421

810 Sixth Avenue (100) PO Box 220 Ladysmith, BC V9G 1A2

Celebrate our Present. Embrace our Future. Honour our Past.

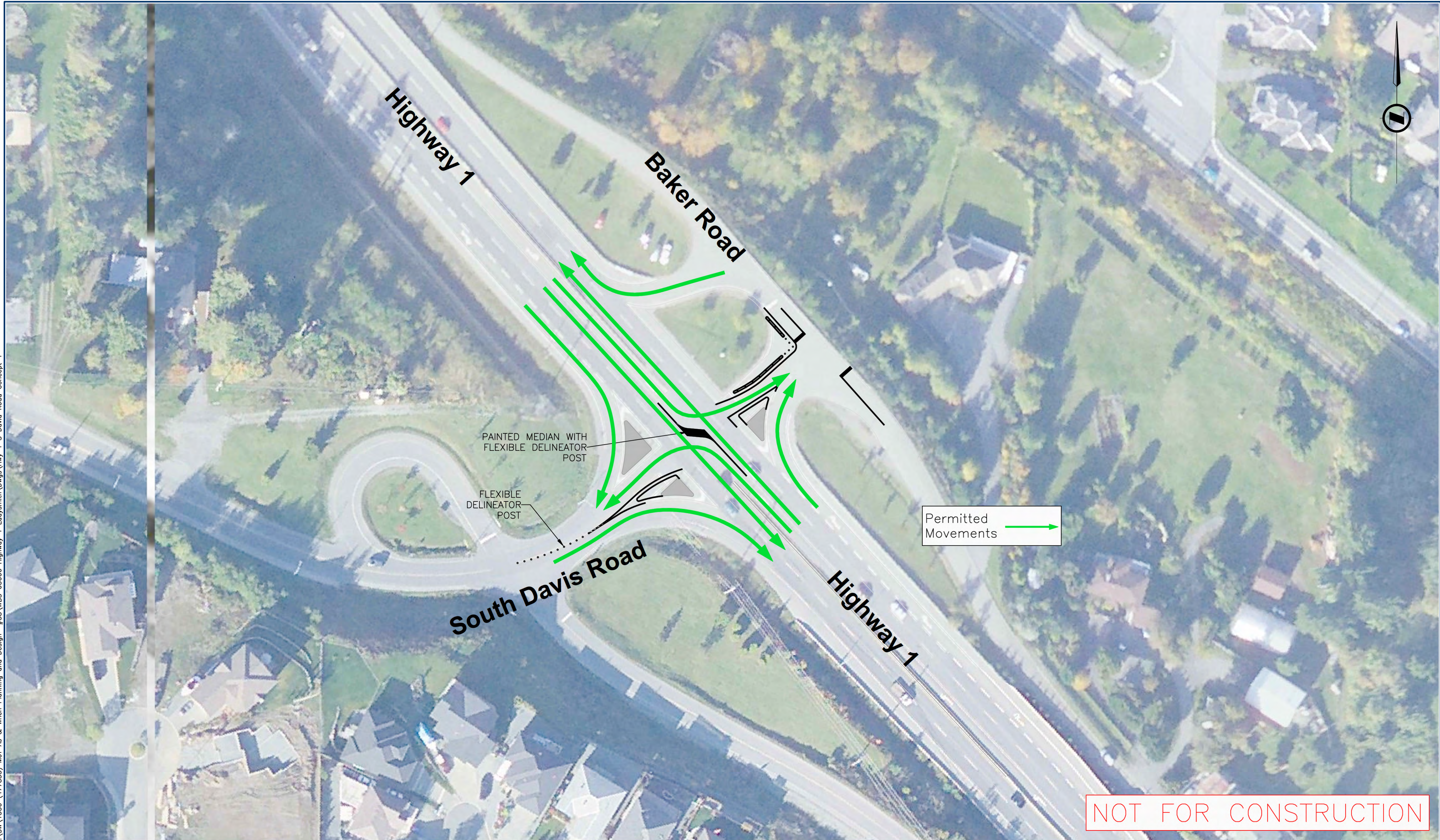
From: Andrew Mikulay <AMikulay@nevco.com>
Sent: September 21, 2021 2:38 PM
To: Chris Barfoot <cbarfoot@ladysmith.ca>
Subject: RE: Ladysmith Scoring Solutions



Chris,



I appreciate the response. I was given an install estimate of 18,500 CAD for the six poles and hanging of three scoreboards you proposed. I would say this reasonable for what we have been seeing as the price of steel is high at the moment. If you are able to cut separate orders, that would be ideal. If for some reason you want on one transaction, I need to markup their installation 10% (\$1,850) as we essentially become the project manager. Let me know your thoughts and how I can better assist.

PLOT DATE: 2021/10/06 C:\SW\1330 (477853) MoT As & When Planning and Design #38\WBS 05000 Highway 1 Ladysmith\Drawings\Hwy 1 S David Road Concept 1 V4-Presentation.dwg



SCALE 0 5 1:500 25m		CAD FILENAME: HWY 1 S PLOT DATE: 2021/10/06 CONCEPT		 BRITISH COLUMBIA		MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE SOUTH COAST REGION			
REV	DATE	REVISIONS	V4-PROPOSED	DESIGNED: A. WALTHER DATE: YYYY-MM-DD		QUALITY CONTROL: A. WALTHER DATE: YYYY-MM-DD		STA. 10+000.000 TO 20+000.000	
A	2017-07-01			QUALITY ASSURANCE: A. WALTHER DATE: YYYY-MM-DD		DRAWN: A. WALTHER DATE: YYYY-MM-DD		BC_C3D2019_TITLEBLOCKS R3.1	
				SENIOR DESIGNER		FILE NUMBER: 153CS0766		PROJECT NUMBER: 12478-000	
				DATE: YYYY-MM-DD		REG: 1		REV: 1	

PLAN

OPTION 1

BC_C3D2019_TITLEBLOCKS R3.1

153CS0766

12478-000

1

1

LOW PROFILE

PLAN500



STAFF REPORT TO THE BOARD

DATE OF REPORT October 7, 2021

MEETING TYPE & DATE Board Meeting of October 13, 2021

FROM: Emergency Management Division
Community Services Department

SUBJECT: UBCM Community Resiliency Investment Program - FireSmart Community Funding & Supports Grant Application

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to obtain approval to submit a grant application to the Union of British Columbia Municipalities (UBCM) FireSmart Community Funding and Supports program to continue the implementation of several ongoing FireSmart projects throughout the region.

RECOMMENDED RESOLUTION

That a grant application for up to \$325,000 be submitted to the Union of BC Municipalities (UBCM), Community Resiliency Investment Program - FireSmart Community Funding and Supports, with the CVRD as the primary applicant that will apply for, receive and manage the grant funding on behalf of all partners.

BACKGROUND

The Community Resiliency Investment (CRI) is a provincial program intended to reduce the risk and impact of wildfire to communities in BC. This is achieved through community funding for preparedness and mitigation activities and priority fuel management activities on private, municipal and provincial Crown land.

The intent of the FireSmart Community Funding and Supports grant stream is to support projects and activities geared towards wildfire prevention. Activities are guided by the regional Community Wildfire Prevention Plan.

ANALYSIS

The CVRD will submit an application for a regional project in collaboration with the Town of Ladysmith. The scope of the project and activities that will be considered for the grant include:

- FireSmart projects for residential areas (home ignition assessments and neighborhood wildfire hazard assessments)
- FireSmart Critical Infrastructure Assessments for Ladysmith
- Fire Department and Local FireSmart Representative Wildfire Mitigation and Response Training
- Two temporary (one year) full time FireSmart Coordinators to lead project activities, coordinate home assessments, continue FireSmart educational outreach program, reporting and information sharing, etc.
- Fuel prescriptions (plans for fuel management) for a high-risk corridor in Ladysmith

FINANCIAL CONSIDERATIONS

The FireSmart Community Funding and Supports Program can contribute a maximum of 100% of the cost of eligible activities up to the maximum amount of \$725,000, resulting in no financial impacts to requisition. At this time, the CVRD program has eligible activities for approximately \$287,000. After reviewing the application, the UBCM grant review committee may suggest minor amendments to activities proposed, resulting in potential increases or decreases to the project application total. For this reason, resolution requested is for \$325,000 to ensure these minor changes can be easily included.

COMMUNICATION CONSIDERATIONS

N/A

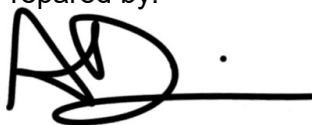
STRATEGIC/BUSINESS PLAN CONSIDERATIONS

Continued progress on the FireSmart program is a critical component of the future regional emergency management approach. FireSmart activities are not fiscally possible without leveraging grant funding annually.

Referred to (upon completion):

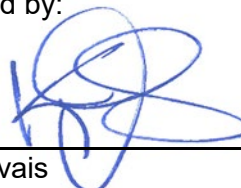
- ☐ Communications & Engagement
- ☒ Community Services (*Cowichan Community Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Emergency Management, Facilities & Transit*)
- ☐ Corporate Services (*Finance, Human Resources, Information Technology, Legislative Services, Procurement*)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

Prepared by:



April Diver
Emergency Program Coordinator

Reviewed by:



Keir Gervais
Manager


John Elzinga
General Manager

Reviewed for form and content and approved for submission to the Committee:

Resolution:

☒ Manager, Legislative Services

Financial Considerations:

☒ Manager, Finance

Chief Administrative Officer's Comments / Concurrence

Not Applicable
Select CAO or A/CAO Here

ATTACHMENTS:

Attachment A – 2022 FireSmart Community Funding & Supports Grant Application Guide
Attachment B – Proposed Project Budget (subject to grant committee review and revision)

Community Resiliency Investment Program

2022 FireSmart™ Community Funding & Supports

Program & Application Guide

1. Introduction

The [Community Resiliency Investment](#) (CRI) program was announced by the provincial government in 2018 and is intended to reduce the risk of wildfires and mitigate their impacts on BC communities. As of January 2021, CRI includes three streams:

- Stream 1: FireSmart Community Funding & Supports, administered by the Union of BC Municipalities (UBCM).
- Stream 2: Crown Land Wildfire Risk Reduction, administered by the Ministry of Forests, Lands, Natural Resource Operations & Rural Development.
- Stream 3: FireSmart Economic Recovery Fund, administered by UBCM.

Please refer to Appendix 1 for definitions of terms used in this guide.

FireSmart Community Funding & Supports

The FireSmart Community Funding & Supports program provides funding to local governments and First Nations in BC to increase community resiliency by undertaking community-based FireSmart™¹ planning and activities that reduce the community's risk from wildfire. To date, 194 First Nations and local governments have received funding.

The First Nations' Emergency Services Society (FNESS), the Forest Enhancement Society of BC (FESBC) and the Union of BC Municipalities (UBCM) are working with the Ministry of Forests, Lands, Natural Resource Operations & Rural Development (FLNRORD) to deliver the FireSmart Community Funding & Supports program.

