



**REGIONAL SERVICES COMMITTEE**  
**WEDNESDAY, APRIL 25, 2012**  
**6:00 PM**  
**CVRD BOARD ROOM – 175 INGRAM STREET**

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	<b>AGENDA</b>	<b>PAGES</b>
1.	<b><u>APPROVAL OF AGENDA:</u></b>	1-2
2.	<b><u>ADOPTION OF MINUTES:</u></b>	
	M1 Adoption of Minutes of Regular meeting of Regional Services Committee held March 28, 2012	3-6
3.	<b><u>BUSINESS ARISING FROM THE MINUTES:</u></b>	
4.	<b><u>DELEGATIONS:</u></b>	
5.	<b><u>CORRESPONDENCE:</u></b>	
	C1 Municipality of North Cowichan to Joe Barry, Corporate Secretary Re: BC Summer Games	7
6.	<b><u>STAFF REPORTS:</u></b>	
	SR1 Staff Report from A/General Manager, Public Safety Re: Cowichan Lake Area Automatic Aid Agreement	8-21
	SR2 Staff Report from A/General Manager, Public Safety Re: Cowichan Lake Area Mutual Aid Agreement	22-27
	SR3 Staff Report from Chief Administrative Officer Re: Cowichan Flood Protection Capital Works	28-34
	SR4 Staff Report from Manager, Information Technology Re: iPad Procurement for the Board	35-37
7.	<b><u>NEW BUSINESS:</u></b>	
8.	<b><u>QUESTION PERIOD:</u></b>	
	a) Press	
	b) Public	

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

CSSR1 Potential Litigation {Sub 1 (g)} 38-78

CSSR2 Potential Litigation {Sub 1 (g)} To Be  
Distributed

**9. ADJOURNMENT:**

The next regular Regional Services Committee meeting is scheduled for Wednesday, May 23, 2012, at 6:00 pm in the Board Room, 175 Ingram Street, Duncan BC.

**REGIONAL SERVICES COMMITTEE:**

Director J. Lefebure, Chair  
Director L. Iannidinardo, Vice-Chair  
Director M. Walker  
Director B. Fraser  
Director G. Giles  
Director L. Duncan  
Director I. Morrison  
Director M. Dorey

Director M. Marcotte  
Director P. Weaver  
Director R. Hartmann  
Director B. Lines  
Director R. Hutchins  
Director P. Kent  
Director T. McGonigle

**Cowichan Valley Regional District**

Warren Jones, Administrator  
Joe Barry, Corporate Secretary  
Mark Kueber, General Manager, Corporate Services

Minutes of the Regular meeting of the Regional Services Committee held in the Board Room, 175 Ingram Street, Duncan BC, on Wednesday, March 28, 2012 at 6:00 pm.

**PRESENT:** Chair J. Lefebure  
Directors M. Walker, B. Fraser, G. Giles, L. Iannidinardo,  
L. Duncan, I. Morrison, M. Dorey, M. Marcotte, P. Weaver,  
B. Lines, R. Hartmann, T. McGonigle, R. Hutchins, P. Kent

**ALSO**

**PRESENT:** Warren Jones, Chief Administrative Officer  
Joe Barry, Corporate Secretary  
Brian Dennison, General Manager,  
Engineering and Environmental Services  
Tom Anderson, General Manager,  
Planning and Development  
Geoff Millar, Manager, Economic Development  
Kathy Lachman, Business Development Officer,  
Economic Development  
Harmony Huffman, Environmental Technologist  
Tara Daly, Recording Secretary

**APPROVAL OF  
AGENDA**

**It was moved and seconded that the agenda be approved.**

**MOTION CARRIED**

**ADOPTION OF  
MINUTES**

**M1**

**It was moved and seconded that the minutes of the Regular meeting of the Regional Services Committee, held February 22, 2012, be adopted.**

**MOTION CARRIED**

**BUSINESS ARISING  
OUT OF MINUTES**

The CAO was asked if there was an update on the status of discussions between Telus and Nanaimo Regional District regarding the collection of fees for Emergency 9-1-1 on telephone bills. The CAO advised that there is no update.

The CAO was asked if the earlier Staff Reports concerning the Cowichan Sportsplex had been recirculated. The CAO advised that they had been recirculated.

**DELEGATIONS****D1**

Brian Roberts, Executive Director, Cowichan Energy Alternative Society  
Re: Progress Report for the Cowichan BioFuel Facility and Update Low Carbon Economy Initiative of Cowichan Energy Alternatives

Mr. Roberts provided a PowerPoint presentation updating BioFuel initiatives including Greasecycle (the collection of used cooking oil), Cowichan Energy Alternatives (the production of biofuel among other activities) and Cowichan Bio-Diesel Co-op (distribution). Mr. Roberts advised that the first public recycling drop-off for domestic cooking oil is at Merit Furniture in Duncan with the next one to be situated in Ladysmith. Mr. Roberts also noted that currently, the cost per litre for biofuel is \$1.50 but will probably increase when subsidies are removed.

**D2**

Kim Stephens, P. Eng., Executive Director, Partnership for Water Sustainability in BC  
Re: An "Inter-Regional Education Initiative" for "Rainwater Management in a Watershed Sustainability Context"

Mr. Stephens provided a PowerPoint presentation clarifying the collaboration via the "Inter-Regional Education Initiative" that will result in alignment and a consistent approach to "Rainwater Management in a Watershed Sustainability Context".

Mr. Stephens reported that the Georgia Basin Initiatives include: Comox Valley - an Integrated Watershed Approach to Settlement; Nanaimo Region - Drinking Water & Watershed Protection Plan; Cowichan Valley - Cowichan Basin Water Management Plan; Capital Region - Integrated Watershed Management Implementation; and Metro Vancouver - Integrated Liquid Waste & Resource Management Plan.

Mr. Stephens summarized the benefits of the Inter-Regional Education Initiative as initiatives that align with regional plans, priorities and workloads; build on the experience of local government leaders; provide access to tools and lessons learned; and create opportunities for everyone to be more effective in moving forward with "integrated rainwater management".

**D3**

Earle Plain, Air Quality Meteorologist, Ministry of Environment; and Dr. Paul Hasselback, Medical Health Officer for Central Vancouver Island  
Re: Air Quality, Effects of Open Burning on Human Health

Mr. Plain provided a PowerPoint presentation explaining particulate matter and smoke in relation to the increasingly poor air quality in the Cowichan Valley. Mr. Plain noted that through the spring and summer, the air quality is excellent but with backyard burning and woodstoves, the rest of the year has been worsening.

Dr. Hasselback reiterated the concerns noting that there is no safe level of poor air quality stating that health issues, including breathing and heart problems, are directly related, and further, that the Cowichan Valley is exceeding the Provincial Air Quality Objectives.

**D4** Dr. Paul Hasselback, Medical Health Officer for Central Vancouver Island  
Re: Introduction as new Medical Health Officer  
Dr. Hasselback expressed his desire to have more consultation within the Local Health Authority, linking local governments for the sake of health.

**D5** Rodger Hunter, Resident of Electoral Area B (Shawnigan Lake)  
Re: Sustainability Planning Perspectives Presentation for Information  
Mr. Hunter provided his opinion on the key issues to consider when moving forward to a Regional Sustainability Plan.

**RECESS**  
**8:20 pm** It was the consensus of the Committee to take a five minute recess. The meeting recessed at 8:20 pm.

**MEETING**  
**RECONVENED**  
**8:29 pm** The Regional Services Committee meeting reconvened at 8:29 pm.

#### **STAFF REPORTS**

**SR1** The Staff Report from the Business Development Officer, Economic Development dated March 9, 2012, re: Islands Agriculture Show was received for information.

**SR2** The Staff Report from the General Manager, Planning and Development dated March 20, 2012, re: CVRD Integrated Regional Sustainability Plan was considered:

**It was moved and seconded that it be recommended to the Board that the CVRD Integrated Regional Sustainability Plan Terms of Reference be forwarded to the Environment, Economic Development and Regional Agricultural Advisory Commissions, District of North Cowichan, City of Duncan, Town of Ladysmith, Town of Lake Cowichan, First Nations and Electoral Areas' Area Planning Commissions for comment and support.**

**MOTION CARRIED**

**SR3** The Staff Report from the General Manager, Planning and Development dated March 20, 2012, re: CVRD Climate Action Plan was considered:

**It was moved and seconded that it be recommended to the Board that the CVRD Climate Action Plan Terms of Reference be forward to the Environment, Economic Development and Regional Agricultural Advisory Commissions for comment and support, and further, that the Climate Action Plan be undertaken as a part of the more comprehensive Integrated Regional Sustainability Plan.**

**MOTION CARRIED**

**SR4** The Staff Report from the Chief Administrative Officer re: Inter-Regional Rainwater Management Education Initiative was considered:

**It was moved and seconded that it be recommended to the Board that the Board endorse the Inter-Regional Initiative on rainwater management and support the associated Comox Valley Regional District Gas Tax Capacity Building Grant Application to fund related inter-regional education and learning activities in the Capital Regional District, Cowichan Valley Regional District, Regional District of Nanaimo and Comox Valley Regional District.**

**MOTION CARRIED**

**NEW BUSINESS**

**NB1** Director Iannidinardo announced the National Day of Mourning on April 28<sup>th</sup> with the ceremony to be held at the Forest Workers' Memorial in Lake Cowichan at 11:00 am

**ADJOURNMENT** **It was moved and seconded that the meeting be adjourned.**  
**9:55 pm**

**MOTION CARRIED**

The meeting adjourned at 9:55 pm.

