

Community Wildfire Resiliency Plan Instruction Guide

A GUIDE FOR LOCAL AUTHORITIES AND FIRST NATIONS TO
SUPPORT THE DEVELOPMENT OF COMMUNITY WILDFIRE
RESILIENCY PLANS

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Acronyms

AOI	Area of Interest
AOP	Annual Operating Plan
BCBC	British Columbia Building Code
BCWS	British Columbia Wildfire Service
CFS	Community Funding and Supports
CLWRR	Crown Land Wildfire Risk Reduction
CRI	Community Resiliency Investment
CWPP	Community Wildfire Protection Plans
CWRP	Community Wildfire Resiliency Plans
EMBC	Emergency Management British Columbia
EMP	Emergency Management Plan
EPA	Emergency Program Act
FCI	Forest Carbon Initiative
FESBC	Forest Enhancement Society of British Columbia
FCF&S	FireSmart Community Funding and Supports
FLNRORD	Ministry of Forests, Lands, Natural Resource Operations and Rural Development
FRPA	Forest & Range Practices Act
GIS	geographic information systems
HVRA	Hazard, Risk, and Vulnerability Analysis
PSTA	Provincial Strategic Threat Assessment
SARA	Species at Risk Act
HIZ	Home Ignition Zone
UBCM	Union of British Columbia Municipalities
VAR	Values at Risk
WRR	Wildfire Risk Reduction
WUI	Wildland-Urban Interface

Overview

Welcome to the Community Wildfire Resiliency Plan Instruction Guide! This guide serves as a companion to the Community Wildfire Resiliency Plan (CWRP) template and provides explanatory information, resources, and other guidance to support communities in plan development. In this guide, you'll find:

- Supplemental information to support the preparation of each of the CWRP template sections.
- A list of potential plans and guidance on the relationship of this template with other plans.
- Strategies and tips on the development and maintenance of a CWRP.

How to Use This Instruction Guide

This instruction guide is structured into three sections: [Overview](#), [Part 1: CWRP Development Process](#), and [Part 2: CWRP Template](#).

It is highly recommended that any user not familiar with Community Wildfire Resiliency Plans (CWRPs) read the Overview and Part 1: CWRP Development Process. These sections provide background information on CWRPs, plan goals, and a set of considerations and suggestions for developing a CWRP.

All users are encouraged to explore the various template topics under Part 2: CWRP Template. Collectively, these topics provide a comprehensive approach toward CWRPs, but different users may only need to reference certain topics for additional resources.

Where applicable, links to resources have been provided. Note that these links can frequently change, so be sure to check original sources if including these in a CWRP.

Community Wildfire Resiliency Planning in BC

Community Wildfire Resiliency Plans (CWRPs) are the next generation of Community Wildfire Protection Plans (CWPPs). CWPPs were introduced in 2004 as part of the Strategic Wildfire Prevention Initiative and served as the primary wildfire risk reduction planning mechanism for British Columbia communities.

To better ensure that CWPPs consistently take a comprehensive approach toward wildfire, including risk reduction and resiliency measures, the BC Wildfire Service (BCWS) partnered with the BC FireSmart Committee to develop a new framework for Community Wildfire Resiliency Planning. Key provincial goals of the Community Wildfire Resiliency Planning process are to:

- increase communities' capacity and understanding of wildfire risk
- foster greater collaboration across administrative boundaries
- be more responsive to the needs of different types of communities throughout British Columbia in terms of their size, their capacity, and the threats they face
- develop achievable and accountable action items.

To support the implementation of these goals, several recommendations were developed based on a year-long process that consisted of internal reviews, analysis, and community feedback. One of the primary recommendations included the need to develop an updated CWRP template and associated development guidance.

Background

The development of the CWRP template was based on an extensive review of existing CWPPs from across the province and elsewhere, input from communities and agencies, research into the effectiveness of CWPPs, and a cross jurisdictional review of the latest science and best practices that informs CWPPs. This research and input were synthesized to produce a CWRP that ensures the successful components of previous CWPPs are maintained while integrating new elements that more comprehensively align with the seven FireSmart disciplines.

CWRP Risk Mitigation Identification and Actions

This plan should identify the issues within each section of the plan. By identifying the issues, a comprehensive description of the action to mitigate or manage this risk should be described in the appropriate section. An example of this could be in the wildfire risk section, there is a risk of a wildfire impacting the community in the SW border of the community. The action could be developing a comprehensive fuel break network XX meters from the community to mitigate the risk of the wildfire. This would be described in detail to ensure the readers of the plan understand the issue and what the mitigating actions will do to reduce or manage the risk.