The program is structured to fund FireSmart activities in eligible communities throughout BC. Base funding is scaled to offer eligible applicants with lower risk of wildfire, generally demonstrated by Wildland Urban Interface (WUI) Risk Class 4 and 5, to apply for up to \$50,000, and applicants with a higher risk of wildfire, generally demonstrated by WUI Risk Class 1 to 3, to apply for up to \$150,000 per year. Information on determining risk is provided in Appendix 2.

Fuel management located exclusively on Provincial Crown land, outside of municipal boundaries, regional district parks or First Nations land, is administered through the Crown Land Wildfire Risk Reduction stream of CRI. Applicants are required to contact the BC Wildfire Service for further discussion regarding identified fuel treatment units located on Provincial Crown land.



¹ FireSmart, Intelli-feu and other associated Marks are trademarks of the Canadian Interagency Forest Fire Centre.

FireSmart in BC

The general goal of FireSmart is to encourage communities and citizens to adopt and conduct FireSmart practices to mitigate the negative impacts of wildfire to assets on public and private property:

- [Overview of the seven FireSmart disciplines](#)
- [FireSmart BC Information Sheet](#) has been developed to provide applicants with an overview of available resources, training and materials approved for funding

As identified in the [BC Flood and Wildfire Review](#), there is a critical need to “strengthen public understanding of the risks and personal responsibilities associated with living in a fire-dependent ecosystem.”² [FireSmart BC](#) and the Community Resiliency Investment program both follow the seven disciplines of FireSmart as a holistic approach to reducing wildfire risk to communities.

2. Eligible Applicants

All local governments (municipalities and regional districts) and First Nations (bands, Treaty First Nations, and Indigenous National Governments with authority for lands and resources) in BC are eligible to apply.

Eligible applicants can submit one application per intake, including regional applications or participation as a partnering applicant in a regional application.

3. Grant Maximum

Base Funding

Eligible applicants with a lower risk of wildfire, generally demonstrated by WUI Risk Class 4 and 5, can apply for 100% of the cost of eligible activities to a maximum of \$50,000.

Eligible applicants with a higher risk of wildfire, generally demonstrated by WUI Risk Class 1, 2 and 3, can apply for 100% of the cost of eligible activities to a maximum of \$150,000. Information on determining risk is provided in Appendix 2.

Additional Funding

There are two opportunities to apply for additional funding:

1. Applications from regional districts may exceed the base funding maximum in order to fund FireSmart activities only in one or more electoral areas. Refer to Section 4 for more information.
2. Applications that include fuel management on Provincial Crown land within municipal boundaries, regional district parks or First Nations land and that include contiguous, logical treatment units that extend onto the Crown land base may exceed the base funding maximum for fuel management activities on Provincial Crown Land only provided that:
 - a. Fuel management activities are adjacent to community structures, and
 - b. Fuel management activities extend no further than one-kilometre from the structure density class greater than 6

In order to ensure transparency and accountability in the expenditure of public funds, all other financial contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant. This includes any other grant funding and any revenue (e.g. sale of forest products) that is generated from activities that are funded by the FireSmart Community Funding & Supports program.

² *Addressing the New Normal: 21st Century Disaster Management in British Columbia.* p.90

4. Eligible Projects

To be eligible for funding, applications must demonstrate that proposed activities will increase community resiliency by undertaking community-based FireSmart planning and activities that reduce the community's risk from wildfire.

Applicants must choose to apply as a single applicant (i.e. an individual local government or First Nation as identified in Section 2) or as part of a regional project.

There are two opportunities to apply for regional projects within a single application. In all cases, it is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

Regional Projects for Multiple Eligible Applicants

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum base funding would be calculated by the number of eligible applicants included in the application and the associated risk class of each. Applications for regional projects for multiple eligible applicants can include FireSmart (Worksheet 1) and fuel management (Worksheet 2) activities.

The primary applicant submitting the application for a regional project is required to submit a resolution as outlined in Section 7 of this guide. Each partnering community is required to submit a resolution that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.

Regional Projects for Regional District Applications Including Multiple Electoral Areas

Regional Districts may submit a single application for eligible projects that include multiple electoral areas. In this case, the maximum base funding would be the full eligible grant amount for the regional district (i.e. \$50,000 or \$150,000 depending on risk of wildfire) plus up to \$50,000 for FireSmart activities for each electoral area that is included in the application. In this case, the regional district would be required to submit a complete application package as well as a separate Worksheet 1 for each electoral area.

5. Requirements for Funding

Engagement with BCWS and/or FNESS

To qualify for funding, applicants must demonstrate their level of engagement with a BCWS Wildfire Prevention Officer, FNESS Fuel Management Specialist, and, if applicable, the FLNRORD district, region, or relevant Land Manager, to ensure project alignment with Land Manager priorities when activities are occurring on Provincial Crown land (including during Community Wildfire Resiliency Plan development).

Applicants are required to document engagement in the application. Planning and discussion must occur at a minimum of 30 days prior to submission of an application to allow for meaningful dialogue regarding the proposed FireSmart and fuel management activities and opportunities for integration of planning and implementing fuel management activities on provincial Crown lands.

For more information on the planning process and identified projects please see the [Crown Land Wildfire Risk Reduction webpage](#).

Reporting for Prior Projects

New in 2022 - To qualify for funding all activities funded under the 2019 FireSmart Community Funding & Supports program must be complete and the final report must be submitted in full (unless a project extension has been approved). It is recommended that all activities funded under the 2020 FireSmart Community Funding & Supports program be completed and the final report submitted in full as well (unless a project extension has been approved).

Additional Funding Requirements

To qualify for funding, projects must:

- Be located within the applicant's administrative boundary (see exception for fuel management activities below)
- Include new activities or represent a new phase of an existing project (retroactive funding is not available)
- Be capable of completion by the applicant within one year of the date of grant approval. Projects that include fuel treatments, including prescribed fire, may be approved for up to two years.
- Be supported by a current plan, acceptable to the BCWS Wildfire Prevention Officer or the FNESS Fuel Management Specialist, that includes assessment and identification of FireSmart and/or fuel management priorities (i.e. Community Wildfire Resiliency Plan, Community Wildfire Protection Plan, Crown Land WRR Tactical or Fuel Management Plan, etc.). **Note: applicants that do not have a current and acceptable plan may apply to develop or update a plan.**
- Be completed by a qualified professional that is accredited by their professional association
- **Updated July 2021** - Ensure compliance with applicable legislation and regulations: Federal (e.g. Fisheries Act, Species at Risk Act); Provincial (e.g. Forest and Range Practices Act, Open Burning Smoke Control Regulation, and Wildfire Act); and local authority (e.g. burning bylaws or other bylaws or plans)
- **Updated July 2021** - Where applicable, be eligible for required approvals from the Land Manager (e.g. Indigenous Services Canada, BC Parks Area Manager, Natural Resource District Manager, etc.) for authorizations and/or permits

Funding Requirements for Fuel Management

To qualify for funding, fuel management activities must:

- Be located within municipal boundaries, regional district parks or First Nations land and, if applicable, approved to extend onto the Crown Land base
- For activities that fall under the practice of forestry, be developed and, where applicable, signed by a forest professional that is accredited by the Association of BC Forest Professionals and operating within their [scope of practice](#)
- Where applicable, for any required professional assessments, be developed and signed by a qualified professional (e.g. terrain stability assessments must be signed by a professional engineer)

Please refer to Appendix 6 for complete funding requirements for fuel management activities.

6. Eligible & Ineligible Costs & Activities

Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

New in 2022 - Table 1 identifies the activities that are eligible for funding and provides cost maximums for those activities. Applicants are required to propose costs within the cost maximums that reflect local, reasonable estimates. However, with mitigating circumstances (e.g. remote community), applicants can propose costs higher than the maximums if a rationale is provided and accepted. In all cases, eligible activities must be cost-effective. Please note that all FireSmart Home Ignition Zone Assessments must be conducted by a qualified Local FireSmart Representative (LFR) or Wildfire Mitigation Specialist (WMS) that has received training from FireSmart Canada. *New in 2022* - In order to be qualified, an LFR must have their certification from completion of the updated FireSmart Canada Neighbourhood Recognition Program workshop offered in 2020-2021 through FireSmart BC.

Table 1: Activities Eligible for Funding**1. EDUCATION**

Public education and outreach play a critical role in helping communities prepare for wildfire by promoting a sense of empowerment and shared responsibility. This is done through encouraging participation in wildfire risk reduction, including the reduction of local human-caused fires, and resiliency activities.

All applications are required to include an education component in this section. This may include general FireSmart education, or be related to a proposed activity in categories 2 through 9 below.

Eligible Activities	Cost Maximums & Guidance
<p>A. Update signage, social media, applicant websites and/or newsletters, and community education materials or displays related to a proposed activity in categories 2 through 9 below</p> <p><i>Please note that not all promotional items on the FireSmart BC website are eligible for grant funding.</i></p>	<p>Banners: up to \$1,500 each Posters: \$200 (total order) Videos specific to CWRP implementation: up to \$10,000 each Tents: up to \$1,200 each Vehicle decals: up to \$700 each T-shirts: up to \$1,000 (total order)</p>
<p>B. Organize and host public information meetings related to a proposed activity in categories 2 through 9 below</p>	<p>Up to \$5,000 per event with required cost breakdown in WS1</p>
<p>C. Promote and distribute FireSmart educational materials and resources, such as FireSmart 101, FireSmart Begins at Home app, social media and/or FireSmart BC materials</p> <p><i>For costs associated with the purchase of FireSmart resources above the complimentary maximums please visit Resources on FireSmartBC.ca.</i></p>	<p>FireSmart Education Kit for use in schools and public events: up to \$1,600 each</p>
<p>D. Support the organization of Wildfire Community Preparedness Day</p>	<p>Up to \$5,000 per event with required cost breakdown in WS1</p>
<p>E. Support the organization of a Farm and Ranch Wildfire Preparedness workshop, Neighbourhood Champion workshop, community FireSmart day, FireSmart events and workshops, and/or wildfire season open houses</p>	<p>Up to \$5,000 per event with required cost breakdown in WS1</p>
<p>F. Support neighbourhoods to apply for FireSmart Canada Neighbourhood Recognition Program</p>	<p>Required cost breakdown in WS1</p>

2. COMMUNITY PLANNING

Community planning is a very effective tool for reducing wildfire risk for lands and buildings within the administrative boundaries of a local government or First Nation communities.

Please note that Home Ignition Zone Assessments for individual residential properties or homes, neighbourhood hazard assessments and FireSmart Neighbourhood Plans should be included in Category 8.