\_\_\_\_\_  
Chairperson

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

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

# Municipality of North Cowichan

C1



7030 Trans Canada Highway, Box 278  
Duncan, BC V9L 3X4

Telephone: (250) 746-3100  
Fax: (250) 746-3133  
www.northcowichan.ca

April 12, 2012

File: 2400-01  
& 5280-01 BCH

Joe Barry, Corporate Secretary  
Cowichan Valley Regional District  
175 Ingram Street  
DUNCAN, B.C. V9L 1N8

Dear Joe

## Re: BC Summer Games

I am writing to advise that the North Cowichan Municipal Council passed the following resolution at its April 4, 2012 Regular Council meeting:

*"that Council ask the Cowichan Valley Regional District Board (CVRD) to conduct community meetings to gauge the level of community support to host the BC Summer Games in 2016 or 2018 and submit an application to host the games if there appears to be broad community support; AND FURTHER, that Council advise the Board that if the CVRD is chosen to host the games, Council supports the following CVRD expenditures:*

- 1. \$45,000 for general expenses,*
- 2. \$50,000 of in-kind services and facilities, and*
- 3. \$45,000 for a 9-month full-time employee to manage the games."*

Please contact Ernie Mansueti, Director of Parks and Recreation, to discuss North Cowichan's involvement in the proposed community meetings, if approved by your Board. He may be reached at 250-746-3110 or by email at [Mansueti@northcowichan.ca](mailto:Mansueti@northcowichan.ca)

Sincerely,

Mark O. Ruttan,  
Director of Administration and  
Deputy Chief Administrative Officer

MOR/sc

Pc: Ernie Mansueti, Director of Parks and Recreation

Original: <b>RON</b>	Copies to:
Board:	
Committee(s):	
Directed By: <b>JB</b>	Date: <b>4/12/12</b>
File #	



SR1

STAFF REPORT

REGIONAL SERVICE COMMITTEE MEETING  
OF APRIL 25, 2012

DATE: April 13, 2012

FILE NO: 0540-20- RSC-2012

FROM: Sybille Sanderson  
A/General Manager, Public Safety

SUBJECT: Cowichan Lake Area Automatic Aid Agreement

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**Recommendation/Action:**

That it be recommended to the Board that the Chair and Corporate Secretary be authorized to sign the Cowichan Lake Area Automatic Aid Agreement between the CVRD and the Town of Lake Cowichan.

**Relation to the Corporate Strategic Plan:**

To promote "shared responsibility" between levels of government agencies and community organizations by ensuring local jurisdiction fire service resources are disbursed by the most cost-effective means.

**Financial Impact:** (Reviewed by Finance Division: *SEM*)

The agreement recommends a \$450 fee for Automatic Aid response per call-out to be paid by the Town of Lake Cowichan to the CVRD to partially reimburse the Youbou Fire Department for the use of their resources. Since it is expected that a responses will be infrequent, this reimbursement should not significantly impact the Youbou Fire Department budget.

**Background:**

Due to the close proximity and shared borders of the Town of Lake Cowichan and Youbou the participants have been providing mutual aid to each other for some time and wish to formalize the processes. The agreement meets the requirements of both Fire Department Chiefs and has been reviewed by the CVRD legal advisors. Automatic Aid increases effective response capability by having both departments paged out simultaneously for confirmed structure fires for the properties identified in Schedule A. It is important to note that 304 of the 334 (91%) properties in Schedule A are within the CVRD (28% in Electoral Area F and 63% in Electoral Area I) and that the Lake Cowichan Fire Department provides fire protection through a Fire Service Contract that is funded annually. The 2012 budgeted cost for the Town of Lake Cowichan fire protection service is \$152,292.

Schedule A identifies the properties included.

Submitted by,

*Sybille Sanderson*

Sybille Sanderson  
A/General Manager, Public Safety



## COWICHAN LAKE AREA AUTOMATIC AID AGREEMENT

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_, 2012.

BETWEEN:

COWICHAN VALLEY REGIONAL DISTRICT  
175 Ingram Street  
Duncan, BC V9L 1N8

(on behalf of the Youbou Volunteer Fire Department)

AND: THE TOWN OF LAKE COWICHAN  
PO Box 860  
39 South Shore Road  
Lake Cowichan, B.C. V0R 2G0

(hereinafter called "the parties")

### NOW THIS AGREEMENT WITNESSETH:

WHEREAS, Pursuant to section 176(1)(b), enacted under *the Local Government Act*, a local authority may enter into an Automatic Aid Agreement with one or more local authorities for emergency resources of all types.

WHEREAS, it is desirable that the resources and facilities of the parties, their various departments and agencies, be made mutually available to cooperate in the event of any emergency including but not restricted to firefighting,

WHEREAS, it is desirable to provide and/or receive assistance from the closest available resource irrespective of local jurisdictions or boundaries amongst neighbouring local jurisdictions, an Automatic Aid Agreement is being implemented as outlined in this Automatic Aid Agreement,

NOW, THEREFORE, it is hereby agreed by and between each and all of the parties hereto as follows:

### DEFINITIONS

For the purposes of this Agreement:

**"Ancillary Equipment"** means firefighting, emergency and life saving equipment, and water supply.

**"Area of Jurisdiction"** means the area over which the Fire Department of a Party has legal authority.

**"Automatic Aid"** means assistance that is dispatched automatically to two or more Fire Departments by a contractual agreement.

**"Fire Chief"** means the Fire Chief of a Party and includes any person appointed or designated by the Fire Chief to act on his behalf.

## ***Lake Cowichan and Youbou Automatic Aid Agreement***

**"Officer in Charge"** means the senior officer in attendance at an emergency representing a fire department rendering assistance at an emergency, pursuant to this Agreement.

**"Incident Commander"** means the individual responsible for the management of all incident operations at the incident site.

**"Party"** means a Party to this Agreement.

**"Providing Party"** means a Party receiving a request for assistance under this Agreement.

**"Requesting Party"** means a Party requesting assistance under this Agreement.

### **OBJECTIVES OF THE AUTOMATIC AID AGREEMENT**

1. To ensure that the resources of the fire station nearest to a reported structural fire emergency are dispatched automatically, regardless of jurisdictional boundaries.
2. To provide for firefighters and a fire engine to allow for fire extinguishment and rescue evolution to be activated in a timely manner.
3. To provide for an enhanced, effective and economical level of rescue, fire extinguishment and mitigation services for residents who could benefit from response time savings of automatic versus mutual aid.
4. To ensure that the fire departments of the local jurisdictions entering into Automatic Aid Agreements implement Standard Operational Guidelines (S.O.G.) that address resource requirements and actions necessary to respond to emergency events that may occur within their boundaries as they are providing services to their neighbours.

### **QUALIFICATION TO PARTICIPATE IN THE AUTOMATIC AID AGREEMENT**

Jurisdictions participating in the Automatic Aid Agreement are capable of providing services in accordance with the requirements of the Automatic Aid Agreement and are supported by appropriate Standard Operational Guidelines.

### **CALL TYPES**

A confirmed structure fire shall initiate a response from both Fire Departments, with the first call for response via the 911 dispatch system going to Fire Department with jurisdiction over the call.

Requests for additional assistance, support or coverage may be initiated following the procedures as set out within the existing Mutual Aid Agreement.

### **INCIDENT COMMAND**

When a response under this Automatic Aid Agreement is made, the first Fire Department to arrive on scene with a full crew will establish the Incident Command System structure and shall assume the role of Incident Command. The Incident Commander shall have command and control of the incident and all manpower and equipment until relieved by the Senior Officer of the Fire Department having jurisdiction where the incident occurred. Incident Command will be in command over all responding fire crews and will communicate in a manner to ensure coordinated operations.

## ***Lake Cowichan and Youbou Automatic Aid Agreement***

### **JURISDICTIONAL PRIORITY**

This Automatic Aid Agreement does not commit any Fire Department to take action if, in the opinion of the senior officer of the responding department, a response would unduly jeopardize the response capability or capacity or safety of that Fire Department within its own jurisdiction.

### **INDEMNIFICATION**

Where the Providing Party supplies the Requesting Party with emergency equipment and personnel pursuant to this Agreement, the Requesting Party shall indemnify and save harmless the Providing Party from any and all claims, causes of action, suits and demands whatsoever arising out of the assistance rendered by the Providing Party, its servants, employees or agents, the failure to respond to a request for assistance pursuant to this Agreement, the failure to render adequate assistance, or any other reason.

### **FEE FOR SERVICE**

Since Automatic Aid response services, require additional responsibility over and above existing Mutual Aid services, a cost recovery model should be considered. Developing the formula for determining the costs of providing Automatic Aid services will be the responsibility of the Local Authorities.

The recommended fee for Automatic Aid response is: \$450.00 per call out.

### **GUIDELINES FOR AUTOMATIC AID ACTIVATION**

1. The fire department of the jurisdiction in which the structural fire emergency occurs is required to respond in the incident with the resources available at the time of the incident.
2. The fire department responding under the terms and conditions of the Automatic Aid Agreement must be capable of arriving at the structural fire emergency in advance of the resources being provided by the fire department of the local jurisdiction where the emergency fire event exists.
3. Dispatching of additional fire station resources in a jurisdiction experiencing a structural fire emergency may be necessary. Additional fire station resources must be ordered into action immediately as required.
4. Mutual Aid Agreements and associated responsibilities continue to be the priority. Therefore, a local jurisdiction may not be in a position to provide Automatic Aid should its resources be committed and involved in support of an emergency event involving the activation of Mutual Aid.

### **PROTOCOLS FOR AUTOMATIC AID ACTIVATION AND PARTICIPATION**

1. Automatic Aid response services are restricted to reported structure fire emergencies. Reported includes contact initiated by an individual through the emergency 911 system or notification received via a monitored alarm.
2. Automatic Aid will be available twenty-four (24) hours a day for seven (7) days a week.

## ***Lake Cowichan and Youbou Automatic Aid Agreement***

3. The fire department providing Automatic Aid response services will be dispatched first to ensure a timely response to the structural fire emergency event.
4. Response by the fire department providing Automatic Aid will include one (1) fire engine and four (4) firefighters.
5. The initial crew of firefighters responding as part of the Automatic Aid Program will assemble at their fire station prior to responding in the designated fire engine. A minimum of four (4) firefighters are required to initiate a response.
6. Additional firefighters responding to their fire station to support Automatic Aid will remain at the fire station on standby until officially released from duty.
7. The fire department responding as an Automatic Aid provider will not allow all of its firefighters to be committed to a structural fire emergency event that is occurring in the other jurisdiction without making arrangements for fire protection in its fire protection district through other mutual aid agreements.
8. It is accepted that a fire department's principal responsibility for life safety and property protection is to the citizens of the jurisdiction it serves. Therefore, when a fire department is involved as an Automatic Aid provider and an emergency occurs within its jurisdiction, they will consider being:
  - (i) redirected to the emergency within their jurisdiction when they are in the response mode; or
  - (ii) dispatched and will respond to the emergency event occurring in their jurisdiction when the fire crew and fire engine of the local jurisdiction or third party mutual aid or automatic aid fire department, have arrived and are operating at the emergency.
9. The local jurisdiction receiving Automatic Aid will provide a complete response to the emergency per its standard operational guidelines and, upon arrival on scene, will make every effort to release the Automatic Aid provider in a timely manner.
10. At the end of the first hour, the local jurisdiction experiencing the emergency must have sufficient firefighters on scene to effectively manage the emergency and, therefore enable Mutual Aid to be activated.

### **EFFECTIVE DATE AND AMENDMENTS**

This Automatic Aid Agreement shall take effect upon its signing by both parties and will be reviewed annually and amended in writing as necessary.