Seven FireSmart Disciplines

There are [seven FireSmart disciplines](#) that represent different aspects of wildfire preparedness, management, response, prevention, mitigation and resiliency:

- Education
- Legislation and Planning
- Development Considerations
- Interagency Cooperation
- Cross-Training
- Emergency Planning
- Vegetation Management

Disciplines target specific audiences and engage a variety of skillsets to implement.

When implemented together through a CWRP, these seven disciplines create a holistic framework for addressing wildfire risk at the home, community and provincial levels.

Relationship to the Community Resiliency Investment Funding Program

The funding available to develop the CWRP and many components within the CWRP are strongly linked to the [Community Resiliency Investment \(CRI\) funding program](#). The CRI funding identifies specific wildfire mitigation strategies which are eligible for funding that is guided and prioritized based on community risk.

Differing risk levels require tailored risk management to minimize negative impacts from wildfires to communities and high values at risk. The intent is to enable cost effective wildfire risk reduction strategies that will mitigate wildfire threat to communities at two different scales—local and provincial.

The 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. CRI includes two streams:

1. **FireSmart Community Funding & Supports** – administered by the Union of BC Municipalities.
2. **Crown Land Wildfire Risk Reduction** – administered by the Ministry of Forests, Lands, Natural Resource Operations & Rural Development.

FireSmart Community Funding and Supports (FCFS)

The FCFS funding is available to eligible B.C. local authorities and First Nations communities for the development of a CWRP and other eligible activities that support planning and implementation of the seven FireSmart disciplines. **Communities undertaking a CWRP are strongly encouraged to review the funding opportunities available through the CRI program.** While communities can develop and implement a wide variety of actions that are most relevant to their needs, communities may also wish to align their CWRP actions with CRI eligibility requirements to apply for future funding support.

A key example is the separate funding available to develop, coordinate and/or participate in a [Community FireSmart and Resiliency Committee](#) (CFRC). The purpose of a CFRC is to bring together local communities and provincial agency staff (EMBC, FLNRORD) with stakeholders to coordinate, plan and share information on FireSmart activities at a regional level. This CFRC can fill the role as the CWRP steering committee as well as guide the implementation.

Crown Land Wildfire Risk Reduction (CLWRR)

The CLWRR funding mechanism is administered through the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD). This program is available for internal provincial government delivery of priority activities on higher risk areas and not directly accessible by local authorities and First Nations. CLWRR Program highlights include:

- Fuel management planning and treatment activities focusing on provincial Crown land located around communities.
- Prescribed fire (including planning and operational treatments) and the development of a comprehensive provincial prescribed fire program.
- Risk reduction activities targeting provincially identified critical infrastructure, beginning with critical response infrastructure such as government-owned radio repeaters, weather stations and airtanker bases.

There is a recognized need for collaboration and coordination of FCFS and CLWRR programs and project initiatives adjacent and near local governments, First Nation communities, and supporting critical infrastructure.

Goals of the Community Wildfire Resiliency Plan Template and Instruction Guide

The goal of the new CWRP template is to help communities develop a comprehensive, and science-based approach toward wildfire risk reduction that reflects local priorities and provincial goals for prevention and mitigation. The CWRP instruction guide and template

ensure that all seven Firesmart BC disciplines are well-represented in the resiliency planning process. The CWRP template and Instruction guide are also designed to empower communities to develop a CWRP in a collaborative, cost-effective, and time-efficient matter.

Relationship to Existing CWPPs

Existing CWPPs should remain valid for up to five years. However, communities seeking to develop new plans or update existing plans should follow this new CWRP guidance. Refer to the current [CRI FCFS program](#) planning guide for more information on existing and current CWPPs and their recognized validity.

Relationship to Other CWRPs

As communities develop and adopt future CWRPs, they are encouraged to consider the effectiveness of integrating with adjacent CWRPs and the effectiveness of nesting different scales of CWRPs within another. For example, multiple communities that are located in close proximity with each other may target activities appropriate to implement within their administrative boundaries and collaborate on the development of overarching multi-party or regional district sub scale CWRPs.