Eligible Activities	Cost Maximums
<p>A. Develop a Community Wildfire Resiliency Plan (CWRP) in accordance with the 2020 template and guidance document.</p>	<p>Up to \$30,000 (depending on AOI and eligible WUI) and with required cost breakdown in WS1</p>

<p><i>CWRPs that include multiple communities are acceptable. In these cases, funding in excess of the cost maximum may be considered with rationale.</i></p> <p><i>Structural data may be collected and/or assembled as part of a CWRP, although it is not required.</i></p>	
<p>B. Amend existing plans that are less than 5 years old to include:</p> <ul style="list-style-type: none"> Recently acquired land or areas of new development, etc. Ground-truthing for new treatment units Significant changes to forest stand composition and/or forest health changes or impacts Integrating other plans or information into existing CWPP/CWRP 	Up to \$15,000 (depending on AOI and eligible WUI) and with required cost breakdown in WS1
C. Develop FireSmart policies and practices for the design and maintenance of First Nations land and publicly owned land, such as parks and open spaces	Required estimated incremental staff hours and wages and/or contract cost estimate in WS1
D. Develop FireSmart policies and practices for the design and maintenance of First Nations owned buildings and publicly owned buildings	Required estimated incremental staff hours and wages and/or contract cost estimate in WS1
E. Complete FireSmart Home Ignition Zone Assessment Score Card or FireSmart Critical Infrastructure Assessment for First Nation and/or publicly owned buildings in order to support future FireSmart projects for critical infrastructure (see Category 7)	Up to \$800 per structure (generally 4 to 8 hours) with required cost breakdown in WS1
<p>3. DEVELOPMENT CONSIDERATIONS</p> <p><i>Community land use and development in wildfire-prone areas affects the susceptibility of the community at different scales and in terms of where and how a community is, or will be, developed.</i></p>	
Eligible Activities	Cost Maximums & Guidance
A. Amend Official Community Plans, Comprehensive Community Plans and/or land use, engineering and public works bylaws to incorporate FireSmart principles	Up to \$10,000 with required estimated incremental staff hours and wages and/or contract cost estimate in WS1
B. Revise landscaping requirements in zoning and development permit documents to require fire resistant landscaping or include other FireSmart considerations	Up to \$10,000 with required estimated incremental staff hours and wages and/or contract cost estimate in WS1
C. Establish Development Permit Areas for Wildfire Hazard in order to establish requirements for the exterior design and finish of buildings	Up to \$10,000 with required estimated incremental staff hours and wages and/or contract cost estimate in WS1
D. Include wildfire prevention and suppression considerations in the design of subdivisions (e.g. road widths, turning radius for emergency vehicles, and access and egress points)	Up to \$10,000 with required estimated incremental staff hours and wages and/or contract cost estimate in WS1
E. Amend referral processes for new developments to ensure multiple departments, including the fire department and/or emergency management personnel, are included	Up to \$10,000 with required estimated incremental staff hours and wages and/or contract cost estimate in WS1

4. INTERAGENCY CO-OPERATION

It takes the collaborative efforts of multiple stakeholders working together to achieve a wildfire resilient community. This may include local fire departments, First Nation and/or local government staff and elected officials, provincial government such as Emergency Management BC and BCWS, industry representatives and other community stakeholders.

Eligible Activities	Cost Maximums & Guidance
<p>A. Develop, coordinate and/or participate in a Community FireSmart and Resiliency Committee (CFRC)</p> <p><i>Costs for the overall coordination of a CFRC may also be included in Worksheet 1</i></p>	Up to \$2,000 per meeting with required cost breakdown in WS1
<p>B. Participate in multi-agency fire and/or fuel management planning tables to support the integration of fuel management planning across jurisdictional boundaries in the absence of a CFRC</p> <p><i>If fire and/or fuel management planning tables are not active, participation in Wildfire Risk Reduction tactical planning (with BCWS) is eligible.</i></p>	Up to \$2,000 per meeting with required cost breakdown in WS1
C. Provide Indigenous cultural safety and humility training to emergency management personnel in order to more effectively partner with, and provide assistance to, Indigenous communities for both wildfire prevention and suppression	Required cost breakdown in WS1
D. Attend the 2022 FireSmart BC Conference , hosted by the BC FireSmart Committee. Note: this is limited to two staff per eligible applicant and eligible costs include conference fee and travel (including accommodations and per diems), with a maximum of up to \$1,500 per attendee.	No more than two staff per eligible applicant, up to \$1,500 per attendee and with required cost breakdown in WS1

5. EMERGENCY PLANNING

Community preparations for a wildfire emergency require a multi-pronged approach in order for a community to respond effectively to the threat of wildfires as a whole.

Eligible Activities	Cost Maximums & Guidance
A. Develop and/or participate in cross-jurisdictional meetings and tabletop exercises specifically focused on wildfire preparedness and suppression, including seasonal wildfire readiness meetings	Up to \$2,000 per meeting with required cost breakdown in WS1
B. Assess community water delivery ability as required for suppression activities, limited to current water system evaluation and available flow analysis	Required estimated incremental staff hours and wages and/or contract cost estimate in WS1
C. Assess structure protection inventory	Required estimated incremental staff hours and wages and/or contract cost estimate in WS1
D. Use and/or promote EMBC Wildfire Preparedness Guide for community emergency preparedness events focused on wildfire	Up to \$5,000 per event with required cost breakdown in WS1

6. FIRESMART TRAINING & CROSS TRAINING

FireSmart requires many different professions who may not typically work in a wildfire environment to understand other disciplines and wildfire management planning objectives. Cross-training firefighters, public works staff, utility workers, local government and First Nation administration staff, planning and logistics staff, and other key positions, supports local FireSmart activities, including a safe and effective wildfire response.

For all virtual courses, eligible costs include: course fee (if any), required course materials, and travel (including accommodations and per diems) only if required for internet connection or access to necessary technology. For all in-person courses, eligible costs include: course fee, required course materials, and travel (including accommodations and per diems)

Eligible Activities	Cost Maximums & Guidance
A. Local FireSmart Representative training. <i>Refer to Appendix 3 for more information on the FireSmart Canada Neighbourhood Recognition program.</i>	Required cost breakdown in WS1
B. Support local government or First Nation staff that have completed Local FireSmart Representative training to qualify as facilitators	Required cost breakdown in WS1
C. Home Partners Program – Wildfire Mitigation Specialist training <i>To become a WMS, the HPP workshop (max. 10 attendees) must be completed. The workshop facilitation fee is \$6,000. After that, an enrollment fee is required for each trained WMS to access the required HPP tools and resources. Refer to Appendix 3 for more information on the HPP program.</i>	Up to \$8,000 per workshop with required cost breakdown in WS1 Up to \$325 per trained WMS for the HPP enrollment fees.
D. Support local government or First Nation staff that have completed Wildfire Mitigation Specialist training to qualify as facilitators	Required cost breakdown in WS1
E. Cross-train <u>fire department members</u> only to include structural fire and interface wildfire training. The following are the only courses eligible for funding: <ul style="list-style-type: none"> • SPP-WFF1 Wildland Firefighter Level 1 • S-100 Basic fire suppression and safety • S-185 Fire entrapment avoidance and safety • S-231 Engine Boss • ICS-100 (volunteer fire departments only) 	Required cost breakdown in WS1
F. Cross-train emergency management personnel: <ul style="list-style-type: none"> • ICS-100 • WRR Basics Course 	Required cost breakdown in WS1

7. FIRESMART PROJECTS FOR CRITICAL INFRASTRUCTURE

Implementing recommended FireSmart improvements to local critical infrastructure demonstrates wildfire prevention principles and best practices to community members and other stakeholders.

To be eligible for funding, all critical infrastructure projects must have a completed [FireSmart Home Ignition Zone Assessment Score Card](#) or [FireSmart Critical Infrastructure Assessment](#) at the time of application submission.

Eligible projects must be First Nations owned buildings or publicly owned buildings that are currently designated as critical to support effective emergency response to a wildfire event. This includes structures designated as Emergency Operations Centres or Emergency Support Services facilities (i.e. reception centres, group lodging locations for evacuees), water pump stations, communications towers, and electrical generating stations, but does not include all critical infrastructure identified through the Local Authority Emergency Plan.

Eligible Activities	Cost Maximum & Guidance
A. Completion of recommended mitigation activities identified in the assessment, limited to labour and material costs required to complete activities outlined in Table 2 (Appendix 4)	Up to \$50,000 per eligible structure, including building materials and labour.
B. Completion of FireSmart Home Ignition Zone Assessment Score Card or FireSmart Critical Infrastructure Assessment after mitigation work is complete (required)	Up to \$800 per structure (generally 4 to 8 hours to complete) with required cost breakdown in WS1

8. FIRESMART ACTIVITIES FOR RESIDENTIAL AREAS

Residential areas are a critical component of every community. First Nations and local governments have a key role to play in supporting residents and property owners to undertake FireSmart activities that demonstrate wildfire prevention principles and best practices.

To be eligible for funding, all FireSmart activities for residential areas must be located in the FireSmart Home Ignition Zone which includes the home and surrounding yard area - FireSmart Non-Combustible Zone and Priority Zones 1, 2 and 3 (only with residential property and/or home owners' consent).

Eligible Activities	Cost Maximum & Guidance
A. Residential Assessments & Rebate Program. Refer to Appendix 5 for requirements for funding this activity	
<ul style="list-style-type: none"> Conduct Home Ignition Zone Assessments for individual residential properties or homes, <u>limited to</u>: <ul style="list-style-type: none"> Data collection activities using HIZ assessment Digitizing HIZ assessment information Simple reporting (for community members, Council, etc.) Basic mapping for PDF product 	Up to \$250 per structure (generally 2 to 3 hours to complete) with required cost breakdown in WS1
<ul style="list-style-type: none"> Offer local rebate programs to residential property or home owners that complete eligible FireSmart activities. 	Rebates are limited to 50% of the total cost of the eligible activities identified in Table 3 and up to \$500 per property

B. FireSmart Canada Neighbourhood Recognition. <i>Refer to Appendix 3 for requirements for funding this activity</i>	
<ul style="list-style-type: none"> Undertake Neighbourhood Wildfire Hazard Assessments 	Up to \$400 per neighbourhood (generally 3 - 4 hours to complete)
<ul style="list-style-type: none"> Support the development of FireSmart Neighbourhood Plans for specific areas 	Up to \$1,000 per neighbourhood
<p>C. Conduct Home Partners Program wildfire mitigation assessment for individual residential properties or homes, <u>limited to</u>:</p> <ul style="list-style-type: none"> Upon completing of certification, receipt of a Home Partners driveway sign Data collection and management using HPP data base Simple reporting (for community members, Council, etc.) Basic mapping for PDF product <p><i>Refer to Appendix 3 for requirements for funding this activity</i></p>	<p>Initial assessment - Up to \$250 per structure (generally 2 to 3 hours to complete) with required cost breakdown in WS1</p> <p>Follow-up inspection - Up to \$250 per structure (generally 1 to 2 hours to complete) with required cost breakdown in WS1</p>
<p>D. Provide off-site vegetative debris disposal for residential property or home owners who have undertaken their own vegetation management, including:</p> <ul style="list-style-type: none"> Provide a dumpster, chipper or other collection method Waive tipping fees Provide curbside debris pick-up <p>Refer to Additional Information on the Use and Disposal of Wood Chips Generated by FCFS-Funded Projects</p>	Required cost breakdown in WS1
<p>9. FUEL MANAGEMENT</p> <p><i>Under the FireSmart Community Funding & Supports program, fuel management activities include the development of fuel management prescriptions and burn plans, as well as operational fuel treatments, including prescribed burns. Applicants are advised to only propose fuel management activities that can be completed within two years.</i></p> <p><i>In all cases, a completed, signed prescription is required for all fuel treatments. The completed prescription must be submitted with the application, or the applicant is required to apply for a phased project in order to complete the prescription and treatment under the same application. Draft prescriptions will not be accepted.</i></p> <p><i>To be eligible for funding, all fuel management activities must be in alignment with the requirements for funding fuel management activities identified in Appendix 6 and should generally be <u>outside</u> of FireSmart Non-combustible Zone and Priority Zones 1, 2 and 3.</i></p>	
Eligible Activities	Cost Maximum & Guidance
A. Undertake planning and development for fuel management on publicly owned land or First Nations land, <u>limited to</u> :	
<ul style="list-style-type: none"> Develop fuel management prescriptions consistent with BC Wildfire Service Fuel Management Prescription Guidance Document 	Up to \$400 per hectare with required cost breakdown in WS2