### **TERMINATION**

Either party by giving six months written notice of such to the other party may terminate this Automatic Aid Agreement.

### **NOTICES**

Any written notice provided for in this Automatic Aid Agreement will be effectively given by hand delivery or registered mail

to the Cowichan Valley Regional District at:

**Lake Cowichan and Youbou Automatic Aid Agreement**

Cowichan Valley Regional District  
175 Ingram Street  
Duncan, B.C. V9L 1N8

to the Town of Lake Cowichan at:

Town of Lake Cowichan  
P.O. Box 860  
39 South Shore Road  
Lake Cowichan, B.C. V0R 2G0

or such other address as each may from time to time designate in writing, and will be deemed to be received on the day of delivery, if delivered by hand, or five days following its posting, if mailed.

**IN WITNESS WHEREOF** the parties have hereunto set their hands and seals as of the day and year first above written.

The Corporate Seal of the  
COWICHAN VALLEY REGIONAL DISTRICT  
as hereto affixed in the presence of:

\_\_\_\_\_  
Chairperson  
\_\_\_\_\_  
Secretary

)  
)  
)  
)  
)  
)  
)

The Corporate Seal of the  
TOWN OF LAKE COWICHAN  
as hereto affixed in the presence of:

\_\_\_\_\_  
Mayor  
\_\_\_\_\_  
Clerk/Administrator

)  
)  
)  
)  
)  
)  
)

## *Lake Cowichan and Youbou Automatic Aid Agreement*

### SCHEDULE A – PROPERTIES IDENTIFIED FOR AUTOMATIC AID

FUS_ID	ADDR_NUM	ROADNAME	STSS_Flag	Aid_Response
162	7375	BARNARD CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
271	8295	BEAVER ROAD	Yes	Aid Response from Youbou - F.S. #1
252	8351	BEAVER ROAD	Yes	Aid Response from Youbou - F.S. #1
253	8357	BEAVER ROAD	Yes	Aid Response from Youbou - F.S. #1
251	8360	BEAVER ROAD	Yes	Aid Response from Youbou - F.S. #1
259	8365	BEAVER ROAD	Yes	Aid Response from Youbou - F.S. #1
254	8370	BEAVER ROAD	Yes	Aid Response from Youbou - F.S. #1
258	8371	BEAVER ROAD	Yes	Aid Response from Youbou - F.S. #1
257	8381	BEAVER ROAD	Yes	Aid Response from Youbou - F.S. #1
256	8385	BEAVER ROAD	Yes	Aid Response from Youbou - F.S. #1
255	8391	BEAVER ROAD	Yes	Aid Response from Youbou - F.S. #1
177	7585	CATFISH ROAD	Yes	Aid Response from Youbou - F.S. #1
176	7588	CATFISH ROAD	Yes	Aid Response from Youbou - F.S. #1
40	7290	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
39	7300	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
360	7318	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
361	7322	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
359	7326	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
358	7330	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
357	7334	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
356	7336	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
355	7340	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
354	7344	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
353	7348	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
352	7352	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
351	7358	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
350	7364	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
349	7372	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
348	7378	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
347	7382	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
346	7410	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
345	7420	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
344	7430	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
343	7434	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
342	7440	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
186	7530	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
283	7630	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
281	7646	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
280	7680	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
47	7705	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
279	7720	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
278	7740	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1

## *Lake Cowichan and Youbou Automatic Aid Agreement*

277	7760	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
284	7785	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
289	7797	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
288	7809	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
287	7815	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
286	7821	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
285	7829	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
290	7845	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
305	7917	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
304	7921	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
303	7931	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
302	7947	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
1937	7955	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
300	7971	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
301	7989	COWICHAN LAKE ROAD	Yes	Aid Response from Youbou - F.S. #1
1939	7981	COWICHAN VALLEY HIGHWAY	Yes	Aid Response from Youbou - F.S. #1
308	7940	GREENDALE ROAD	Yes	Aid Response from Youbou - F.S. #1
306	7945	GREENDALE ROAD	Yes	Aid Response from Youbou - F.S. #1
307	7950	GREENDALE ROAD	Yes	Aid Response from Youbou - F.S. #1
299	7960	GREENDALE ROAD	Yes	Aid Response from Youbou - F.S. #1
297	7965	GREENDALE ROAD	Yes	Aid Response from Youbou - F.S. #1
298	7968	GREENDALE ROAD	Yes	Aid Response from Youbou - F.S. #1
1926	7975	GREENDALE ROAD	Yes	Aid Response from Youbou - F.S. #1
1935	7980	GREENDALE ROAD	Yes	Aid Response from Youbou - F.S. #1
1925	7981	GREENDALE ROAD	Yes	Aid Response from Youbou - F.S. #1
1940	7985	GREENDALE ROAD	Yes	Aid Response from Youbou - F.S. #1
1934	7986	GREENDALE ROAD	Yes	Aid Response from Youbou - F.S. #1
1924	7987	GREENDALE ROAD	Yes	Aid Response from Youbou - F.S. #1
1903	7990	GREENDALE ROAD	Yes	Aid Response from Youbou - F.S. #1
1933	7992	GREENDALE ROAD	Yes	Aid Response from Youbou - F.S. #1
1923	7995	GREENDALE ROAD	Yes	Aid Response from Youbou - F.S. #1
1932	7996	GREENDALE ROAD	Yes	Aid Response from Youbou - F.S. #1
1931	8000	GREENDALE ROAD	Yes	Aid Response from Youbou - F.S. #1
1922	8001	GREENDALE ROAD	Yes	Aid Response from Youbou - F.S. #1
1930	8004	GREENDALE ROAD	Yes	Aid Response from Youbou - F.S. #1
1921	8007	GREENDALE ROAD	Yes	Aid Response from Youbou - F.S. #1
1920	8011	GREENDALE ROAD	Yes	Aid Response from Youbou - F.S. #1
1927	8012	GREENDALE ROAD	Yes	Aid Response from Youbou - F.S. #1
1919	8015	GREENDALE ROAD	Yes	Aid Response from Youbou - F.S. #1
1936	8017	GREENDALE ROAD	Yes	Aid Response from Youbou - F.S. #1
1918	8019	GREENDALE ROAD	Yes	Aid Response from Youbou - F.S. #1
1917	8021	GREENDALE ROAD	Yes	Aid Response from Youbou - F.S. #1
1916	8023	GREENDALE ROAD	Yes	Aid Response from Youbou - F.S. #1
1908	8033	GREENDALE ROAD	Yes	Aid Response from Youbou - F.S. #1
1915	8035	GREENDALE ROAD	Yes	Aid Response from Youbou - F.S. #1

## *Lake Cowichan and Youbou Automatic Aid Agreement*

161	7461	HUDGROVE ROAD	Yes	Aid Response from Youbou - F.S. #1
163	7475	HUDGROVE ROAD	Yes	Aid Response from Youbou - F.S. #1
164	7479	HUDGROVE ROAD	Yes	Aid Response from Youbou - F.S. #1
165	7481	HUDGROVE ROAD	Yes	Aid Response from Youbou - F.S. #1
166	7485	HUDGROVE ROAD	Yes	Aid Response from Youbou - F.S. #1
167	7491	HUDGROVE ROAD	Yes	Aid Response from Youbou - F.S. #1
169	7501	HUDGROVE ROAD	Yes	Aid Response from Youbou - F.S. #1
168	7511	HUDGROVE ROAD	Yes	Aid Response from Youbou - F.S. #1
171	7545	HUDGROVE ROAD	Yes	Aid Response from Youbou - F.S. #1
170	7555	HUDGROVE ROAD	Yes	Aid Response from Youbou - F.S. #1
172	7565	HUDGROVE ROAD	Yes	Aid Response from Youbou - F.S. #1
173	7585	HUDGROVE ROAD	Yes	Aid Response from Youbou - F.S. #1
174	7589	HUDGROVE ROAD	Yes	Aid Response from Youbou - F.S. #1
13	7595	HUDGROVE ROAD	Yes	Aid Response from Youbou - F.S. #1
14	7597	HUDGROVE ROAD	Yes	Aid Response from Youbou - F.S. #1
175	7615	HUDGROVE ROAD	Yes	Aid Response from Youbou - F.S. #1
178	7621	HUDGROVE ROAD	Yes	Aid Response from Youbou - F.S. #1
179	7631	HUDGROVE ROAD	Yes	Aid Response from Youbou - F.S. #1
36	7633	HUDGROVE ROAD	Yes	Aid Response from Youbou - F.S. #1
185	7641	HUDGROVE ROAD	Yes	Aid Response from Youbou - F.S. #1
180	7669	HUDGROVE ROAD	Yes	Aid Response from Youbou - F.S. #1
181	7675	HUDGROVE ROAD	Yes	Aid Response from Youbou - F.S. #1
184	7755	HUDGROVE ROAD	Yes	Aid Response from Youbou - F.S. #1
183	7791	HUDGROVE ROAD	Yes	Aid Response from Youbou - F.S. #1
182	7835	HUDGROVE ROAD	Yes	Aid Response from Youbou - F.S. #1
263	7225	INDIAN ROAD	Yes	Aid Response from Youbou - F.S. #1
262	7245	INDIAN ROAD	Yes	Aid Response from Youbou - F.S. #1
261	7248	INDIAN ROAD	Yes	Aid Response from Youbou - F.S. #1
260	7264	INDIAN ROAD	Yes	Aid Response from Youbou - F.S. #1
26	9215	KESTREL DRIVE	Yes	Aid Response from Youbou - F.S. #1
15	9227	KESTREL DRIVE	Yes	Aid Response from Youbou - F.S. #1
160	8815	LAKEVIEW PARK ROAD	Yes	Aid Response from Youbou - F.S. #1
1304	380	Lane Park Rd	Yes	Aid Response from Youbou - F.S. #1
1325	395	Lane Park Rd	Yes	Aid Response from Youbou - F.S. #1
142	9110	MARBLE BAY ROAD	Yes	Aid Response from Youbou - F.S. #1
141	9116	MARBLE BAY ROAD	Yes	Aid Response from Youbou - F.S. #1
136	9144	MARBLE BAY ROAD	Yes	Aid Response from Youbou - F.S. #1
129	9145	MARBLE BAY ROAD	Yes	Aid Response from Youbou - F.S. #1
148	9160	MARBLE BAY ROAD	Yes	Aid Response from Youbou - F.S. #1
147	9174	MARBLE BAY ROAD	Yes	Aid Response from Youbou - F.S. #1
145	9190	MARBLE BAY ROAD	Yes	Aid Response from Youbou - F.S. #1
144	9204	MARBLE BAY ROAD	Yes	Aid Response from Youbou - F.S. #1
143	9216	MARBLE BAY ROAD	Yes	Aid Response from Youbou - F.S. #1
135	9230	MARBLE BAY ROAD	Yes	Aid Response from Youbou - F.S. #1
134	9240	MARBLE BAY ROAD	Yes	Aid Response from Youbou - F.S. #1