Part 1: CWRP Development Process

There are many considerations when embarking on the development of a new CWRP or updating an existing one, including transitioning from a current CWPP. Part 1 helps users answer the following questions to maximize a positive CWRP outcome:

- Who is this plan intended for?
- What will this plan achieve?
- Will the plan support community need and provide value?
- Does the plan identify the issues affecting the community and describe actions to mitigate or manage those issues?
- How will this plan get developed or updated?
- What will make this plan successful?
- Who holds the authority and accountability for implementing the plan?

Define Your Audiences

Knowing intended audiences for the CWRP will guide the development of the plan. An audience should be defined more broadly than “the community”. Rather, think of the following groups in terms of a) if and how they may be expected to participate in the plan development process, and b) how each group may benefit from reading the final plan: land managers such as Forest Districts or BC Parks Area Managers, emergency responders, BCWS, neighborhood associations, Indigenous communities, planning and public works, elected officials, businesses, volunteer organizations, industry professionals, and more. Knowing these audiences upfront sets up strategic paths for effective engagement and content development.

Identify a Community FireSmart and Resiliency Committee, if not set up

Defining audiences also sets the stage for how these interests can be represented during the development process. Successful CWRPs reflect a range of local knowledge and expertise which can be accomplished by creating a multi-disciplinary, multi-agency committee or group. A [Community FireSmart and Resiliency Committee](#) (CFRC) is a mechanism for coordinating collaboration between local FCFS funded activities and Crown WRR funded and collaborate on new plans and projects for the future. The CFRC activities can extend beyond the initial development of the CWRP, typically to guide and coordinate the implementation of the CWRP.

Examples of CFRC representation are described in Table 1. Consider whether the role is advisory or will take a more hands-on approach, such as doing research, developing content, and reviewing drafts.

Table 1. EXAMPLES OF COMMITTEE REPRESENTATION AND ROLES

Agency	Representative Area	Potential Role
Local Authority (Local Governments and First Nations)	<ul style="list-style-type: none"> • Local fire department • Land-use planning • Parks and recreation • Engineering • Bylaws • Elected official • Forester 	Primary – provides data, information and other relevant plan content; works to determine CWRP actions; conducts outreach with other stakeholders and the public to discuss the plan and receive additional input
First Nations Information Sharing	<ul style="list-style-type: none"> • Council member • Elder/ traditional knowledge • Natural resources • Housing • Public works • FNESS 	Partner/ Information Sharing varies based on traditional territory, local needs, geographic interests, and capacity of First Nations community
Provincial Government	<ul style="list-style-type: none"> • Natural Resource District • BC Parks • Ministry of Highways, Transportation and Housing 	Advisory/Collaboration – reviews plan content; may provide some data and information or suggestions for resources; supports development of plan
BC Wildfire Service and Emergency Management BC	<ul style="list-style-type: none"> • BC Wildfire • Emergency Management BC 	Advisory/ Support/Approval/ Program Development and Monitoring- provide technical advice, review and approve plans and funding applications, supports plan development and implementation. Manage the programs to ensure the best management practices are developed and incorporated.
Natural Resource/ Critical	<ul style="list-style-type: none"> • Forest sector • Mining • Critical Infrastructure sector (electrical 	Advisory/ Collaboration – reviews plan content; may provide some data and information or suggestions for resources; supports

Infrastructure Industry	utilities, gas, communications) <ul style="list-style-type: none"> • Agricultural and/or Ranching industry? 	development of plan; may provide input on specific actions relate to areas of interest
Business	<ul style="list-style-type: none"> • Tourism • Realtors • Developers • Chamber of Commerce 	Engagement/ Partner – supports development of plan and may communicate support with other interest groups and public; may provide input on specific actions relate to areas of interest
Non-Government Organizations	<ul style="list-style-type: none"> • Local land trusts and conservation foundations • Recreation clubs (snowmobiling, cross-country skiing, hiking, cycling) 	Advisory/Engagement/ Partner – supports development of plan and may communicate support with other interest groups and public; reviews plan content; may provide some data and information or suggestions for resources may provide input on specific actions relate to areas of interest

Establish Communication and Engagement Methods

Communication methods with government agencies, CFRC members, First Nations communities, community members, and other interested parties may vary depending on their role in the CWRP development process. Potential communication and engagement methods can include:

- **Project website** - Create a dedicated project website (or webpage housed within an existing website) that provides information about draft reviews and upcoming meetings, accepts public questions and comments, and shares other updates. Ensure this website is monitored frequently and updated for accuracy.
- **Committee meetings** - Develop a schedule that includes in person meetings and teleconferences for committee members to discuss content development and planning priorities. Teleconferences should ideally include an online screen sharing feature when discussing any content changes.
- **Community events** - Incorporate public workshops or open houses to share updates about the CWRP and seek input into the plan. Posters, presentations, and other visuals are helpful tools for these events. In addition, breakout groups or other creative small group engagement opportunities can be effective.
- **Media releases** - Share important announcements with media regarding community input events, final plan adoption, and other relevant topics or successes.