Based on an average size of greater than 20 hectares and assuming smaller hectares may be higher and larger hectares may be lower.	
<ul style="list-style-type: none"> Develop burn plans <i>Must utilize the BCWS Prescribed Fire Burn Plan Template. (Note: per Appendix 1a of the template – Burn Plan Signature Sheet, the BCWS Fire Centre Manager or designate is required to approve the burn plan.)</i> 	Up to \$850 per hectare with required cost breakdown in WS2
<ul style="list-style-type: none"> Required professional assessments (e.g. geotechnical, archaeological, fire ecologist, range agrologist, etc.). <i>Due to variations in assessment costs, these will be evaluated on a case by case basis.</i> 	Required cost breakdown in WS2
<p>B. Undertake new fuel management treatments, including activities on grasslands, on publicly owned land or First Nations land.</p> <p><i>Based on baseline fuel management (e.g. pile burn) costs.</i></p>	<p>Coastal Fire Centre: up to \$12,500 per hectare with required cost breakdown in WS2</p> <p>Prince George Fire Centre: up to \$10,500 per hectare with required cost breakdown in WS2</p> <p>Cariboo, Kamloops, North West and South East Fire Centres: up to \$7,000 per hectare with required cost breakdown in WS2</p>
C. Undertake fuel management maintenance activities, including activities on grasslands, on publicly owned land or First Nations land.	Up to \$3,500 per hectare with required cost breakdown in WS2
D. Off-site debris disposal (trucking, tipping fees, etc.) from new fuel management or maintenance activities.	Up to an additional \$1,500 per hectare with required rationale in WS2
E. Undertake prescribed burns on publicly owned land or First Nations land when the primary objective is fuel management for community wildfire risk reduction.	Up to \$3,500 per hectare with required cost breakdown in WS2
<p>F. Undertake fuel management demonstration projects (<u>one per eligible applicant</u>) including:</p> <ul style="list-style-type: none"> Develop fuel management prescriptions consistent with BC Wildfire Service Fuel Management Prescription Guidance Document Completion of fuel management activities, limited to: <ul style="list-style-type: none"> Local government land, First Nations land or Provincial Crown land Locations that are visible and accessible to community members Projects with rationale for project location (i.e. number of visitors) Parcel of no more than 5.0 ha. Educational component 	<p>Up to 25% more than costs in identified for new fuel management activities (by Fire Centre) identified in row B above with required cost breakdown in WS2:</p> <p>Coastal Fire Centre: up to \$15,625 per hectare</p> <p>Prince George Fire Centre: up to \$13,135 per hectare</p> <p>Cariboo, Kamloops, North West and South East Fire Centres: up to \$8,750 per hectare</p>

Additional Eligible Costs & Activities

In addition to the activities identified in Table 1, the following expenditures are also eligible provided they relate directly to eligible activities:

- Incremental applicant staff and administration costs (i.e. creating a new position or adding new responsibilities to an existing position). This could include employment and/or training to increase local capacity through term contracts for:
 - FireSmart Coordinator
 - CWRP and/or CFRC Coordinator
 - Qualified Local FireSmart Representative or Wildfire Mitigation Specialist
 - Summer/co-op students
- Consultant/contractor costs. Please note: if you intend to hire a professional (planner, forester) to support proposed activities, professional consultant rates will only be considered for activities that represent respective professions. For other activities (e.g. social media, planning events or administering rebate programs) consultant rates are expected to be commensurate with the type of activity being undertaken.
- Public information costs
- Purchase of [FireSmart BC](#) branded items for door prizes, give-away items and/or gifts for community events (up to \$3,000 per eligible applicant)

Ineligible Costs & Activities

Any activity that is not outlined in Table 1 or is not directly connected to activities approved in the application is not eligible for grant funding. This includes:

- Development of funding application package
- Development or amendment of plans or maps primarily intended for emergency response
- Development of databases
- Purchase of software, software licences, service subscriptions, or membership fees
- Development of FireSmart plans, other than CWRPs, amendments to existing CWPPs/CWRPs and [FireSmart Neighbourhood Plans](#)
- Development or update of feasibility studies (including water tank location analysis)
- Purchase, construction or siting of Fire Danger rating signs
- Purchase of tools (e.g. hand saws, loppers) or structural protection equipment (e.g. hoses, sprinklers)
- Purchase of non-[FireSmart BC](#) branded items for door prizes, give-away items and/or gifts for community events
- Purchase of emergency supplies (e.g. first aid kits) for community members or households
- Wildfire threat assessments and fuel treatment unit identification on private land (outside of GIS and/or FireSmart Home Ignition Zone Assessment, with the land owners' consent) or outside of the eligible WUI
- For fuel management activities only:
 - Purchase of machinery, equipment and/or livestock for grazing
 - Work undertaken by FLNRORD, including prescribed fire staff support
 - Any third-party requirements to address hazard abatement under the *Wildfire Act*
 - Hazard abatement activities related to existing or decommissioned saw mills (i.e. removal of slabs and/or sawdust)

7. Application Requirements & Process

Application Deadline

The application deadline is October 8, 2021. Applicants will be advised of the status of their applications by February 11, 2022.

Required Application Contents

Applicants are required to submit an electronic copy of the complete application, including the following:

- Completed Application Form with all required attachments
- Completed Worksheet 1: Proposed Activities & Cost Estimates and all required attachments
- For fuel management activities only: Completed Worksheet 2: Proposed Fuel Management Activities and all required attachments
- Council, Board or Band Council resolution, indicating support for the current proposed activities and willingness to provide overall grant management
- For regional projects with multiple applicants only: Council, Board or Band Council resolution from each partnering community that clearly states approval for the applicant to apply for, receive and manage the grant funding on their behalf

All application materials will be shared with the Province of BC and BC FireSmart Committee.

Submission of Applications

Applications should be submitted as Word or PDF files. Total file size for email attachments cannot exceed 20 MB.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: cri@ubcm.ca

Review of Applications

A Screening Committee will perform a preliminary review of all applications to ensure the required application contents have been submitted and to ensure that eligibility criteria have been met.

Complete, eligible applications will then be reviewed by the local BCWS Wildfire Prevention Officer or FNESS Fuel Management Specialist.

Following this, the Evaluation Committee will assess and score all eligible applications. Higher application review scores will be given to projects that:

- Clearly increase community resiliency by undertaking community-based FireSmart planning and activities that reduce the community's risk from wildfire
- Demonstrate evidence of local wildfire risk (within the past five years) and rationale for proposed activities. This can include:
 - Wildfire risk class of 1, 2 or 3 for the general area of interest. Refer to Appendix 2 for information on determining risk class.
 - Current local threat based assessments that show wildfire threat in proximity to values at risk within and around the community that have been supported by the BCWS Wildfire Prevention Officer and/or FNESS Fuel Management Specialist
 - Demonstrated history of recent repeated and/or significant interface wildfires and evacuations
- Are outcome-based and include performance measures

- Include collaboration with one or more partners (e.g. community or resident organization, First Nation or Indigenous organization, other local governments, industry, or other levels of government)
- Are within cost maximums established in Table 1, demonstrate cost-effectiveness and reflect local, reasonable estimates.
- In cases where the total project cost exceeds the grant request, include in-kind or cash contributions to the project from the eligible applicant, community partners or other grant funding

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

Following scoring by the Evaluation Committee, the [BC FireSmart Committee](#) will review a summary of all applications in order to prioritize funding. All funding decisions will be made by UBCM.

8. Grant Management & Applicant Responsibilities

Grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision & Payments

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM. Grants are paid at the completion of the project and only when the final report requirements have been met.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Post-Grant Approval Meetings

As a condition of grant funding, all approved applicants are required to meet with the BCWS Wildfire Prevention Officer or FNESS Fuel Management Specialist, or designate, to discuss the approved project prior to commencing work.

Progress Payments

Grants under the FireSmart Community Funding & Supports program are paid at the completion of the project and only when the final report requirements have been met. To request a progress payment, approved applicants are required to submit:

- Description of activities completed to date
- Description of funds expended to date
- Written rationale for receiving a progress payment

Changes to Approved Projects

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from UBCM will be required for any significant variation from the approved project.

To propose changes to an approved project, applicants are required to submit:

- Revised application package, including updated, signed application form, updated budget and an updated Council, Board or Band Council resolution
- Written rationale for proposed changes to activities and/or expenditures

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within the time frame identified in the approval letter and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed one year.

9. Interim & Final Report Requirements & Process

Applicants with phased fuel management projects are required to submit an interim report before fuel management treatments commence. Refer to Appendix 6 for requirements.

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form with all required attachments
- Final Report Worksheet 1 and all required attachments
- For fuel management activities only: Final Report Worksheet 2 and all required attachments
- Maps and spatial data (only required for CWPPs/CWRPs and fuel management activities) as outlined in Appendix 6
- Copies, excerpts and/or links to all materials produced with grant funding
- Optional: any photos or media related to the funded project

Submission of Interim & Final Reports

Interim and final reports should be submitted as Word or PDF files. Total file size for email attachments cannot exceed 20 MB.

All interim and final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: cri@ubcm.ca

Review of Interim & Final Reports

UBCM will perform a preliminary review of all reports to ensure the required report elements have been submitted. Following this, all complete final reports and deliverables will be reviewed by FNESS and/or FLNRORD before fuel treatments activities can proceed and/or grant payment is released.

All final report materials will be shared with the Province of BC and BC FireSmart Committee.

10. Additional Information

For enquiries about the application process or general enquiries about the program, please contact UBCM at cri@ubcm.ca or (250) 356-2947.

Appendix 1: Definitions

Area of Interest (AOI): All the area that lies within the municipal boundary, regional district boundary, or boundary of First Nations land. For regional districts this could be the boundary of an electoral area that encompasses multiple communities. The AOI is not the eligible WUI. Refer to the CWRP template and guidance document for more information.

Eligible Wildland Urban Interface (WUI): For the purpose of the FireSmart Community Funding & Supports program the eligible WUI is defined as a maximum of one kilometer from the structure density class greater than 6.

First Nations land: First Nation reserve land, land owned by a Treaty First Nation (as defined by the *Interpretation Act*) within treaty settlement lands, or land under the authority of an Indigenous National Government.