## *Lake Cowichan and Youbou Automatic Aid Agreement*

431	0	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
193	8810	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
192	8816	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
198	8852	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
197	8858	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
189	8930	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
111	8960	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
110	8965	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
112	8971	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
113	8980	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
109	8984	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
114	8985	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
115	8992	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
116	8996	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
117	8998	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
118	8999	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
102	9000	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
103	9004	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
107	9005	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
104	9012	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
105	9016	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
106	9022	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
108	9030	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
101	9041	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
33	9100	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
99	9125	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
98	9150	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
9	9156	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
97	9156	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
7	9158	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
8	9160	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
96	9164	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
95	9166	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
94	9168	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
93	9170	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
92	9172	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
91	9174	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
90	9176	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
89	9178	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
88	9182	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
87	9186	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
86	9188	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
78	9195	MEADES CREEK ROAD	Yes	Aid Response from Youbou - F.S. #1
140	7301	NANTREE ROAD	Yes	Aid Response from Youbou - F.S. #1
139	7307	NANTREE ROAD	Yes	Aid Response from Youbou - F.S. #1

## *Lake Cowichan and Youbou Automatic Aid Agreement*

133	7311	NANTREE ROAD	Yes	Aid Response from Youbou - F.S. #1
132	7315	NANTREE ROAD	Yes	Aid Response from Youbou - F.S. #1
138	7319	NANTREE ROAD	Yes	Aid Response from Youbou - F.S. #1
131	7327	NANTREE ROAD	Yes	Aid Response from Youbou - F.S. #1
150	7334	NANTREE ROAD	Yes	Aid Response from Youbou - F.S. #1
137	7337	NANTREE ROAD	Yes	Aid Response from Youbou - F.S. #1
149	7350	NANTREE ROAD	Yes	Aid Response from Youbou - F.S. #1
130	7380	NANTREE ROAD	Yes	Aid Response from Youbou - F.S. #1
128	7393	NANTREE ROAD	Yes	Aid Response from Youbou - F.S. #1
120	7396	NANTREE ROAD	Yes	Aid Response from Youbou - F.S. #1
121	7400	NANTREE ROAD	Yes	Aid Response from Youbou - F.S. #1
127	7403	NANTREE ROAD	Yes	Aid Response from Youbou - F.S. #1
122	7410	NANTREE ROAD	Yes	Aid Response from Youbou - F.S. #1
119	7420	NANTREE ROAD	Yes	Aid Response from Youbou - F.S. #1
126	7421	NANTREE ROAD	Yes	Aid Response from Youbou - F.S. #1
123	7440	NANTREE ROAD	Yes	Aid Response from Youbou - F.S. #1
124	7470	NANTREE ROAD	Yes	Aid Response from Youbou - F.S. #1
125	7490	NANTREE ROAD	Yes	Aid Response from Youbou - F.S. #1
316	7463	NEVA ROAD	Yes	Aid Response from Youbou - F.S. #1
337	7465	NEVA ROAD	Yes	Aid Response from Youbou - F.S. #1
430	7476	NEVA ROAD	Yes	Aid Response from Youbou - F.S. #1
17	9200	NIGHTHAWK ROAD	Yes	Aid Response from Youbou - F.S. #1
31	9201	NIGHTHAWK ROAD	Yes	Aid Response from Youbou - F.S. #1
2	9205	NIGHTHAWK ROAD	Yes	Aid Response from Youbou - F.S. #1
1	9209	NIGHTHAWK ROAD	Yes	Aid Response from Youbou - F.S. #1
18	9220	NIGHTHAWK ROAD	Yes	Aid Response from Youbou - F.S. #1
6	9225	NIGHTHAWK ROAD	Yes	Aid Response from Youbou - F.S. #1
3	9232	NIGHTHAWK ROAD	Yes	Aid Response from Youbou - F.S. #1
46	9244	NIGHTHAWK ROAD	Yes	Aid Response from Youbou - F.S. #1
32	9264	NIGHTHAWK ROAD	Yes	Aid Response from Youbou - F.S. #1
221	8570	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
222	8580	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
220	8601	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
223	8604	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
219	8605	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
224	8612	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
225	8616	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
226	8620	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
227	8624	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
228	8640	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
230	8648	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
229	8652	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
237	8656	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
218	8657	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
236	8660	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1

## *Lake Cowichan and Youbou Automatic Aid Agreement*

235	8664	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
234	8670	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
233	8676	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
216	8679	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
217	8681	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
232	8682	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
231	8690	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
207	8691	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
206	8697	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
205	8701	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
213	8708	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
214	8710	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
204	8711	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
212	8720	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
203	8721	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
211	8724	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
210	8728	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
209	8732	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
208	8738	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
202	8741	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
200	8745	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
201	8750	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
199	8751	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
188	8800	NORTH SHORE ROAD	Yes	Aid Response from Youbou - F.S. #1
28	8888	PALMER WAY	Yes	Aid Response from Youbou - F.S. #1
29	8894	PALMER WAY	Yes	Aid Response from Youbou - F.S. #1
19	8904	PALMER WAY	Yes	Aid Response from Youbou - F.S. #1
38	8908	PALMER WAY	Yes	Aid Response from Youbou - F.S. #1
69	7705	PARKINSON AVENUE	Yes	Aid Response from Youbou - F.S. #1
64	7710	PARKINSON AVENUE	Yes	Aid Response from Youbou - F.S. #1
68	7713	PARKINSON AVENUE	Yes	Aid Response from Youbou - F.S. #1
66	7720	PARKINSON AVENUE	Yes	Aid Response from Youbou - F.S. #1
65	7721	PARKINSON AVENUE	Yes	Aid Response from Youbou - F.S. #1
30	7737	PARKINSON AVENUE	Yes	Aid Response from Youbou - F.S. #1
157	7300	PERI ROAD	Yes	Aid Response from Youbou - F.S. #1
154	7304	PERI ROAD	Yes	Aid Response from Youbou - F.S. #1
155	7308	PERI ROAD	Yes	Aid Response from Youbou - F.S. #1
156	7310	PERI ROAD	Yes	Aid Response from Youbou - F.S. #1
153	7318	PERI ROAD	Yes	Aid Response from Youbou - F.S. #1
152	7322	PERI ROAD	Yes	Aid Response from Youbou - F.S. #1
151	7350	PERI ROAD	Yes	Aid Response from Youbou - F.S. #1
146	7376	PERI ROAD	Yes	Aid Response from Youbou - F.S. #1
3263	7424	PINTAIL PLACE	Yes	Aid Response from Youbou - F.S. #1
42	7428	PINTAIL PLACE	Yes	Aid Response from Youbou - F.S. #1
74	7748	SUNSET DRIVE	Yes	Aid Response from Youbou - F.S. #1

## *Lake Cowichan and Youbou Automatic Aid Agreement*

79	7750	SUNSET DRIVE	Yes	Aid Response from Youbou - F.S. #1
85	7754	SUNSET DRIVE	Yes	Aid Response from Youbou - F.S. #1
27	7755	SUNSET DRIVE	Yes	Aid Response from Youbou - F.S. #1
75	7756	SUNSET DRIVE	Yes	Aid Response from Youbou - F.S. #1
84	7758	SUNSET DRIVE	Yes	Aid Response from Youbou - F.S. #1
83	7762	SUNSET DRIVE	Yes	Aid Response from Youbou - F.S. #1
80	7765	SUNSET DRIVE	Yes	Aid Response from Youbou - F.S. #1
76	7766	SUNSET DRIVE	Yes	Aid Response from Youbou - F.S. #1
81	7769	SUNSET DRIVE	Yes	Aid Response from Youbou - F.S. #1
77	7770	SUNSET DRIVE	Yes	Aid Response from Youbou - F.S. #1
82	7774	SUNSET DRIVE	Yes	Aid Response from Youbou - F.S. #1
34	7777	SUNSET DRIVE	Yes	Aid Response from Youbou - F.S. #1
62	7778	SUNSET DRIVE	Yes	Aid Response from Youbou - F.S. #1
54	7782	SUNSET DRIVE	Yes	Aid Response from Youbou - F.S. #1
56	7783	SUNSET DRIVE	Yes	Aid Response from Youbou - F.S. #1
61	7786	SUNSET DRIVE	Yes	Aid Response from Youbou - F.S. #1
55	7787	SUNSET DRIVE	Yes	Aid Response from Youbou - F.S. #1
53	7791	SUNSET DRIVE	Yes	Aid Response from Youbou - F.S. #1
313	7481	SUTHERLAND ROAD	Yes	Aid Response from Youbou - F.S. #1
314	7487	SUTHERLAND ROAD	Yes	Aid Response from Youbou - F.S. #1
315	7493	SUTHERLAND ROAD	Yes	Aid Response from Youbou - F.S. #1
16	7447	TEAL COURT	Yes	Aid Response from Youbou - F.S. #1
3264	7465	TEAL COURT	Yes	Aid Response from Youbou - F.S. #1
37	9216	TOWHEE LANE	Yes	Aid Response from Youbou - F.S. #1
44	9224	TOWHEE LANE	Yes	Aid Response from Youbou - F.S. #1
43	9232	TOWHEE LANE	Yes	Aid Response from Youbou - F.S. #1
41	9235	TOWHEE LANE	Yes	Aid Response from Youbou - F.S. #1
45	9239	TOWHEE LANE	Yes	Aid Response from Youbou - F.S. #1
191	8820	VISTA HEIGHTS	Yes	Aid Response from Youbou - F.S. #1
190	8826	VISTA HEIGHTS	Yes	Aid Response from Youbou - F.S. #1
196	8828	VISTA HEIGHTS	Yes	Aid Response from Youbou - F.S. #1
195	8832	VISTA HEIGHTS	Yes	Aid Response from Youbou - F.S. #1
194	8836	VISTA HEIGHTS	Yes	Aid Response from Youbou - F.S. #1
282	7770	WENTWORTH ROAD	Yes	Aid Response from Youbou - F.S. #1
276	7780	WENTWORTH ROAD	Yes	Aid Response from Youbou - F.S. #1
275	7784	WENTWORTH ROAD	Yes	Aid Response from Youbou - F.S. #1
274	7790	WENTWORTH ROAD	Yes	Aid Response from Youbou - F.S. #1
12	7820	WENTWORTH ROAD	Yes	Aid Response from Youbou - F.S. #1
11	7824	WENTWORTH ROAD	Yes	Aid Response from Youbou - F.S. #1
296	7832	WENTWORTH ROAD	Yes	Aid Response from Youbou - F.S. #1
295	7836	WENTWORTH ROAD	Yes	Aid Response from Youbou - F.S. #1
294	7840	WENTWORTH ROAD	Yes	Aid Response from Youbou - F.S. #1
293	7844	WENTWORTH ROAD	Yes	Aid Response from Youbou - F.S. #1
292	7850	WENTWORTH ROAD	Yes	Aid Response from Youbou - F.S. #1
340	7854	WENTWORTH ROAD	Yes	Aid Response from Youbou - F.S. #1