- **Social media** - In addition to a project website, social media can provide a cost-effective outreach tool to advertise upcoming CWRP events.

Ensure that communications and engagement methods comply with any local, provincial, or other requirements, such as public notification, and review/comment period requirements prior to final plan adoption. Follow all data and privacy laws.

Leverage Expertise and Capacity

Certain specialists can provide additional capacity and expertise to support the plan's development. Examples of external support include:

- project management
- meeting facilitation
- community outreach
- informing specific technical aspects of the plan such as local Wildfire Threat Assessments
- vegetation management
- FireSmart Home and Critical Infrastructure Ignition Zone assessments
- guidance on integrating wildfire risk reduction into land use planning strategies, by-laws, or development permit areas.

Communities seeking external support or expertise are encouraged to first review this guide to help determine what type of resources, knowledge and skills, and capacity will be required to develop the CWRP, and assess which components can be led internally by community staff, including project based staff funded by FCFS program.

Regardless of the team that is put together to create the CWRP the outcome should reflect a community-driven, collaborative plan that reflects multiple disciplines and areas of expertise. Most importantly, the resulting CWRP must have local stakeholder buy-in and local authority/First Nation accountability for the plan implementation.

Develop a Project Charter

Developing a Project Charter for the CWRP at the outset can help guide the planning process and ensure the final CWRP meets its intended objectives. The Project Charter does not need to be extensive (i.e., a few pages in length), but it should capture key planning topics, including:

- **Members:** Committee members, key roles and responsibilities for the committee chair and a project lead, and additional project planning needs, such as required expertise or capacity not available through the CFRC members and CWRP project budget.
- **Audience:** As discussed above, identifying the intended audiences will help inform who should read the plan and how to appropriately draft content for each target audience.
- **Goals:** It is important to establish the goals of the CWRP based on the seven FireSmart disciplines. If the plan is an update, review previous goals to ensure they align with the new CWRP guidance. If the plan is new, conduct a CFRC discussion to establish what long-term outcomes are desired by development and implementation of the CWRP.

- **Scope:** Community or communities that the CWRP planning process will encompass, and the scale(s) at which planning will occur. Note any opportunities or limitations associated with these scales, such as level of the desired level of action. The scoping process should also include discussions with the BCWS to coordinate Crown Land WRR activities.
- **Considerations:** Identify other community considerations that could affect the success of this plan. For example, note whether there will be concurrent community priorities that could distract from the development of the CWRP and any steps to address these potential challenges.
- **Plans:** Identify a list of key plans that will need to be reviewed during the initial development phase, including other CWRPs, and the local Emergency Management Plan (see Relationship to Other Plans in Part 2) for more information.
- **Schedule:** Create a project management framework, including critical milestones such as the intended timeframe for development, number of committee meetings and public workshops. Typical project phases for a CWRP include: 1) Kick-off (scoping and outline); 2) Research (information gathering and data collection); 3) Document Drafting (content development); 4) Public Review (feedback and input); 5) Final Plan (editing and approval).

Determine Final Plan Formats and Distribution Strategies

Finally, it's helpful to consider where the final CWRP will be housed, who will be responsible for its implementation and long-term maintenance, and how the plan will be distributed. Conducting these discussions with your group early in the development process will help inform the resources required for successfully sharing and maintaining the plan. If a CWRP project website is being developed, consider how the final content will be posted on this website. Some communities use different formats to share plan content, such as creating a story map and creating videos that interview community members or share interactive visual material from the CWRP. The final plan can also be structured online in pieces, based on topics, which can be easier to download than one large file.

Part 2: CWRP Template

Part 2 aligns with the CWRP Template and provides users with explanatory information and supplemental resources to support the development of plan content.

Front Matter (Cover, Signature Page, Table of Contents, Acknowledgments)

This section provides basic and essential information to a reader and includes the cover, signature page, table of contents, acknowledgements.