First Nations owned buildings: Buildings owned by a Treaty First Nation (as defined by the *Interpretation Act*) within treaty settlement lands or buildings owned by a First Nation band.

Neighbourhood: For the purpose of the FireSmart Community Funding & Supports program, a neighbourhood is considered to be an area of approximately 50 homes.

Private land: Fee-simple land that is not owned by a level of government.

Publicly owned buildings: Buildings owned by a local government or public institution (such as health authority or school district).

Publicly owned land: Provincial Crown land, land owned by a local government or land owned by a public institution (such as a health authority or school district). For the purpose of the FireSmart Community Funding & Supports program, land owned by colleges and universities is not considered publicly owned land.

Publicly, provincially and First Nations owned critical infrastructure: Assets owned by the Provincial government, local government, public institution (such as health authority or school district), First Nation or Treaty First Nation that are either:

- Identified in a Local Authority Emergency Plan [Hazard, Risk & Vulnerability Analysis](#) and/or [Critical Infrastructure assessment](#) and/or
- Essential to the health, safety, security or economic wellbeing of the community and the effective functioning of government (such as fire halls, emergency operations centres, radio repeaters, etc.)

Vegetation management: The general goal of vegetation management is to reduce the potential wildfire intensity and ember exposure to people, infrastructure, structures and other values through manipulation of both the natural and cultivated vegetation that is within or adjacent to a community.

Vegetation management can be accomplished through two different activities:

1. **Residential scale FireSmart landscaping:** The removal, reduction, or conversion of flammable plants (such as landscaping for residential properties, parks and open spaces) in order to create more fire-resistant areas in FireSmart Non-combustible Zone and Priority Zones 1, 2 and 3. Refer to the [FireSmart Guide to Landscaping](#).
2. **Fuel management treatments:** The manipulation or reduction of living or dead forest and grassland fuels to reduce the rate of spread and head fire intensity, and enhance likelihood of successful suppression, generally outside of FireSmart Non-combustible Zone and Priority Zones 1, 2 and 3. See Appendix 6 for more information.

Appendix 2: WUI Risk Class & Risk Class Maps

Under the FireSmart Community Funding & Supports program, applicants are required to identify the WUI Risk class to provide evidence of wildfire risk in their community.

WUI Risk Class

The level of risk (“risk class”) reflects the analysis of weighted PSTA threat components within the individual WUI Risk Class polygons. Five risk class ratings were applied to the WUI polygons, with “1” being a higher relative risk and “5” being the lowest relative risk. The application of relative risk does not imply “no risk”, since the goal is to identify areas where there is higher risk.

WUI Risk Class Assessment & Maps

Once defined, the WUI layer is combined with the PSTA wildfire threat layer (Crown land) to highlight a coarse scale spatial pattern of risk area using certain criteria, such as density and threat ratings. The WUI risk class assessment is driven by structure location (not by administrative boundaries) to reflect the actual location of structures that exist on the land base in relation to wildfire threat. This creates WUI polygons that may include multiple jurisdictions (e.g. regional district, municipal or First Nations land) that are linked by the continuity of structure density.

Currently the province only has data available to support fire threat analysis on Provincial Crown land. There are large tracts of private land that exist within the WUI where no data is available. The amount of private land is an important component in the risk analysis due to the lack of data to inform fire risk identification across jurisdictional boundaries. Therefore the buffer was expanded to 2.75-kilometres around structure classes with a density of >25 for the analysis in order to create separate WUI polygons. A subsequent analysis of the PSTA data was performed to allocate polygons to one of five Risk Classes.

The eligible WUI one-kilometre buffer has been added to the WUI RC maps to aid applicants in designing fuel breaks and CWRPs. Spatial data for WUI Risk Class maps, including the one-kilometre buffer, are available at any time for local authorities by sending a request to BCWILDFIREGEO@gov.bc.ca

Identifying your WUI Risk Class (1-5) and Associated Polygon Name

Under the FireSmart Community Funding & Supports program, applicants are required to identify the WUI Risk class to provide evidence of wildfire risk in their community by locating their general area of interest on the [Wildland Urban Interface Risk Class Maps](#) or Google Earth compatible KML files. In cases where local assessments provide additional evidence of higher wildfire risk (than the WUI Risk Class), applicants can provide this information in their application in support of their proposed activities.

Google Earth compatible KML files have been created for each Fire Centre with the WUI Risk Class Maps information. An additional layer has been provided for the WUI Risk Class Maps and the Google Earth KML files with completed fuel treatments including treatments funded through the Strategic Wildfire Prevention Initiative, Forest Enhancement Society of BC, FireSmart Community Funding & Supports and Crown Land Wildfire Risk Reduction programs to date.

Provincial Strategic Threat Analysis

At a provincial scale, the wildfire risk framework starts with an analysis of the WUI. Quantification of wildfire threat components, including likelihood (fire occurrence) and severity (head fire intensity, which is calculated using the 90th percentile weather conditions and fuel type) and wildfire propagation potential (spotting) at the provincial scale, is represented by the [Provincial Strategic Threat Analysis](#) (PSTA).

The PSTA assesses and maps potential threats to values on the landscape, including communities, infrastructure and natural resources.

This identifies areas for wildfire risk reduction in order to minimize negative impacts to human life and safety including first responders, public health and the infrastructure required to maintain business continuity and support recovery efforts.

The resulting WUI Risk Class Map highlights patterns and trends in the WUI in a simplistic and easy to understand way. This is available as a high-level analysis to support the initial identification of areas for FireSmart Community Funding & Supports applications.

Subsequent activities or inputs are required to determine the most effective risk control options, including developing a Community Wildfire Resiliency Plan (or update) or other plan that includes assessment of local threat on the ground, and identification of FireSmart priorities, ground truthing the area to determine local threat, and developing a site level plan for treatments.

Private Land

In some areas of the province the private land percentage is still too high for the analyses to provide a meaningful risk class rating. For the northeast area of the province around Fort St. John and Dawson Creek, extensive tracts of private land surround the smaller WUI polygons. A manual process was used to assign the risk class to these areas. Additional PSTA map extents are provided for the map sheets around the Vanderhoof, Kettle Valley and Prince George areas as well, for information only, as the risk classes were assigned for these additional WUI polygons. Please contact your local Fire Centre contact for further information regarding these specific areas.

Appendix 3: FireSmart Canada Neighbourhood Recognition Program and Home Partners Program

The FireSmart Canada Neighbourhood Recognition Program (FCNRP) and the Home Partners Program (HPP) are both excellent resources for communities and homeowners. However, it is important to understand the intent of each in order to apply for funding through the FireSmart Community Funding & Supports program.

Both the FireSmart Canada Neighbourhood Recognition Program and the Home Partners Program can and should exist within a community. The FCNRP focuses on neighbourhood involvement, engagement and education and the HPP provides mitigation recommendations for the action of individual homeowners. Together the two programs can assist communities in becoming wildfire resilient.

FireSmart Canada Neighbourhood Recognition Program

Citizen involvement is the cornerstone of the FCNRP. In any region in BC that is susceptible to wildfires, neighbourhoods can learn how to decrease the risk of losing homes, and how to best protect themselves in the event of a wildfire.

The FCNRP focuses on engaging neighbourhoods and encouraging them to create a FireSmart plan for their neighbourhood (~50 homes). Local FireSmart Representatives are contacted to complete neighbourhood assessments and assist in the formation of a local FireSmart Neighbourhood Committee and plan. After hosting a FireSmart event and taking steps to FireSmart their neighbourhood, the community can apply for national recognition.

The FireSmart Community Funding & Supports program can fund many of these steps, including Local FireSmart Representative (LFR) training, supporting FireSmart Committees, and developing Neighbourhood Wildfire Hazard Assessments and [FireSmart Neighbourhood Plans](#). Refer to Table 1 for more information.

Home Partners Program

The FireSmart Home Partners Program is a collaboration between FireSmart Canada, provincial governments, local governments, Indigenous communities, the private sector and homeowners in Canada. The program's primary purpose is to engage homeowners in voluntary wildfire mitigation activities by offering a professional home assessment with property-specific recommendations.

A Wildfire Mitigation Specialist (WMS) completes an assessment that provides residents with:

- An in-depth, on-site assessment conducted by experienced fire professionals;
- An opportunity for property owners to identify mitigation actions unique to their property;
- A detailed follow up report with customized mitigation actions designed to measurably reduce the wildfire risk to your property;
- An opportunity to earn FireSmart Home Partners certificate acknowledging their mitigation achievements. The certificate is given upon successful completion of required mitigation actions and an on-site follow up inspection;
- This type of recognition can be used to enhance real estate transactions by reassuring prospective buyers that the appropriate level of wildfire risk reduction has been achieved on the property;
- The mitigation certificate can also be shared with local insurance providers to showcase mitigation activities and potentially increase a homeowner's ability to maintain insurance coverage. FireSmart Canada does not share the assessment or any details of the assessment with the insurance industry.

The FireSmart Community Funding & Supports program can fund WMS training and enrollment fees, assessments and follow-up inspections.

Appendix 4: Funding Requirements for FireSmart Projects for Critical Infrastructure

All assessments for community assets or critical infrastructure are required to be completed on the [FireSmart Home Ignition Zone Assessment Score Card](#) or [FireSmart Critical Infrastructure Assessment Form](#). This is a relatively short assessment and should not take more than 4 to 8 hours.

A secondary [FireSmart Home Ignition Zone Assessment Score Card](#) or [FireSmart Critical Infrastructure Assessment Form](#) is required to be completed for all critical infrastructure for which mitigation activities are undertaken.