## *Lake Cowichan and Youbou Automatic Aid Agreement*

341	7860	WENTWORTH ROAD	Yes	Aid Response from Youbou - F.S. #1
291	7864	WENTWORTH ROAD	Yes	Aid Response from Youbou - F.S. #1
249	8335	YOUBOU ROAD	Yes	Aid Response from Youbou - F.S. #1
250	8339	YOUBOU ROAD	Yes	Aid Response from Youbou - F.S. #1
50	8464	YOUBOU ROAD	Yes	Aid Response from Youbou - F.S. #1
51	8584	YOUBOU ROAD	Yes	Aid Response from Youbou - F.S. #1
215	8585	YOUBOU ROAD	Yes	Aid Response from Youbou - F.S. #1
49	8855	YOUBOU ROAD	Yes	Aid Response from Youbou - F.S. #1
187	8875	YOUBOU ROAD	Yes	Aid Response from Youbou - F.S. #1
100	8976	YOUBOU ROAD	Yes	Aid Response from Youbou - F.S. #1
159	9058	YOUBOU ROAD	Yes	Aid Response from Youbou - F.S. #1
67	9059	YOUBOU ROAD	Yes	Aid Response from Youbou - F.S. #1
70	9063	YOUBOU ROAD	Yes	Aid Response from Youbou - F.S. #1
71	9067	YOUBOU ROAD	Yes	Aid Response from Youbou - F.S. #1
72	9071	YOUBOU ROAD	Yes	Aid Response from Youbou - F.S. #1
73	9075	YOUBOU ROAD	Yes	Aid Response from Youbou - F.S. #1
63	9081	YOUBOU ROAD	Yes	Aid Response from Youbou - F.S. #1
57	9091	YOUBOU ROAD	Yes	Aid Response from Youbou - F.S. #1
58	9095	YOUBOU ROAD	Yes	Aid Response from Youbou - F.S. #1
59	9148	YOUBOU ROAD	Yes	Aid Response from Youbou - F.S. #1
60	9150	YOUBOU ROAD	Yes	Aid Response from Youbou - F.S. #1
52	9220	YOUBOU ROAD	Yes	Aid Response from Youbou - F.S. #1



SR2

**STAFF REPORT**

**REGIONAL SERVICE COMMITTEE MEETING  
OF APRIL 25, 2012**

**DATE:** April 13, 2012

**FILE No:** 0540-20- RSC-2012

**FROM:** Sybille Sanderson  
A/General Manager, Public Safety

**SUBJECT:** Cowichan Lake Area Mutual Aid Agreement

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**Recommendation/Action:**

That it be recommended to the Board that the Chair and Corporate Secretary be authorized to sign the Cowichan Lake Area Mutual Aid Agreement between the CVRD, the Town of Lake Cowichan, The City of Duncan, and The Caycuse Volunteer Fire Department Society.

**Relation to the Corporate Strategic Plan:**

To promote "shared responsibility" between levels of government agencies and community organizations by ensuring all local jurisdiction emergency service resources are disbursed by the most cost-effective and efficient means.

**Financial Impact:** (Reviewed by Finance Division: n/a)

No additional financial impact is associated with this agreement. Each party will be responsible for its costs.

**Background:**

The participating agencies wish to make their resources and facilities (including, but not restricted to firefighting) mutually available to each other to allow for cooperation in the event of an emergency. The agreement meets the requirements of the Fire Department Chiefs and has been reviewed by the CVRD legal advisors.

Submitted by,

Sybille Sanderson  
A/General Manager, Public Safety

## COWICHAN LAKE AREA MUTUAL AID AGREEMENT

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

BETWEEN:

COWICHAN VALLEY REGIONAL DISTRICT  
175 Ingram Street  
Duncan, BC V9L 1N8

(on behalf of the Honeymoon Bay, Mesachie Lake, Sahtlam and Youbou Volunteer Fire Departments)

AND: THE TOWN OF LAKE COWICHAN  
PO Box 860  
39 South Shore Road  
Lake Cowichan, B.C. V0R 2G0

AND: THE CITY OF DUNCAN  
PO Box 820  
200 Craig Street  
Duncan, B.C. V9L 3Y2

AND: THE CAYCUSE VOLUNTEER FIRE DEPARTMENT SOCIETY  
Box 166  
Honeymoon Bay, BC V0R 1Y0

(hereinafter called "the parties")

### NOW THIS AGREEMENT WITNESSETH:

WHEREAS, Pursuant to section 176(1)(b), enacted under *the Local Government Act*, a local authority may enter into a Mutual Aid Agreement with one or more local authorities for emergency resources of all types.

WHEREAS, it is desirable that the resources and facilities of the parties, their various departments and agencies, be made mutually available to cooperate in the event of any emergency including but not restricted to firefighting,

NOW, THEREFORE, it is hereby agreed by and between each and all of the parties hereto as follows:

### ARTICLE 1 – DEFINITIONS

For the purposes of this Agreement:

**"Ancillary Equipment"** means firefighting, emergency and life saving equipment, and water supply.

**"Area of Jurisdiction"** means the area over which the Fire Department of a Party has legal authority.

## ***Cowichan Lake Area Mutual Aid Agreement***

**"Fire Chief"** means the Fire Chief of a Party and includes any person appointed or designated by the Fire Chief to act on his behalf.

**"Officer in Charge"** means the senior officer in attendance at an emergency representing a fire department rendering assistance at an emergency, pursuant to this Agreement.

**"Incident Commander"** means the individual responsible for the management of all incident operations at the incident site and is from the area of jurisdiction.

**"Party"** means a Party to this Agreement.

**"Providing Party"** means a Party receiving a request for assistance under this Agreement.

**"Requesting Party"** means a Party requesting assistance under this Agreement.

### **ARTICLE 2 - COOPERATIVE ASSISTANCE**

1. Each Party shall, upon request of the Officer in Charge, dispatch emergency equipment and personnel to assist in emergency operations in the other Party's Area of Jurisdiction, as authorized by their respective bylaws and provided that the equipment and personnel are not required in the area of originating jurisdiction.
2. Jurisdictions participating in this Mutual Aid Agreement are responsible for advising the Requesting Party of their capability of providing services and confirming that their provision of such services is supported by appropriate operational guidelines and periodic interagency training.

### **OPERATION/MANAGEMENT AND JURISDICTIONS**

3. The Incident Command System will be used at all emergencies involving the activation of Mutual Aid. Therefore, the Officer in Charge of the Requesting Party is in command overall of all responding fire crews and will communicate in a manner to ensure coordinated operations. If a change of channel or frequency is required, Fire Dispatch will confirm working channel/frequency when the assisting party is paged.
4. The Incident Commander at the location of an emergency shall direct use of emergency and life-saving equipment and personnel assisting at the emergency and, in the case of emergency equipment and personnel supplied by another Party, shall give his/her directions to the Officer in Charge.
  - a. Any and all agents, servants or employees of each of the Parties or other persons, while engaged in the performance of any work or services required to be performed by the Parties under this Agreement shall not be considered employees of any other Party and a Party shall not be responsible for any act or omission of any person other than one of its own agents, servants, or employees, except as provided in this Agreement.
  - b. Each Party to this Agreement will retain decision-making authority within their own jurisdiction. All Parties will ensure that decisions involving multiple jurisdictions are made in consultation with the authorities involved.



- c. Each Party to this Agreement is responsible for declaring its own "State of Local Emergency" as per the *Emergency Program Act*, should it be deemed necessary. If this should occur, the other Parties are to be notified as soon as possible.

## **RIGHTS AND RESPONSIBILITIES**

5. The Fire Chief (or officer in charge) of each Party shall determine whether or not emergency equipment and personnel under his jurisdiction may be dispatched for the purposes of Article 2 of this Agreement.
6. The determination of a Fire Chief on any matter required to be determined by him/her under this Agreement shall be final. Where the safety of manpower and equipment is a concern, or where good fire-fighting practices are not applied, the Officer in Charge of the Providing Party shall have sole discretion on the application of directions given by the Officer in Charge of the Requesting Party.
7. Emergency equipment and personnel supplied by one Party to another Party pursuant to this Agreement may be recalled at any time when the Fire Chief of the originating jurisdiction has determined that it is required in the originating jurisdiction.

## **EQUIPMENT**

8. Notwithstanding any other provision of this Agreement, (ancillary) equipment (such as port-a-tanks) must be provided by the Fire Department having jurisdiction at the location of the emergency, and such equipment shall not be dispatched outside the respective areas of jurisdiction of the parties, except in the case of immediate need, or in the case of the Providing Party having a duplication of said equipment.
9. Ancillary Equipment supplied to a Party under this Agreement, and used by the Requesting Party, shall be the responsibility of the Requesting Party and any loss or damage to the equipment shall be the responsibility of the Requesting Party having control.
10. Each Party to this Agreement shall have the use of the closest water supply of another Party, regardless of jurisdiction, if the factors of time, life and safety warrant.

## **EMERGENCY RESOURCES**

11. Parties within this Agreement may, as a matter of caution, request additional resources from their mutual aid partners at anytime, should the Incident Commander determine that this assistance will be beneficial in mitigating the emergency, or that it may provide an additional level of safety to personnel.
12. A Party may request emergency resources to be on standby, should the requesting Party have all of its functioning equipment and or personnel currently out of service due to a prolonged incident or unforeseen event. The Fire Chiefs of both parties shall determine what resources will be required, how and where these standby resources will stage.

As a matter of courtesy, a Party may chose to inform another Party that their equipment and or personnel is all in use, in order to enable the other Party to be alert to the possibility of a request for mutual aid.

## ***Cowichan Lake Area Mutual Aid Agreement***

13. Equipment and personnel supplied by one Party to another under this Agreement, and the Providing Party having full use and control of said equipment, shall be supplied at the expense of the Party that has jurisdiction over the equipment and personnel, and that Party shall not demand reimbursement from the Party Requesting by the equipment and personnel.