Cover

Insert one or several images of the community, a notable fire, people working on mitigation projects, or other topics that represent the area and goals of the CWRP. Note that when using images in the CWRP, be sure to obtain authorization and properly credit all individuals or agencies.

Signature Page

Provide names and signatures of community representatives that supported the development of this plan. Recommended signatories include but are not limited to:

- Mayor, Regional District Chair, First Nation Chief and Council, or another elected official
- Chief Administrative Officer or designate
- Band Manager or designate

Contents

A table of contents is included for easy document navigation. Refresh the final table with updated fields and page numbers prior to the plan being finalized.

Tables and Figures

Insert a list of tables and figures based on the final plan contents.

Acknowledgments

Acknowledge CWRP committee members, volunteers, other departments or agencies, community groups, elected officials and other participants who were engaged in the development process. Insert suggested or required language if the CWRP was associated with a grant or funding source that requires this information.

Acronyms

Modify the list of acronyms to reflect the final terms used in the CWRP.

Executive Summary

Draft an executive summary that is intended for any reader to understand the key takeaways of the CWRP. An executive summary should be written after the rest of the plan is complete and capture the following:

- the plan's purpose

- intended audiences
- topics addressed
- what the plan intends to achieve, including a summary of key CWRP recommendations/actions with dates and accountabilities
- how the plan will be implemented (including a summary table of the recommendations)
- monitoring and plan update

Some audiences may *only* read the executive summary, so it's essential to convey the most important information in a succinct manner and ensure this section could read on its own.

Infographics, maps, tables, or other visual resources that summarize information are also helpful to include in the executive summary. This material may be the same as other figures used later, if appropriate to repeat.

Introduction

An introduction orients readers to the CWRP and is different than an executive summary. The purpose of the introduction is to: provide an overview of the plan's contents; list overarching plan goals; describe who and how intended audiences should use the document, and; identify which sections may be most relevant to different users. Consider repurposing content from the Project Charter (see Project Charter section in Part 1) for the final plan contents, which should have addressed many of these topics.

This section should also include CWRP background information, such as when the plan was last updated, who participated in the plan development process, and a summary of public engagement that was conducted to help inform the plan. Note that more information about plan development and public engagement can also be included in the appendices.

Relationship to Other Plans

Wildfire can affect all aspects of a community. As a result, there are many plans that relate to the CWRP. Plans can help inform the CWRP by providing helpful information that guides plan content development. Other plans will be informed by the final CWRP. Some plans, such as the Official Community Plan, Comprehensive Community Plan, or the Emergency Management Plan will serve both purposes.

This section helps users identify which plans to consider during the development process as useful resources and which plans to review following the completion of the CWRP. This also helps ensure that the CWRP avoids unnecessary duplication of content contained elsewhere.

Linkages to CWPPs/CWRPs

Communities should determine whether there are other CWPPs/CWRPs in place within their community. Because these plans can be implemented at different scales, ensure that the relationship between any applicable CWPPs/CWRPs is well-established.

Linkages to Other Plans

The following table should be consulted when undertaking the CWRP process. Communities will differ in terms of which plans are most applicable, and there may be others that should be

consulted which are not on the list below, such as transportation plans or economic development plans.

TABLE 2. KEY PLANS AND RELATIONSHIP TO CWRP			
Plan Type	Description	Relationship to CWRP	Additional Information
Official Community Plan	Municipalities, regional districts and the Islands Trust have the authority to develop official community plans under the <i>Local Government Act</i> . These plans create and implement a comprehensive and long-term vision for land use, social, cultural, infrastructure, transportation, economic, environmental, and other community-based planning priorities.	<ul style="list-style-type: none"> • Provides community demographic data and growth trends. • Can set forth policies to support wildfire hazard planning. • Can reference the CWRP for information related to wildfire hazard and link this with growth and development decisions. 	Official Community Plans (BC Website)
First Nations Comprehensive Community Plan	Comprehensive Community Planning is a community-led approach to planning, where the process is driven and owned by all community members rather than by a small group or committee.	<ul style="list-style-type: none"> • Provides community demographic data and growth trends. • Can set forth policies to support wildfire hazard planning. • Can reference the CWRP for information related to wildfire hazard and link this with growth and development decisions. 	Comprehensive Community Planning for First Nations in BC (CCP Handbook)