Table 2: Eligible Activities FireSmart Projects for Critical Infrastructure		
Buildings		
1	Roof material and construction	<ul style="list-style-type: none"> • Install class A UL/ASTM fire rated roof covering (e.g. Metal, rated hot lay, clay tile or asphalt shingles) • Remove unrated roof covering (including wood shakes and wood shingle roofs)
2	Roof covering	<ul style="list-style-type: none"> • Ensure there are no gaps, openings that expose combustible building components, or enclosed spaces where embers could accumulate, lodge, or penetrate
3	Gutters (combustible or non- combustible)	<ul style="list-style-type: none"> • Ensure there are non-combustible gutters, no exposed combustible fascia/roof covering above gutters (metal or aluminum), or no gutters • Remove combustible (plastic, vinyl, wood) and/or exposed combustible fascia/roof covering above gutter
4	Cleanliness of roof and gutters	<ul style="list-style-type: none"> • Remove all needles, leaves, or other combustible materials
5	Eaves	<ul style="list-style-type: none"> • Ensure all eaves are closed or no eaves/no gaps or holes/no unprotected areas to attic /interior of building, vents with 3 mm (1/8") non- combustible screening, operational louvres and flaps/ASTM ember resistant rated vents.
6	HVAC/active ventilation systems	<ul style="list-style-type: none"> • Ensure all HVAC/active ventilation system with 24 hour onsite operator, or remote shut-down capability
7	Exterior siding	<ul style="list-style-type: none"> • Install ignition resistant (cement fibre board, log) or non- combustible (stucco, metals, concrete, brick/stone)
		<ul style="list-style-type: none"> • Ensure there are no gaps or cracks, missing siding, or holes
8	Walls	<ul style="list-style-type: none"> • Ensure there is no less than 15 centimetres non-combustible vertical ground-to-siding surface
9	Fire resistant windows or doors (including large doors/garage doors)	<ul style="list-style-type: none"> • Install tempered glass in all doors and windows and treated Non-combustible Zone and Priority Zone 1; no gaps in ANY doors, OR no windows
10	Underside of the balcony, deck, porch, other building extensions or open foundation	<ul style="list-style-type: none"> • Ensure balcony, deck, porch, or other building extensions/open foundations are sheathed in with fire resistant/non-combustible materials, or non-combustible siding, no gaps or cracks, OR open heavy timber, non-combustible or fire-rated construction OR non-combustible surface and no combustible debris under deck/extension

		AND treated Non-combustible Zone, Priority Zone 1 and Priority Zone 2 and slope set-back (if applicable)
11	Building set back from the edge of a slope	<ul style="list-style-type: none">Ensure the building is located on flat ground that extends to the full distance of Priority Zone 2
Critical Structures – Utility Poles, Communications Towers, Bridges, Pipeline Valve Stations		
1	Valve station/substation/ Propane Tanks	<ul style="list-style-type: none">Ensure a non-combustible surface is continuous under all combustible infrastructure
2	Utility line poles or critical component (weather stations, antennae masts, cellular towers)	<ul style="list-style-type: none">Ensure poles/ support structures are constructed of non- combustible material (metal or concrete)
		<ul style="list-style-type: none">Ensure non-combustible or combustible poles or support structures are free of petroleum/ accelerant-based coatings, cracks and gaps where embers may accumulate, lodge, or penetrate and non-combustible surface is continuous under all combustible infrastructure
3	Critical component	<ul style="list-style-type: none">Ensure critical components are not constructed of materials that are susceptible to damage from significant radiant or convective heat fluxes OR Critical components are constructed of materials that are susceptible to damage from significant radiant or convective heat fluxes and Non-combustible Zone and/or Priority Zone 1 and/or Priority Zone 2 are treated.
		<ul style="list-style-type: none">Ensure critical components are not constructed of materials that are susceptible to damage from embers OR Critical components are constructed of materials that are susceptible to damage from embers but are free any gaps, holes or areas where embers could accumulate, lodge, or penetrate.
4	Bridge	<ul style="list-style-type: none">Ensure structure is constructed of non-combustible material (metal or concrete)
		<ul style="list-style-type: none">Ensure combustible structure is free of cracks and gaps where embers may lodge
Non-Combustible Zone (0 to 1.5 metres)		
1	1.5 metres from furthest extent of building or critical structure (includes overhangs, extensions and decks)	<ul style="list-style-type: none">Create non-combustible surface, no combustible debris, materials, fences or plants present
Zone 1 (1.5 to 10 metres)		
1	Where flammable substances, or other combustible materials are stored (Vehicles, flammable liquids/ gases construction materials, debris etc.)	<ul style="list-style-type: none">Make sure there is more than 10 metres from the structure, or in an approved and ember resistant storage container

2	Where unmitigated non-critical outbuildings are located (buildings that are not-mitigated to the same standards as the primary building or critical structure)	<ul style="list-style-type: none"> • Make sure they are more than 15 metres from primary structure
3	Type of forest that grows within 10 metres of the building, outbuilding or critical structures	<ul style="list-style-type: none"> • Ensure no trees or healthy deciduous (i.e. poplar, aspen, birch)
4	Surface vegetation and combustible materials that are within 10 metres of the building, outbuildings or critical structures	<ul style="list-style-type: none"> • Ensure no vegetation; Well-maintained lawn (15 centimetres; 6 inches or shorter); low flammability; low growing discontinuous plants with treated Non-combustible Zone (0-1.5 metres)
Zone 2 (10 to 30 metres)		
1	Type of forest that grows within 10-30 metres of the building, outbuilding or critical structures	<ul style="list-style-type: none"> • Ensure no trees or healthy deciduous (i.e. poplar, aspen, birch)
2	Surface vegetation and combustible materials that are within 10-30 metres of the building, outbuildings or critical structures	<ul style="list-style-type: none"> • Ensure none within 10 - 30 metres
3	Low tree branches within 2 metres of the ground	<ul style="list-style-type: none"> • Remove all within 10 – 30 metres

Appendix 5 – Funding Requirements for FireSmart Rebate Program

Under the FireSmart Community Funding & Supports program, approved applicants can use grant funding to offer local rebate programs to residential property or home owners that complete eligible FireSmart activities on their properties in the FireSmart Home Ignition Zone which includes the home and surrounding yard area - Non-Combustible Zone and Priority Zones 1, 2 and 3.

To be eligible for funding, a rebate program must address the goals of FireSmart and follow the requirements outlined below.

Goals of FireSmart

The general goal of [FireSmart](#) is to encourage communities and citizens to adopt and conduct FireSmart practices to mitigate the negative impacts of wildfire to assets on public and private property.

Rebate Program Requirements

Approved applicants are required to adhere to the following requirements:

- Rebates are limited to 50% of the total cost of the eligible activities identified in Table 3 and no more than \$500 per property
- Areas of higher wildfire risk, such as neighbourhoods adjacent to the forested edge and/or areas that fall in an overall high to extreme category, should be prioritized for rebates. Current plans should be used to decide where to offer a FireSmart rebate program.
- The approved applicant must assess the FireSmart activities that are conducted by the residential property or home owner and review costs (e.g. receipts and/or proof of labour) before approving rebates

To qualify for a rebate:

- The residential property or home owner must have a [FireSmart Home Ignition Zone Assessment Score Card](#) of their property conducted by a qualified Local FireSmart Representative or have their home assessed through the [Home Partners Program](#) by a qualified Wildfire Mitigation Specialist. The assessment must identify the property in a moderate, high or extreme category (refer to Table 1 – Community Planning for funding eligibility)
- The qualified Local FireSmart Representatives or Wildfire Mitigation Specialist must use the [FireSmart Assessment Work Hours Estimate Form](#) to outline mitigation recommendations to the residential property or home owner
- Residential property or home owners can complete the recommended mitigation activities themselves, or hire others to complete the work
- Only activities that are recommended in the completed assessment and that are identified in Table 3, are eligible for the rebate

Table 3: Eligible Activities for FireSmart Rebate Programs

Home or Structure		
1	Roof Material Gutters Vents and Openings	<ul style="list-style-type: none">• Install UL/ASTM fire-rated roofing (metal, clay, asphalt shingles)• Install non-combustible gutters and/or gutter covers• Remove roof surface tree needles, debris or overhanging branches• Install closed eaves and/or non-combustible fire-rated vents or vents with 3 mm screening
2	Building Exterior or Siding	<ul style="list-style-type: none">• Install ignition resistant (fibre cement board or log) or non-combustible (stucco, metal, brick/stone) exterior siding material• Repair gaps, cracks or holes where embers could lodge or penetrate

		<ul style="list-style-type: none"> • Provide 15 cm non-combustible vertical ground-to-siding clearance
3	Windows & Doors	<ul style="list-style-type: none"> • Install tempered glass in all doors and windows • Replace single pane window glass with multi pane / thermal window glass • Repair gaps in doors / garage doors where embers could accumulate or penetrate
4	Balcony, deck, porch	<ul style="list-style-type: none"> • Install non-combustible or fire-rated, solid (no gaps or cracks) deck surface and support construction • Close up open deck structures or remove all combustibles below deck
Yard / Non-Combustible Zone (0 to 1.5 metres from Home)		
5	1.5 metres from furthest extent of home	<ul style="list-style-type: none"> • Replace combustible surfaces with non-combustible surfaces • Remove combustible debris, materials, fences or plants
Yard / Zone 1 (1.5 to 10 metres from Home)		
6	Adjacent Combustibles	<ul style="list-style-type: none"> • Move woodpiles, building materials and all other combustibles into Zone 2 or enclose in an outbuilding that meets FireSmart guidelines
7	Outbuildings not meeting FireSmart guidelines	<ul style="list-style-type: none"> • Relocate outbuildings not meeting FireSmart guidelines more than 10 metres from home or upgrade outbuildings to meet FireSmart guidelines
8	Trees	<ul style="list-style-type: none"> • Replace (with deciduous) or remove coniferous (evergreen) species
9	Surface vegetation and combustible materials	<ul style="list-style-type: none"> • Cut and maintain grass to less than 10 cm or shorter • Replace flammable - continuous or tall growing plants with low flammability, low growing, discontinuous plants • Remove branches, logs and needles, leaves and debris accumulations
Yard / Zone 2 (10 to 30 metres from Home) and Zone 3 (30 to 100 metres from Home) <i>Note: Zone 3 should not be addressed until the building, Non-Combustible Zone, Zone 1 and Zone 2 have first been addressed. Consider seeking the guidance of a forest professional with wildland fire knowledge on appropriate management options for Zone 3.</i>		
10	Trees	<ul style="list-style-type: none"> • Thin coniferous trees or replace with deciduous tree species • Remove conifer tree branches within 2 metres of the ground
11	Surface Vegetation	<ul style="list-style-type: none"> • Reduce surface vegetation – long grass and flammable shrubs • Reduce accumulations of branches, logs and debris

Appendix 6 – Funding Requirements for Fuel Management Activities

Under the FireSmart Community Funding & Supports program, fuel management activities include the development of fuel management prescriptions and burns plans, as well as operational fuel treatments, including prescribed burns. Refer to Section 4 for eligible projects and Section 5 for the requirements for funding.

Fuel management activities are required to be within municipal boundaries, regional district parks or First Nations land, however contiguous, logical treatment units that extend onto the Crown land base may be considered provided that:

- a. Fuel management activities are adjacent to community structures, and
- b. Extend no further than one-kilometre from the structure density class greater than 6 (see Appendix 1)

Fuel management located exclusively on Provincial Crown land, outside of municipal boundaries, regional district parks or First Nations land, is administered through the Crown Land Wildfire Risk Reduction stream. Applicants are required to contact the BCWS for further discussion regarding identified fuel treatment units located on Provincial Crown lands.

Prescriptions

A [Fuel Management Prescription](#) is a document that identifies the objectives and strategies to lower the wildfire hazard in an identified area. Prescriptions ensure that proposed treatments include clearly defined objectives for fuel management that will result in a measurable reduction in the wildfire risk to a value while meeting all legislated and non-statutory requirements. Updating prescriptions for maintenance treatments is also eligible for funding. Applicants should ensure that separate treatment units are created for project that cross jurisdictional boundaries.

Prescriptions that are part of phased projects or that have been funded outside of the CRI or SWPI are required to undergo a technical review by the BCWS Wildfire Prevention Officer or FNESS Fuel Management Liaison/Specialist. Adequate time (at least 30 days) is required for technical review to be completed prior to submitting an application or planning for the initiation of the fuel treatment component of a phased project.