### **INDEMNIFICATION**

14. Where the Providing Party supplies the Requesting Party with emergency equipment and personnel pursuant to this Agreement, the Requesting Party shall indemnify and save harmless the Providing Party from any and all claims, causes of action, suits and demands whatsoever arising out of the assistance rendered by the Providing Party, its servants, employees or agents, the failure to respond to a request for assistance pursuant to this Agreement, the failure to render adequate assistance, or any other reason.

### **TERMINATION**

15. This Agreement may be terminated upon the expiration of sixty days written notice, given by registered mail, by one Party to another Party.

***Cowichan Lake Area Mutual Aid Agreement***

**IN WITNESS WHEREOF** the parties have hereunto set their hands and seals as of the day and year first above written.

The Corporate Seal of the  
**COWICHAN VALLEY REGIONAL DISTRICT**  
as hereto affixed in the presence of:

\_\_\_\_\_)  
Chairperson\_\_\_\_\_)  
\_\_\_\_\_)  
Secretary\_\_\_\_\_)  
\_\_\_\_\_)

The Corporate Seal of the  
**TOWN OF LAKE COWICHAN**  
as hereto affixed in the presence of:

\_\_\_\_\_)  
Mayor\_\_\_\_\_)  
\_\_\_\_\_)  
Clerk/Administrator\_\_\_\_\_)  
\_\_\_\_\_)

The Corporate Seal of the  
**CITY OF DUNCAN**  
as hereto affixed in the presence of:

\_\_\_\_\_)  
Mayor\_\_\_\_\_)  
\_\_\_\_\_)  
Clerk/Administrator\_\_\_\_\_)  
\_\_\_\_\_)

The Corporate Seal of the  
**Caycuse Volunteer Fire Department Society**  
as hereto affixed in the presence of:

\_\_\_\_\_)  
Chair\_\_\_\_\_)  
\_\_\_\_\_)  
Clerk/Administrator\_\_\_\_\_)  
\_\_\_\_\_)



## STAFF REPORT

REGIONAL SERVICES COMMITTEE MEETING  
OF APRIL 25, 2012

DATE: April 17, 2012  
FROM: Chief Administrative Officer  
SUBJECT: Cowichan Flood Protection Capital Works

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**Recommendation/Action:**

That the CVRD Board support the "Lower Watershed" funding model for flood infrastructure capital works; and that this report be referred to the District of North Cowichan, City of Duncan and Cowichan Tribes for their input into the preferred funding approach.

**Relation to the Corporate Strategic Plan:**

Efforts aimed at improving flood infrastructure are consistent with Corporate Strategic Plan's goal of providing for a safe and healthy community.

**Financial Impact:** *(Reviewed by Finance Division: [Signature])*

The CVRD, in partnership with the City of Duncan, Cowichan Tribes and Municipality of North Cowichan, recently received a \$5.16M dollar grant to assist in funding the construction of dikes in the Lower Cowichan area. The unique nature of the partnership was an important factor in getting the grant. That same uniqueness requires a cooperative approach to project funding. The partners are required to provide \$2.6M (one third) of the project funding. This report outlines various funding models with the impact to each funding partner varying depending on the model. CVRD staff is recommending that the Lower Watershed model be supported by the Board. This model contemplates a \$324,000 dollar contribution from Areas B, D, E, F and I which represents approximately 12% of the projects overall cost. Staff recommend that the CVRD share be funded by Community Works Fund Gas Tax.

**Background:**

The CVRD, in partnership with the City of Duncan, Cowichan Tribes and Municipality of North Cowichan, recently completed an integrated flood management plan for the Lower Cowichan - Koksilah River floodplain. The outcome of this three year long collaborative effort was the development of a comprehensive flood management plan aimed at reducing flood risks to all communities within the floodplain area in addition to protecting environmental interests as well.

The plan is focused around ten primary strategies that consist of: (1) returning the Cowichan and Koksilah rivers to a more naturalized state; (2) sustaining the natural state of the existing floodplain; (3) siting future development in areas with low flood hazard and habitat sensitivity; (4) ensuring new or upgraded flood protection structures to not adversely increase the overall flood hazard in the floodplain; (5) decreasing the vulnerability of existing developed areas;

(6) mitigating the impacts of high flows on the mainstem of the river; (7) maintaining channel conveyance; (8) creating accessible and sustainable tools for flood management; (9) promoting basin-wide planning initiatives, and (10) monitoring and maintaining a flood management program.

Twenty (20) specific high priority projects were identified as potential projects for current funding. These include dike upgrades or new dike construction, river channel maintenance and improvement, gravel and log jam and selective vegetation removal, upstream sediment and debris control, road modifications, bridge replacements and recommended compensation projects. These projects have been classified into three classes: Tier I (\$4.1M) – infrastructure designed to protect the Joint Utilities Board (JUB) sewer lagoons; Tier II (\$8.7M) – infrastructure primarily consisting of dikes to protect the larger Cowichan/Koksilah floodplain area; and Tier III (\$1.1M) – ongoing maintenance work on the river channel to prevent log jams and sediment build up.

*Tier I* and *Tier III* are currently funded. The focus of this report is funding the Tier II projects for which the \$5.16M Emergency Management British Columbia (EMBC) grant was received. The total project cost is estimated at \$8.7M which funding sources include: \$5.16M EMBC grant, \$950,000 Regionally Significant Gas Tax and \$2.6M local partner share. The models in this report outline various options for raising the \$2.6M partner share.

In completing the integrated flood management plan, two key elements for the implementation of this document – funding and governance – were not resolved. The plan currently does not identify funding sources or cost sharing recommendations and does not provide guidance on an appropriate governance structure to oversee construction and maintenance of these works. The primary purpose of this report is to identify potential funding models to support the construction of flood works however; in the future there will be a need to initiate a process to create a “diking authority” and to identify a workable governance structure for the diking authority.

### Funding Model Options

Over the past year, a working group consisting of staff from Cowichan Tribes, CVRD, City of Duncan and District of North Cowichan has met to discuss potential funding models that could be used to support the construction of flood infrastructure. A challenging aspect of this issue is finding a “fair” model that both raises sufficient funds to undertake the proposed works and results in a tax impact that is reasonable and affordable for residents. The issue of who benefits from flood protection works and who should be paying for these works needs to be resolved.

After examining potential funding arrangements, the group developed four models that allocate costs based on various viewpoints. The figures used to calculate these models are based on direct partner contributions or borrowing the funds over 20 years through MFA. The cost allocation formula for sharing the local \$2.6M share of Tier II infrastructure among the partners is the central issue of this report.

The funding model concepts and financial impacts are outlined in the attached document. The four models, listed in order of preference, consist of the following:

1. Regional Model – based on regional benefits
2. Watershed Model – based on hydrology
3. Lower Watershed Model – based on run-off that flows directly into the Cowichan River
4. Floodplain/Impacted Area Model – based on areas flooded in a 1:200 year flood event

Once the adoption of a funding model for construction of the initial infrastructure is completed along with Tier III maintenance work on the river channel, additional work will need to be done to determine an appropriate funding model and budget for ongoing maintenance of the dikes.

### Governance

In December 2010, the Ministry of Natural Resource Operations issued a new policy stating that "the construction of new dikes shall only be approved where the local government jurisdiction has (1) agreed (through Council or Board resolution) to become the diking authority and to be fully responsible for operation and maintenance of the new dike; and (2) acquired legal access to the lands on which the new dike is to be constructed." Additionally, a diking authority is a requirement in order to receive federal or provincial grant funding. The Cowichan region does not yet have a dike authority to manage all the dikes in the lower Cowichan – Koksilah flood plain. As such, once a preferred funding model is selected, steps need to be taken to create a diking authority.

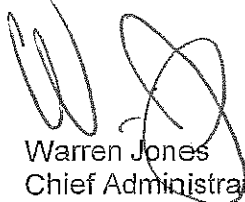
To date it appears that the Regional District may be best positioned to assume this responsibility due to the number of jurisdictions involved in flood projection management and infrastructure in the region. This concept is also supported by the recently signed MOU which identifies the CVRD as the organization that should "take the lead to coordinate the ongoing updates to the integrated flood management plan, and coordinate implementation of the implementation plan including maintenance of the flood protection works."

One option for the diking authority would be for it to be comprised of elected officials from the participating areas. That group would then receive staff support similar to other CVRD Standing Committees or Commissions. It is anticipated that this function would be responsible for overseeing the construction of new dikes, repairs and maintenance of existing dikes, and ongoing river channel maintenance.

### Conclusion

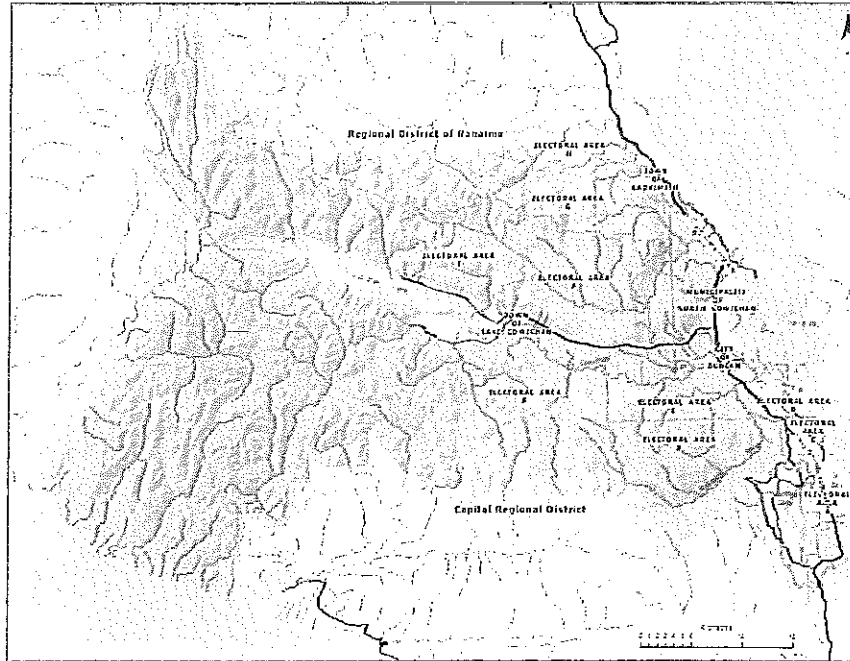
The Cowichan Valley collaborative approach to flood management is an excellent example of local communities working together. These partnerships are at times challenging as the regulatory environment that each partner works within may be different. The result is often longer processing and consultation times, but more importantly an enhanced understanding of each partners operating environment. The partners have shown a strong desire to work together for the betterment of the Valley.