TABLE 2. KEY PLANS AND RELATIONSHIP TO CWRP

Plan Type	Description	Relationship to CWRP	Additional Information
Emergency Management Plan	The BC <i>Emergency Program Act</i> requires local authorities to prepare a local all hazard Emergency Management Plan (EMP) that addresses the preparation for, response to and recovery from emergencies and disasters. As part of this process, local authorities and First Nations are legally required to undertake a Hazard, Risk, and Vulnerability Analysis (HRVA) to determine the hazards affecting their community.	<ul style="list-style-type: none"> Wildfire is one of the 57 hazards identified by Emergency Management BC in the provincial all hazards plan. The Provincial Strategic Threat Assessment (PSTA), WUI Risk Class Assessment maps and the WUI Wildfire Threat Assessment can be used to support identifying the wildfire risk to the local area of responsibility for input into both the HRVA as part of the EMP, and the wildfire risk assessment within the CWRP. Generally, the EMP should identify and incorporate strategic level community wildfire resiliency goals and objectives as part of an all hazards approach, while the CWRP should describe the detailed actions required to address wildfire resiliency based on the seven FireSmart disciplines. Coordination between the two plans to eliminate both redundancy and gaps is essential. 	Emergency Program Act Emergency Management Planning Guide for Local Authorities and First Nations Wildland Urban Interface Risk Class Maps (BC Website)

TABLE 2. KEY PLANS AND RELATIONSHIP TO CWRP			
Plan Type	Description	Relationship to CWRP	Additional Information
Neighborhood / Area Plan	Local plans such as neighborhood or area plans provide detailed planning measures for a specific area within a community to support implementation of OCP/CCP. Most relevant where overlap occurs with identified WUI/wildfire hazard areas.	<ul style="list-style-type: none"> Ensure that local guidelines and requirements for architectural design, housing, local parks and other area features are compatible and reconciled with the CWRP wildfire risk reduction goals and actions. 	
FireSmart Plans	Completed Firesmart Neighborhood Community Assessments and Plans	<ul style="list-style-type: none"> Would be good to roll-up into the CWRP. 	Example-FireSmart-Community-Plan.pdf
B.C. Wildfire Risk Management Plan (in progress)	The Wildfire Risk Management Plans are developed by a landscape unit (i.e. Timber Supply area, Natural Resource District or Natural Resource Region) and will have protocols and strategies for managing wildfire risk for that given unit	<ul style="list-style-type: none"> This plan will offer high level strategies to the CWRP as it will usually bound the CWRP AOI. 	Contact the local Fire Centre for more information.
Landscape Tactic Fuel Management Plan	<p>Landscape unit level plan to develop and action plan for mitigating or managing wildfire risk.</p> <p>Landscape Tactic Fuel Management Plan</p>	<ul style="list-style-type: none"> The plan takes the WRMP strategic direction and areas of identified risk and develops action plan to mitigate or manage wildfire risk near values at risk. In most cases this plan will border Community Wildfire Resiliency Plan areas of concerns. 	Contact the local Fire Centre for more information.

TABLE 2. KEY PLANS AND RELATIONSHIP TO CWRP			
Plan Type	Description	Relationship to CWRP	Additional Information
Strategic Plan	Strategic plans help prioritize a community's annual goals and activities for goal setting, implementation and budgeting purposes.	<ul style="list-style-type: none"> Review the Strategic Plan to determine if and how wildfire planning factors into the community's priorities. Inclusion can support resource allocation for CWRP implementation. 	
Regional Land Use Plans & Legal Direction	Most areas of the province have completed regional and sub-regional land use plans. Landscape or watershed level plans have also been completed for many areas.	<ul style="list-style-type: none"> These plans contain resource management objectives that can provide guidance, or in some cases legal direction for CWRP implementation. 	Land Use Plans & Legal Direction by Region (BC Website)
Climate Action and Sustainability Plan	Climate action, sustainability, or resiliency plans addresses actions to reduce greenhouse gas emissions, improve air and water quality, and a range of social, environmental, and economic issues that are critical to long-term health, vibrancy, and well-being of a community.	<ul style="list-style-type: none"> Align actions to mutually support goals whether actions listed in climate change / sustainability plan support or conflict with CWRP actions, such as increases in green infrastructure projects, to manage accordingly for multiple goals. 	