When an approved project includes multiple prescriptions, it is preferred that all completed prescriptions are submitted at the same time. Prescriptions that include Crown land and other tenure types (i.e. local government land) should ensure distinct treatment units are used to separate Crown land components in order to meet the requirements for mapping and spatial data.

Burn Plans

A burn plan is a documented plan prepared in advance of a prescribed fire that describes the objectives, burn operations, mitigation plan and post-fire monitoring of the open fire. Approved applicants must utilize the [BCWS Prescribed Fire Burn Plan Template](#). (Note: per Appendix 1a of the template – Burn Plan Signature Sheet, the BCWS Fire Centre Manager or designate is required to approve the burn plan). A completed prescription endorsed by the land manager is required prior to initiating a Burn Plan.

Where development of a burn plan is a proposed activity, applicants must contact the appropriate fire centre and fire zone to determine how burn plan development will proceed. During this discussion, it may be determined that there will be a collaborative approach to burn plan development with BCWS as an active participant or BCWS may only review and approve the plan. Engaging early will help BCWS assess available capacity towards burn plan development.

Eligible Prescription/Burn Plan Development Costs & Activities:

- Activities related to prescription development (e.g. approved Canadian wildfire modelling, pre-burn fire effects monitoring or stakeholder engagement)
- Activities related to burn plan development including identification of values in containment areas, additional data collection requirements and engaging with burn specialists
- Required professional assessments (e.g. geotechnical, archaeological, fire ecologist, range agrologist, etc.).
- [Information sharing with First Nations](#), as required by the Land Manager
- Site evaluation, including field reconnaissance, wildfire threat assessment plots, data collection as outlined in prescription guidance document and the evaluation of site access
- Lay out and traversing of proposed areas for treatments
- Preparation of all final report requirements, including maps, spatial data and metadata

Treatments

Fuel management treatments are the manipulation or reduction of living or dead forest and grassland fuels to reduce the rate of spread and head fire intensity and enhance likelihood of successful suppression, generally outside of FireSmart Non-combustible Zone and Priority Zones 1, 2 and 3.

When developing a tactical plan for managing forest fuel to reduce wildfire risk to communities, the best approach to complete this task is fuel breaks. Fuel breaks are linear features on the landscape that provide continuity of treatments that allow for the best wildfire management option for an approaching wildfire. The placement of these fuel breaks needs to consider prevailing wind direction, wildfire spread potential and historical wildfire spread in the WUI. BCWS have developed [Initial Spread Index/ Wind roses](#) that show that potential for all BCWS weather stations.

Activities may include treatments such as thinning, spacing and pruning trees, and removal of woody debris and needles (i.e. surface fuel) from the forest floor. As outlined in the BCWS 2021 Fuel Management Prescription Guidance, treatments focus on reducing the potential for sustained ignition and crown fire initiation by reducing surface fuel loading to achieve potential surface fire intensity levels below 2,000 kilowatts per metre and/or below the critical surface intensity. As onsite dispersal of wood chips generally does not meet the 2,000 kilowatts per metre requirement this activity is not eligible for funding. Instead, applicants should consider alternative activities include such as pile and burn or off-site debris disposal.

Maintenance treatments (generally for areas that have had fuel management treatments in the last 5 to 15 years) are eligible for funding. Applicants should discuss any proposed maintenance activities with the BCWS Wildfire Prevention Officer or FNESS Fuel Management Specialist to ensure that the requirements for a new or updated fuel management prescription are addressed and to identify where the Crown Land Wildfire Risk Reduction stream can fund when located outside of municipal and First Nations boundaries.

Prescribed Burns

[Prescribed burns](#) primarily for community wildfire risk reduction objectives are eligible for funding under the fuel management activity. Due to relatively narrow burn windows associated with weather and site conditions, as well as timelines associated with fire hazard abatement requirements, it is anticipated prescribed fire will be more appropriate and common as a maintenance treatment than as part of the initial suite of treatments.

Where operational implementation of a burn plan is a proposed activity, approved applicants must contact the appropriate fire centre and fire zone to determine how implementation will proceed. BCWS should be looked to first to carryout the prescribed burn project, either in a leading or assisting role. By accessing BCWS personnel, approved applicants will be utilizing the agency with certified practitioners and crew for implementation. Proponents may consider utilizing BCWS personnel in partnership with First Nations, local

fire departments, contract crews, etc. Upon confirmation of BCWS involvement, BCWS personnel costs should not be included in the funding application as those costs will be covered by the Province.

Eligible Fuel Treatment Costs & Activities:

- Pre-treatment activities: activities required to obtain authorizations, danger tree assessments, notification to First Nations and stakeholders and public engagement activities
- Treatments:
 - Pruning, thinning, tree falling, brushing, grazing, debris management (e.g. chipping and off-site debris disposal, pile and burning) and/or reforestation
- Post-treatment activities: completion of post treatment data collection, signage and post treatment report
- Preparation of all final report requirements, including maps, spatial data and metadata, including a post treatment report

In addition, when prescribed fire is undertaken as a fuel management activity for community wildfire risk reduction, the following costs and activities are eligible:

- Burn preparation activities including fire weather index monitoring, public notification and preparing black lines. Note: pre-burn costs are eligible costs if no burn window is achieved
- Burn day activities including spot forecasts, equipment set up and transport (may include aerial ignition) and traffic control
- Post-burn activities including post-burn fire effects monitoring, surveys, mop up and final reporting. A budget estimate based on mop-up requirements within the approved burn plan should be included. Where an increased level of mop up (i.e. 100%) is required as indicated by the Burn Boss, in consultation with BCWS, include a contingency cost estimate as a separate budget line item in preparation of potentially dynamic mop up conditions.

Phased Projects

Applicants can apply for fuel management projects that include prescription and/or burn plan development and fuel management treatment, including prescribed burns, for the same treatment unit(s) provided that sufficient detail on estimated treatment size and post-treatment outcomes are included. Under the FireSmart Community Funding & Supports program, this is considered a phased project and specific funding conditions will apply.

Application Requirements

In addition to the required application materials for the FireSmart Community Funding & Supports program, projects that include fuel management activities are required to submit:

- Worksheet 2: Proposed Fuel Management Activities and all required attachments
- Overview/cumulative map of the community, previously completed treatments, proposed treatments for this application, and planned future treatments. Refer to [WUI Risk Class Maps](#) and Google Earth compatible KML files (Appendix 2).
- PDF map and Google Earth compatible KML file, at appropriate scale, outlining the area of interest, proposed treatments units, land status and tenure overlaps, as defined in Appendix 4
- If available, current, wildfire threat assessment plots and/or fuel loading data and rationale for the proposed treatment unit(s) (see [Fuel Management Prescription Guidance](#) document for more information)

- For fuel management treatments only:
 - Completed, signed prescription. **Unless the proposed treatment is a phased project, the completed, signed prescription must be submitted with the application in order to have the treatment considered for funding.**
 - For prescribed fire, completed, signed burn plan in addition to Fuel Management Prescription
 - Project spatial layers as defined in Section I of Appendix 7

Interim Report Requirements for Phased Projects Only

For projects that include prescription/prescribed fire burn plan development and fuel management treatment for the same treatment unit(s) the following is required.

The completed, signed prescription and prescribed fire burn plan and, for treatment on Crown land only, confirmation that First Nations information sharing has been completed, must be submitted to UBCM.

The prescription and/or prescribed fire burn plan will be reviewed by the BCWS Wildfire Prevention Officer or FNESS Fuel Management Specialist and must be supported prior to initiation of the fuel management treatment. Treatments that have been initiated prior to an approved technical review may not be eligible for further funding.

In addition, in order to receive authorizations for the treatment, the land manager will require the completed prescription/burn plan, as well as additional information. This may include:

- Maps
- Project boundary spatial layer
- Confirmation that First Nations information sharing has been completed

If the applicant is requesting a progress payment at the completion of the prescription and burn plan (for prescribed fire) phase, the complete final report requirements for prescriptions and burns plans (identified in Table 4) must be submitted to UBCM. Otherwise, this information is required to be submitted as part of the overall final report.

Final Report Requirements

In addition to the required final report materials for the FireSmart Community Funding & Supports program, projects that include fuel management activities are required to submit the following.

Table 4: Fuel Management Final Report Requirements	
Fuel Management Prescriptions and Burn Plans (for prescribed fire)	Fuel Management Treatments, including prescribed fire
<p>Copy of the fuel management prescription that is signed by a Registered Forest Professional including all ancillary assessments (e.g. terrain stability).</p> <p>Copy of the Burn Plan that is signed by the qualified professional (e.g. fire behaviour speciality, burn boss or otherwise).</p>	<p>Post-treatment wildfire threat assessments or data collection as outlined in Prescription Guidance document.</p> <p>Post-treatment report with updated survey data collection as per direction in the prescription, summary of post-treatment conditions and fire behaviour outcomes and relationship to prescription treatment objectives. Pre and post-treatment pictures as well –</p>

	minimum of three per TU. Attached original final prescription.
PDF maps, at appropriate scale, as identified in Appendix 6	PDF maps, at appropriate scale, as identified in Appendix 6
Spatial data, as identified in Appendix 7, only if the approved project does not include fuel management treatments of the prescribed area (i.e. is not a phased project).	<p>Spatial data for Provincial Crown land treatments is required to be entered into RESULTS and the Activity Treatment ID is required as evidence of a successful RESULTS entry. Please refer to the “RESULTS Information Submission Specifications: Government Funded Activities” document found in the “Submission Specifications Data Requirements” section.</p> <p>For local government or First Nations land (i.e. non-Provincial Crown land), spatial data is required, as identified in Appendix 6.</p>

Appendix 7: Requirements for Maps & Spatial Data

Large format georeferenced PDF maps that clearly represent (at a suitable scale) the following required content and spatial data submissions, including metadata, are required as part of the final report requirements for CWRPs/CWPP updates and fuel management activities.

Provincial Crown land: treatments are required to be entered into RESULTS and the ACTIVITY_TREATMENT_UNIT_ID (ATU ID) will be required as evidence of a successful RESULTS entry. Please refer to the [RESULTS Information Submission Specifications: Government Funded Activities](#).