The EMBC grant must be spent by March 2015. This is a very challenging timeframe as it gives only two fisheries windows for "in-stream works". Funding and construction decisions need to be made quickly in order to meet the federal/provincial grant requirements.



Warren Jones  
Chief Administrative Officer

# REGIONAL MODEL



**Concept** The regional model includes all areas of the CVRD, including Cowichan Tribes.

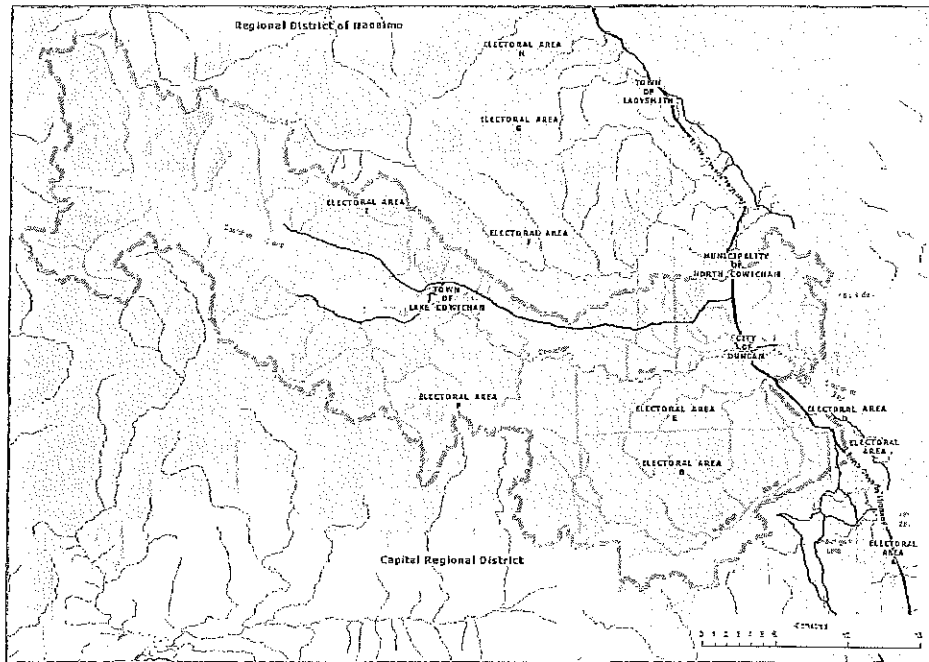
**Advantages** The advantages of this model include that it (1) results in a very reasonable cost to residents, and (2) recognizes the regional benefit all residents receive through protection of the central urban core from flood damage.

**Disadvantage** The disadvantages of this model include that it (1) may be not well supported by areas that are not directly impacted by flooding, and (2) there may not be a strong link between actual projects and physical locations of those paying.

**Cost** \$1.20 (per \$100,000 assessed value, based on a 1/3 share of \$7,850,000 = \$2,616,000 in funds borrowed from MFA over 20 years with annual debt payments of \$190,000).

Jurisdiction	Converted Assessment Values	Share	Total Cost by Area	Total Annual Debt Cost	Tax rate	Cost per \$100k assessed value
North Cowichan	538,754,204	34.0%	\$889,440	\$64,513	0.0119745	\$1.20
City of Duncan	2,635,864	5.2%	\$136,032	\$9,895	0.0119745	\$1.20
Town of Ladysmith	127,999,688	8.1%	\$211,896	\$15,327	0.0119745	\$1.20
Town of Lake Cowichan	42,807,002	2.7%	\$70,632	\$5,126	0.0119745	\$1.20
Electoral Area A	100,580,868	6.3%	\$164,808	\$12,044	0.0119745	\$1.20
Electoral Area B	173,903,550	11.0%	\$287,760	\$20,824	0.0119745	\$1.20
Electoral Area C	101,583,420	6.4%	\$167,424	\$12,164	0.0119745	\$1.20
Electoral Area D	62,354,181	3.9%	\$102,024	\$7,467	0.0119745	\$1.20
Electoral Area E	70,830,523	4.5%	\$117,720	\$8,482	0.0119745	\$1.20
Electoral Area F	62,344,024	3.9%	\$102,024	\$7,465	0.0119745	\$1.20
Electoral Area G	66,855,612	4.2%	\$109,872	\$8,006	0.0119745	\$1.20
Electoral Area H	69,763,388	4.4%	\$115,104	\$8,354	0.0119745	\$1.20
Electoral Area I	61,525,781	3.9%	\$102,024	\$7,367	0.0119745	\$1.20
Cowichan Tribes	24,761,565	1.6%	\$41,856	\$2,965	0.0119745	\$1.20
<b>Total</b>	<b>1,586,699,670</b>	<b>100%</b>		<b>\$ 190,000</b>		

# WATERSHED MODEL



**Concept** The watershed model includes areas located in the Cowichan and Koksilah watershed including some or all of Cowichan Tribes, Electoral Areas D, E, F, I, G as well as Duncan, North Cowichan and Lake Cowichan.

**Advantages** The advantages of this model include that the cost impact is (1) directly linked to the flood protection received, (2) results in an expanded funding base, and (3) recognizes that not only the properties flooded but also the lands where the water originates from are all part of the flood equation.

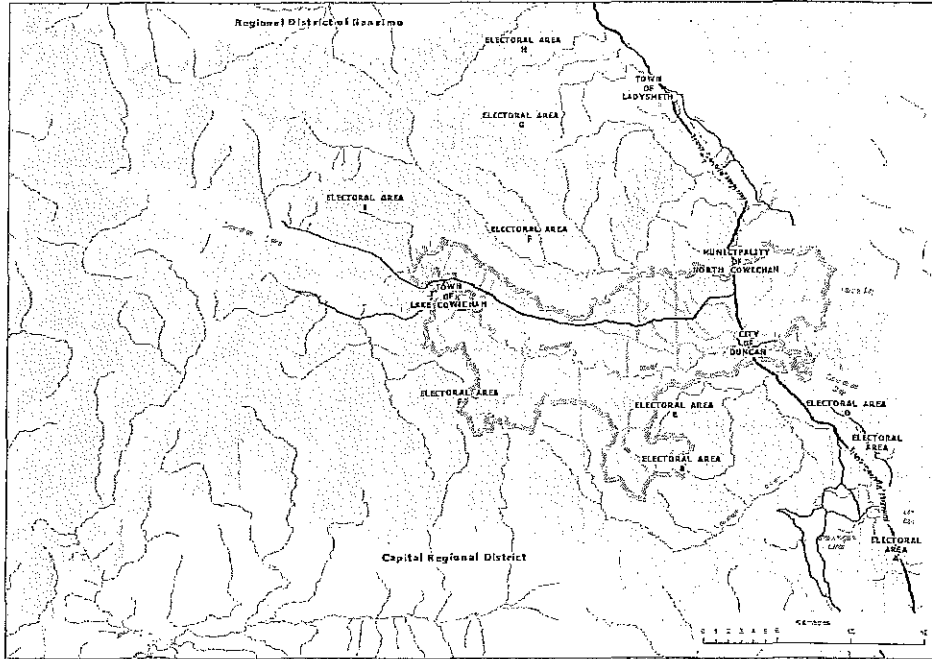
**Disadvantage** The primary disadvantage or challenge with this model is the potential lack of support as a result of the distance between the individuals paying and actual project locations.

**Cost** \$2.82 (per \$100,000 assessed value, based on a 1/3 share of \$7,850,000 = \$2,616,000 in funds borrowed from MFA over 20 years with annual debt payments of \$190,000).

Jurisdiction	Converted Assessment Values	Share	Total Cost by Area	Total Annual Debt Cost	Tax rate	Cost per \$100,000 assessed value
North Cowichan	304,981,727	45.3%	\$1,185,048	\$86,003	0.0281993	\$2.82
City of Duncan	82,635,864	12.3%	\$321,768	\$23,303	0.0281993	\$2.82
Town of Lake Cowichan	42,807,002	6.4%	\$167,424	\$12,071	0.0281993	\$2.82
Electoral Area B	21,825,270	3.2%	\$83,712	\$6,155	0.0281993	\$2.82
Electoral Area C	15,162,294	2.3%	\$60,168	\$4,276	0.0281993	\$2.82
Electoral Area D	8,619,212	1.3%	\$34,008	\$2,431	0.0281993	\$2.82
Electoral Area E	65,084,546	9.7%	\$253,752	\$18,353	0.0281993	\$2.82
Electoral Area F	52,814,791	7.8%	\$204,048	\$14,893	0.0281993	\$2.82
Electoral Area I	55,082,395	8.2%	\$214,512	\$15,533	0.0281993	\$2.82
Cowichan Tribes	24,761,565	3.7%	\$96,792	\$6,983	0.0281993	\$2.82
<b>Total</b>	<b>673,774,666</b>	<b>100%</b>		<b>\$ 190,000</b>		



# LOWER WATERSHED MODEL



**Concept** The lower watershed model includes only those areas that drain directly into the Cowichan River (thus excluding areas that drain into Cowichan Lake). It includes all or portions of Cowichan Tribes, Electoral Areas E and D, as well as the City of Duncan and Municipality of North Cowichan.

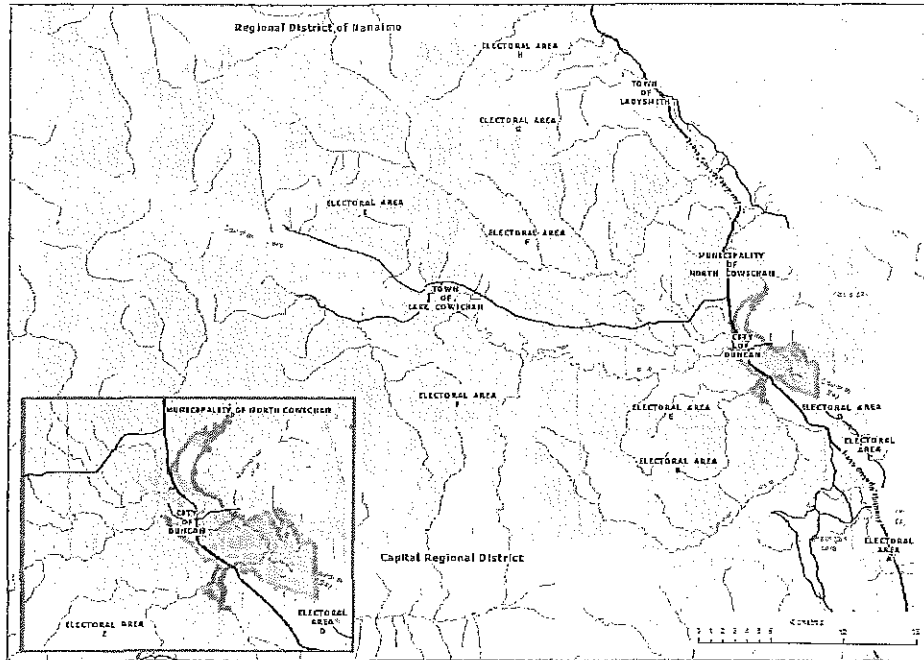
**Advantages** The advantages of this model include that (1) it more closely matches the costs allocated to local residents whose lands either contribute to flooding because of natural drainage patterns, or see a benefit derived from flood protection infrastructure, (2) due to the direct benefits, this model would likely see stronger support from residents than would be seen with a more expansive model, and (3) recognizes that the land where the water originates should be part of the funding solution.