TABLE 2. KEY PLANS AND RELATIONSHIP TO CWRP			
Plan Type	Description	Relationship to CWRP	Additional Information
Urban Forestry Plan	Many larger communities that have a significant urban component develop an Urban Forestry Plan to guide the sustained planning, planting, protection, maintenance, and care of trees, forests and sometimes greenspace within their boundaries. These plans typically center around the economic, environmental, social, and public health benefits of trees.	<ul style="list-style-type: none"> Review recommended tree and plant species lists to encourage appropriate selection of vegetation for wildfire hazard areas. Ensure that tree health, plantings, and maintenance are linked with wildfire hazard management. 	
Community Forest Management Plan	The community forest agreement (CFA) was developed in 1998 and is an area-based forest license that provides a local government, community group, First Nation or community held corporation the exclusive right to harvest timber and manage other forest resources within the CFA area. Community forestry involves locally directed forest management based on social, ecological, and economic sustainability for the benefit of the entire community.	<ul style="list-style-type: none"> Align harvesting, silviculture and other forest management objectives with wildfire risk reduction. 	Community Forest Agreements (BC Website)

TABLE 2. KEY PLANS AND RELATIONSHIP TO CWRP			
Plan Type	Description	Relationship to CWRP	Additional Information
Parks, Recreation and Trail Plans	Local governments and First Nations commonly develop parks and recreation plans to guide the management of their parks and open spaces. These can range from intensively managed urban parks to passively managed natural areas. Trail planning may be incorporated into these plans or developed as stand-alone planning. It is also becoming increasingly common for community groups to take on trail planning and management responsibilities under agreement with local governments, First Nations, or the provincial government.	<ul style="list-style-type: none"> Align park vegetation management objectives with wildfire risk reduction Ensure that trail planning and development can support wildfire risk reduction strategies wherever possible (control lines, emergency access, etc.) Incorporate wildfire risk reduction into visitor use, regulations and public safety planning. 	

Community Description

This section defines the planning area for the CWRP and provides information to help readers understand data and trends that may affect the CWRP planning process.

Defining the Area of Interest and the Extent of the Wildland-Urban Interface

Determining the Area of Interest (AOI) and the spatial extent of the Wildland-Urban Interface (WUI) that exists within and adjacent to a local authority or First Nations administrative boundary is an important step to establishing the extent of where the CWRP actions will apply and where Crown Land WRR activities will occur.

Establishing the Area of Interest

The AOI for a CWRP includes all the area that lies within the municipal boundary, regional district boundary, or First Nations land including 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 boundary. The AOI should reflect how the community is organized and how it approaches other similar planning projects within its jurisdictional boundaries. When communities are located close together and are

geographically aligned, a “regional” approach may be most effective. For regional districts this could be the boundary of an electoral area that encompasses multiple communities. This mimics a municipal boundary approach and has been successful in some areas of the province to gain efficiencies.

To define the AOI, start with administrative boundaries and any other local information to identify the area that makes the most sense from a structure density, administrative, and community resiliency perspective.

Determining the Wildland-Urban Interface

The Provincial Strategic Threat Analysis (PSTA) and WUI risk class maps and data are provided to communities by the BCWS as a starting point for guiding the identification of the Wildland-Urban Interface, which is different than the AOI. The Wildland Urban Interface (WUI) is defined in the FireSmart manual as any area where combustible forest fuel is found adjacent to homes, farm structures or other outbuildings. This may occur at the interface, where development and forest fuel (vegetation) meet at a well-defined boundary, or in the intermix, where development and forest fuel intermingle with no clearly defined boundary. Historically in BC, the WUI was created by buffering the structure density class greater than 6 by a 2km buffer to represent a reasonable distance that embers can travel from a wildfire to ignite a structure.

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. CWRP field work related to gathering field data or a geographic information systems (GIS)-based analysis to provide updated information regarding threat on publicly owned land (provincial, local government, or public institution) and First Nation lands is targeted to the eligible WUI (at a maximum).

Community Information and Values at Risk

This section provides a snapshot of general information about the community to identify key information and trends. Modify the table (add or delete rows and columns, as applicable) and populate each field with community information to help readers understand key socioeconomic influences, such as influxes in visitors during the summer months, expected growth in the WUI, vulnerable populations, number of renters vs. homeowners, and other topics that may inform outreach, mitigation and prioritization discussions.

Sources of data and information include:

- [Official Community Plan](#) (or equivalent)
- [Housing Needs Report](#) (new requirement for local governments)
- [Economic Development Plan](#)
- [Statistics Canada](#) (see Census Profile)
- Local government and First Nations Community websites also provide a host of information.