A. Summary of Map & Spatial Data Requirements

	Maps	Spatial Data Layers & KMZ	Notes
CWRPs	<ul style="list-style-type: none">Area of Interest (AOI) and VARLocal Fire RiskProposed Fuel Treatment Units	<ul style="list-style-type: none">AOIPROPOSED_TREATMENTFCFS_WUI	<p>Refer to Part B and C for maps</p> <p>Refer to Part F, G, and I for spatial data</p>
Fuel Management Prescriptions including prescribed fire	<ul style="list-style-type: none">Fuel management Prescription	<ul style="list-style-type: none">PRESC_PROJECT_BOUNDARYPRESC_TREATMENT_UNIT	<p>Refer to Part B and D for maps</p> <p>Refer to Part F, H and I for spatial data</p>
Fuel Management Treatments, including demonstration projects	<ul style="list-style-type: none">Fuel Management Treatment	<ul style="list-style-type: none">OP_PROJECT_BOUNDARYOP_TREATMENT_UNITOP_STAND_TREATMENTOP_DEBRIS_MGMT	<p>Refer to Part B and E for maps</p> <p>Refer to Part F, H and I for spatial data</p>

B. Mandatory Requirements for All Maps

- Descriptive title
- Scale (as text or scale bar)
- North arrow
- Legend
- CRI Project number and proponent name, consultant and GIS company name
- Date
- Reference data such as roads, railways, transmission lines, pipelines, water bodies and rivers/creeks
- Compress map files to reduce unnecessary large file sizes

C. Required Maps for CWRPs

MAP 1: Area of Interest (AOI) and VAR

- CWRP AOI
- Land ownership and administrative boundaries (Municipal, Federal, Private, Parks, Crown etc.)
- Relevant tenures such as range, woodlots, community forest areas
- Fire Department Boundaries
- Proposed and completed fuel treatments
- FireSmart areas, Wildfire Hazard Development Permit Areas
- Values at risk (critical infrastructure)
- High environmental and cultural values

- Hazardous values at risk

MAP 2: Local Fire Risk

- CWRP FCFS WUI one-kilometre buffer
- PSTA Threat or Modified Local Level Polygons
- Hectares of each PSTA Threat Class or Modified Local Level Threat Class must be stated on the map in a table

MAP 3: Proposed Fuel Treatment Units

- CWRP AOI
- Land Status and tenure overlaps e.g. range, woodlots etc.
- Proposed fuel treatment units, labelled by PROPOSED_TREATMENT_ID
- Previously completed treatments, labelled by year
- Hectares of Proposed Fuel Treatments in a table on map (PROPOSED_TREATMENT_ID, AREAHA)

D. Required Map for Fuel Management Prescriptions

- PRESC Project Boundary with land status and tenure overlaps (e.g. range, woodlots, area-based tenures)
- Access including proposed roads, and stream crossings
- Values including any reserves, wildlife habitat areas, or critical infrastructure
- Streams, wetlands, lakes including the class and identification number/name
- Areas of safety concern (steep slopes).
- PRESCRIBED_TREATMENT_UNIT (labelled by TREATMENT_UNIT_ID)
- Access including existing/proposed roads, trails and stream crossings
- Previously completed treatments if applicable (labelled by year)
- Table with all areas identified in Treatment Unit Summary, including treatment regime and hectares (from the signed Fuel Management Prescription doc)
- Wildfire Threat Assessment plots / labelled by PLOT_NUMBER

E. Required Map for Fuel Management Treatment

- OP project boundary with land status and tenure overlaps (e.g. range, area-based tenures woodlots)
- OP_TREATMENT_UNIT (labelled by TREATMENT_UNIT_ID)
- Stand treatment and debris management activity
- A table of total net project boundary hectares, and Stand and Debris activity summarized by individual treatment unit hectares
- Previously completed treatments if applicable (labelled by year)
- Wildfire Threat Assessment plots / labelled by PLOT_NUMBER

F. Spatial Data Requirements

The Province of BC uses ArcGIS 10.6 and all spatial data submissions must be compatible with ArcGIS 10.6. In addition, some feature layers as identified in the table below, are also required in a KMZ format.

Spatial data must conform to the following general formats, naming conventions and standards.

- 1. Data Format and Naming Conventions:** Data must be submitted in a File Geodatabase (FGDB) and KMZ format and must conform to the conventions for feature dataset names, feature class names, attribute names, and attribute values as identified in the Specific Submission Requirements by Project Type section below. It is strongly recommended that you use the template FGDB in order to facilitate meeting this requirement.

FGDB and KMZ names must adhere to the following naming standard:

< Local Government/First Nation Band Number>_<ProjectTypeAndDescription>

For example: PrinceGeorge_CWRPNorthPG.gdb

PrinceGeorge_CWRPNorthPG.KMZ

FN699_CWRPNorthPG.gdb

FN699_CWRPNorthPG.KMZ

- 2. FGDB Projection:** The projection standard is NAD_1983_BC_Environment_Albers (EPSG:3005), 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

Datum: NAD83, based on the GRS80 ellipsoid.

- 3. Data Quality:** Submitted data must meet general data quality guidelines to ensure corporate data quality standards are met. Data with slivers, gaps between adjacent polygons, and geometry or topology errors should as overlaps will not be accepted.
- 4. Metadata:** Metadata must be provided for all spatial layers. The metadata standard is FGDC and is required to be submitted in .xml format. Metadata must document the following:
 - A description of what each dataset represents for all datasets provided in addition to what is outlined in the individual project sections.
 - A description of each attribute and the codes/values used to populate it for all attributes provided in addition to what is outlined in the individual project sections.
 - Data Source information including where the data came from, the currency of the information and source contact details for potential follow-up
 - For resultant datasets, metadata must also include the methodology and source data used in the creation of the resultant, the date of creation, and contact details for the person who created it.
- 5. Submission:** The method for spatial data submission is a file geodatabase (FGDB) compressed into a zip file and KMZ file(s). KMZ files are to be saved with symbology (i.e. similar to what is displayed on the required maps).

Additional notes about CWRP submissions:

- All spatial layers in addition to those identified in this guide, that are a key component of the CWRP maps or plan, must be included as part of the spatial submission and must include metadata.
- If more than one data collection method was used, please choose the value that best represents how the information was captured.
- CWRP hectares on maps and documents must match those submitted spatially.

Additional notes about Fuel Management and Prescription submissions:

- The prescription_ operational project boundary represents the net operational area.
- One single or multi part polygon must be submitted for each treatment unit and/or activity.
- Project boundary, treatment unit and spatial hectares must match the net hectares stated on the maps and in the final report, or worksheet 2 for fuel treatments.
- Provincial Crown land: treatments will be required to be entered into RESULTS.

Please note: Spatial data submissions will be evaluated against these criteria. The final report and payment of grant funding will not be approved until all of these criteria are met.

Specific Submission Requirements by Project Type

G. Community Wildfire Resiliency Plan

Feature Layer Name	KMZ	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
AOI	YES	CWRP area of interest	DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double
FCFS_WUI	YES	Fire Smart Community Funding & Supports program 1km WUI	DATA_SOURCE	Origin of FCFS_WUI source. e.g. "WUI 2017" or for updated buffers suffixed with applicants name e.g. CWRP - Cariboo RD	Text, 75
			DATA_COLLECTION_DATE	Date the spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double
PROPOSED_TREATMENT	YES	Proposed gross treatment area	PROPOSED_TREATMENT_ID	Unique proposed treatment identifier	Text, 7
			DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double

H. Specific Submission Requirements for Fuel Management and/or Prescription

Fuel Management Prescription

Feature Layer Name	KMZ	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
PRESC_PROJECT_BOUNDARY	YES	Single or multi-part dissolved polygon layer defining the <u>net</u> area under prescription	DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double
PRESC_TREATMENT_UNIT	YES	Prescription treatment units	TREATMENT_UNIT_ID	Treatment Unit ID	Text, 10
			CURRENT_FUEL_TYPE	Current treatment unit fuel type. See Table 2	Text, 15
			CURRENT_STEMS_PER_HA	Current treatment unit density stems per hectare	Long integer
			LOCATION_NAME	Geographic description of treatment unit	Text, 50
			DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double

Fuel Management Treatment

Feature Layer Name	KMZ	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
OP_PROJECT_BOUNDARY	YES	Single or multi-part dissolved polygon layer defining the <u>net</u> operational area	DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double
OP_TREATMENT_UNIT	YES	Operational treatment units	TREATMENT_UNIT_ID	Treatment Unit ID	Text, 10
			POST_STEMS_PER_HA	Current treatment unit density stems per hectare	Long integer
			LOCATION_NAME	Geographic description of treatment unit	Text, 50
			DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)

Feature Layer Name	KMZ	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double
OP_STAND_TREATMENT	YES	Operational stand treatment area	STAND_TREATMENT_TECHNIQUE	Broad category of technique used for stand treatment activity. See Table 3	Text, 20
			STAND_TREATMENT_METHOD	Method used to perform treatment activity. See Table 3	Text, 20
			STAND_TREATMENT_END_DATE	Date stand treatment activity completed.	Date (DD/MM/YYYY)
			DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double
OP_DEBRIS_MGMT	YES	Operational debris management area	DEBRIS_MGMT_TECHNIQUE	Broad category of technique used for debris management activity. See Table 4	Text, 20
			DEBRIS_MGMT_METHOD	Method used to perform debris management activity. See Table 4	Text, 20
			DEBRIS_MGMT_END_DATE	Date debris management activity completed	Date (DD/MM/YYYY)
			DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double

I. Attribute Value Reference Tables

Table 1: Data Collection Method

DATA_COLLECTION_METHOD	DESCRIPTION
differentialGPS	The data was captured with a differential GPS unit, or was post-processed with information received from known reference stations, to improve data accuracy.
Digitizing	The data was converted from an analog map into a digital format using a digitizing tablet connected to a computer.
GISAnalysis	The data was created as a result of a GIS Analysis.
nondifferentialGPS	The data was captured with a GPS unit but was not post-processed or was captured with a GPS unit incapable of doing differential GPS.
orthoPhotography	The data was delineated from an orthophoto (aerial photography).
Photogrammetric	The data was delineated using photographs or images in stereo pairs
satelliteImagery	The data was delineated from a satellite image.
sketchMap	The data was hand sketched, either on an analog map or on-screen.
tightChainTraverse	The data was surveyed with a hand compass and chain to create a closed traverse.

Table 2: Fuel Type

FUEL_TYPE	DESCRIPTION
C-1	C-1 Spruce Lichen Woodland
C-2	C-2 Boreal Spruce
C-3	C-3 Mature Jack or Lodgepole Pine
C-4	C-4 Immature Jack, Lodgepole Pine, densely stocked Ponderosa Pine, or Douglas Fir
C-5	C-5 Red and White Pine
C-6	C-6 Conifer Plantation
C-7	C-7 Ponderosa Pine or Douglas Fir
D-1/2	D-1/2 Green or Leafless Aspen or Deciduous shrub
S-1	S-1 Jack or Lodgepole Pine slash
S-2	S-2 White Spruce, Balsam slash
S-3	S-3 Coastal Cedar, Hemlock, Douglas-Fir slash
O-1a/b	O-1a/b Matted or Standing Grass
M-1/2	M-1/2 Green or Leafless Mixedwood
M-3	M-3 Dead Balsam Fir Mixedwood – leafless
M-4	M-4 Dead Balsam Fir Mixedwood – green
Non-fuel	Non-fuel
Unclassified	Unclassified
Water	Water

Table 3: Stand Treatment Technique:

STAND_TREATMENT_TECHNIQUE	STAND_TREATMENT_METHOD
Prescribed Fire	Broadcast Burn
Pruning	Hand
Tree Felling	Hand
Tree Felling	Mechanical
Thinning	Hand
Thinning	Mechanical
Planting	NA

Table 4: Debris Management Technique:

DEBRIS_MGMT_TECHNIQUE	DEBRIS_MGMT_METHOD
Prescribed Fire	Pile Burning
Prescribed Fire	Broadcast Burn
Debris Management	NA
Debris Removal	Removal