**Disadvantages** The disadvantages of this model are that (1) it excludes contributions of the lake area which is an originating source of water, and (3) it does not recognize the regional benefits all residents receive from a protected central business area.

**Cost** \$4.10 (per \$100,000 assessed value, based on a 1/3 share of \$7,850,000 = \$2,616,000 in funds borrowed from MFA over 20 years with annual debt payments of \$190,000).

Jurisdiction	Converted Assessment Values	Share	Total Cost by Area	Total Annual Debt Cost	Tax rate	Cost per \$100,000 assessed value
North Cowichan	298,686,117	64.4%	\$1,687,704	\$122,404	0.04098089	\$4.10
City of Duncan	82,635,864	17.8%	\$465,648	\$33,865	0.04098089	\$4.10
Electoral Area B	2,065,800	0.4%	\$10,464	\$847	0.04098089	\$4.10
Electoral Area D	1,232,929	0.3%	\$7,848	\$505	0.04098089	\$4.10
Electoral Area E	30,078,384	6.5%	\$170,040	\$12,326	0.04098089	\$4.10
Electoral Area F	22,008,917	4.7%	\$122,952	\$9,019	0.04098089	\$4.10
Electoral Area I	2,161,204	0.5%	\$13,080	\$886	0.04098089	\$4.10
Cowichan Tribes	24,761,565	5.3%	\$138,648	\$10,148	0.04098089	\$4.10
<b>Total</b>	<b>463,630,780</b>	<b>100%</b>		<b>\$190,000</b>		

# FLOODPLAIN/IMPACTED AREA MODEL



**Concept** The floodplain area model includes only those areas that would be damaged in the event of a major flood. This consists of all or portions of Cowichan Tribes, Electoral Areas E and D, as well as the City of Duncan and Municipality of North Cowichan.

**Advantages** The advantage of this model is that it directly allocates the cost of building infrastructure to those homes and businesses that are physically protected by the flood works.

**Disadvantages** The disadvantages of this model include (1) the model only taxes the homes that get flooded, not the homes that contribute to the flooding, (2) it fails to consider the fact that lands where flood waters originate are also part of the flood problem, and (3) the model ignores the benefits that all residents of the region enjoy through having a protected central urban core.

**Cost** \$15.53 (per \$100,000 assessed value, based on a 1/3 share of \$7,850,000 = \$2,616,000 in funds borrowed from MFA over 20 years with annual debt payments of \$190,000).

Jurisdiction	Converted Assessment Values	Share	Total Cost by Area	Total Annual Debt Cost	Tax rate	Cost per \$100,000 assessed value
North Cowichan	35,861,950	29.3%	\$766,488	\$55,679	0.15526	\$15.53
City of Duncan	39,674,325	32.4%	\$847,584	\$61,599	0.15526	\$15.53
Electoral Area D	5,610,938	4.6%	\$120,336	\$8,712	0.15526	\$15.53
Electoral Area E	16,466,237	13.5%	\$353,160	\$25,566	0.15526	\$15.53
Cowichan Tribes	24,761,565	20.2%	\$528,432	\$38,445	0.15526	\$15.53
<b>Total</b>	<b>122,375,015</b>	<b>100.0%</b>		<b>\$190,000</b>		



SR4

## STAFF REPORT

### REGIONAL SERVICES COMMITTEE MEETING OF APRIL 25, 2012

**DATE:** April 17, 2012  
**FROM:** Chris Ewing, Manager, Information Technology Division  
**SUBJECT:** iPad Procurement for the Board

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#### **Recommendation/Action:**

That the Board adopt the use of iPad tablets at no new cost to the corporation for use by elected officials to aid in conducting CVRD business.

#### **Relation to the Corporate Strategic Plan:**

As part of the Cowichan Valley Regional District's green lens and efficiency initiatives identified in the Corporate Strategic Plan, specifically in the Healthy Environment and Service Excellence sections, tablet technology will enable the corporation to ease reliance on paper based agendas and minutes. This technology also reduces the cost and staff time required for the annual budget book production and enables quick access to corporate digital searchable information.

#### **Financial Impact:** *(Reviewed by Finance Division: )*

The purchase of 15 iPad tablets (WiFi only) approximates \$8,850 compared to an annual cost of \$8,700 for the preparation of meeting agendas, thus resulting in a cost neutral initiative. Please see attachment for detailed cost breakdown. Some Municipal Board members currently have iPad tablets and the additional tablets not required by Directors will be available as backups during committee meetings and other CVRD business.

#### **Background:**

The Information Technology Division has been evaluating iPad tablet technology with the aim of enhancing access to corporate information, equipment portability and efficiency, and improve communications among members of the corporation. Twelve staff have been utilizing the tablet technology successfully over the past few months for onsite and remote connectivity to corporate information and resources. This is proving to be an uncomplicated technology to adopt which enhances productivity while reducing reliance on paper.

Submitted by,

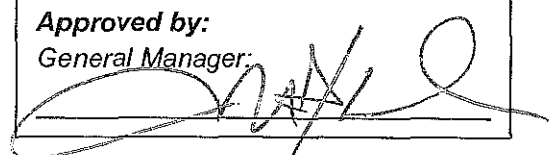


Chris Ewing, Manager, Information Technology Division  
Corporate Services Department

**Reviewed by:**  
Division Manager:



**Approved by:**  
General Manager:



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### **iPad Background Information**

#### **Benefits: (adds flexibility and portability while reducing costs)**

- Access to both the Internet and corporate network for information retrieval.
- Direct access to the corporate messaging system - email accounts with ability to manage email (delete, reply, and forward), task reminder, notifications, and address book and calendar modules, with tools to manage them.
- By default the iPad displays PDF and MS Office documents.
- Applications loaded on the iPad are generally integrated with each other and include:
  - Notes application – provides a method to type and store notes, and provides the ability to email the notes. In addition, there is the facility to record meetings with playback and markup of notes for discussion.
  - Message application enables securely encrypted messages to be exchanged between iPads which includes photos, videos, locations, and contacts. In addition, group messaging (collaboration) is available. Also, the messaging application provides delivery receipts to the sender.
  - Maps application with street, satellite, and terrain views, including a route feature for distance and navigation between 2 points.
  - Camera application enables users to take still images or short films and send them via email, messaging, etc.
  - FlipBoard and other applications provide a method to manage and organize news and information.
  - YouTube application connects with YouTube to view film clips.
  - Annotate application enables users to markup PDF files, retain them or email them.
  - FaceTime application enables face to face (Apple's Skype replacement) video calls between iPad devices.
  - SlideShark application delivers presentations created in PowerPoint to multimedia projectors or displays.
- Able to locate missing iPads, message them, and remotely wipe their content – remote security.
- iCloud provides a storage space of 5GB for device backup.
- For example, Directors download agendas prior to meetings, markup their agenda with notes and highlights, and bring their agenda with notes to the meeting. Able to convey markups to other Directors/staff. Portability and usability dramatically reduce reliance on paper and improves the utilization of corporate resources. Reduction of paper in municipal meetings is a growing trend with many corporations turning to tablet technology to meet this trend. Some examples of municipalities using tablet technology in their meetings include: Cities of Surrey and Chilliwack, and the Town of Lake Cowichan, with many more either implementing or researching this technology such as the Municipality of North Cowichan. Also, with the tablet technology, directors will have direct access to the corporate messaging system (email, calendar, tasks, and contacts).

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**Cost Analysis:**

- Identified cost elements to produce agenda pages for the Board, Electoral Area Services, Regional Services, and Engineering & Environment – 130,000 combined pages annually.
  - Toner cost \$0.015/page \$2,000
  - Paper cost 1,500
  - Packaging & Courier costs 4,000
  - Hydro consumption to run photocopiers ?
  - Depreciation on photocopiers ?
  - Staff time to produce more than one copy
  - (0.5 staff day per board X 12 X 7 hours X \$30) 1,200
  - \$8,700/year**
- Cost of iPad
  - iPad 16 GB (Wi-Fi Only) \$520
  - Logix iPad stylus 20
  - iPad Smart Cover 50
  - \$590**
  - 15 WiFi iPad devices (\$590 X 15) **\$8,850/onetime cost**
- **For Additional Consideration**
  - **Option 1** – WiFi only iPad tablets require access to a WiFi service in order to access corporate and Internet based information. The CVRD administrative offices, recreation centres, Bings Creek site, and numerous service industry premises (hotels – restaurants for example) support free WiFi access. The approximate onetime cost for 15 iPads is \$8,850.
  - **Option 2** – 4G iPad tablets with WiFi enable access to corporate and Internet information where there is either a WiFi or cellular signal. The approximate onetime cost for 15 iPads is \$10,800 which is \$2,000 more than option 1, plus an ongoing monthly data charge of (\$34 X 15) \$510 or \$6,120 annually. The additional costs (\$2,000 + \$6,120) of this option has not been budgeted in 2012.
- Budget Books are comprised of over 800 pages with 32 copies produced which require approximately 2.5 staff days to complete. There are two versions of the budget book, draft and final which doubles the numbers identified. One paper copy of the budget book and the remainder published digitally would reduce staff time to 20 percent of current commitment, saving of 50,000 pages of paper and related costs.
- Tablets can replace notebook computers in many areas and the 10 top reasons for this migration include: power consumption; viruses; portability; cost effectiveness; online connectivity; available applications; user friendliness; Bluetooth connectivity; efficiency; and social integration. The obvious areas where we should consider the adoption of tablet technology include: migrating to paperless meetings and remote access to corporate resources for Board Directors and selective staff.