Values at Risk

Values at risk (VAR) are the human or natural resources that may be impacted by wildfire. This includes human life, property, critical infrastructure, high environmental and cultural values, and resource values.

In the event of a wildfire approaching a community, the first priority is human life and safety, including the evacuation of at-risk areas. Wildfire can move quickly and unpredictably. It takes time for people to evacuate an area and safe egress can be blocked by the fire itself or by vehicle congestion or accidents. Publicly and provincially owned critical infrastructure (CI) are 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 essential to the health, safety, security or economic wellbeing of the community and the effective functioning of government, or assets identified in a Local Authority Emergency Plan Hazard, Risk & Vulnerability and Critical Infrastructure assessment.

Describe critical infrastructure and the risk that wildfire poses to the infrastructure (this requires working with the asset owners). Outline the services related to critical infrastructure (electricity, communications, water supply, waste treatment, hospitals, schools, etc.), and the impacts and implications of disruption of these services, during and after a wildfire. Most of this information should be available in the local emergency plan.

Updated information regarding transmission and distribution lines and what they supply (e.g. identify if a power line supplies other communities); locations of transformers and towers; types of poles (metal vs. wood); substation or generating station locations, loads, and what they supply is important information for a CWRP. Identify water supply infrastructure elements, such as intake dams and locations, pipelines, water treatment plants, sewer facilities, etc. Describe water availability for firefighting and the potential for drought conditions during fire season.

Communities that depend on surface water from a specific watershed should be aware that wildfire has the potential to cause significant damage to soils, high rates of sedimentation and/or landslides that can degrade water quality for many years. In worst-case scenarios, the water supply may have to be abandoned (temporarily or permanently) or new water treatment infrastructure may need to be built, which can take several years and substantial funding. When a community relies partially or completely on surface water, describe the location of the watershed and its vulnerability to wildfire. Describe the current water reservoir and/or drinking water supply capacity, its relevance and vulnerability, and provide any initial analysis of potential wildfire impacts.

Indigenous cultural heritage resources include archaeological sites, traditional use sites, historic buildings and artefacts, and heritage trails, or any other objects or places of "historical, cultural or archaeological significance to British Columbia, a community or an aboriginal people". Non-archaeological cultural heritage in BC is generally not protected by statute, but the use of and access to these resources is enshrined as a constitutionally protected Aboriginal right. Locally identified cultural heritage values that may be impacted by wildfire or suppression efforts can be included.

Describe other resource values (such as the timber harvesting land base and its contributions and impacts on short-, mid- and long-term timber supply), if relevant. Provide updated information in the CWRP on hazardous values, such as large propane facilities, landfills, rail yards, storage facilities containing explosives, etc. Outline any mitigation measures.

Wildfire Risk Assessment

With all participants in this process there needs to be a basic understanding of the terms wildfire risk and wildfire threat and how they are applied in the context of wildfire risk planning. The two terms are defined as:

Wildfire risk is commonly defined as:

1. likelihood of a fire occurring
2. the associated fire behaviour
3. the impacts of the fire (consequence)

Wildfire threat: The ability of a wildfire to ignite, spread, and consume organic material (trees, shrubs, and other organic materials) in the forest. The major components used to define wildfire threat are fuel, weather, and topography which break down further to:

- fuel – loading, size and shape, arrangement (horizontal and vertical), compactness, chemical properties, and fuel moisture
- weather – temperature, relative humidity, wind speed, and direction and rainfall
- topography - slope (increase/ decrease rate of spread), and aspect (fuel dryness)

The wildfire risk assessment provides a decision support tool for determining the most appropriate wildfire risk reduction activities and opportunities to increase community resiliency through the application of the seven FireSmart disciplines.

Local Wildfire Environment and Fire History Summary

A brief summary of the local wildfire environment and history provides an effective synopsis to both the technical and non-technical audience, allowing them to understand the general challenges that the location and history present in terms of wildfire.

Wildfire Environment

The wildfire environment description should generally describe the three environmental components that influence fire behavior:

- **Topography:** a general description of the topography that the community is situated in. This description should reference the community in relation to slope, terrain, elevation range, valley orientation, aspect and any significant features, such as locally significant water bodies, or glaciers.
- **Fuel (vegetation):** a general description of the vegetation that is within and surrounding the community. This may include a description of dominant trees species, biogeoclimatic zone descriptions, life form description (grassland, shrubland, conifer

forest), forest health impacts or concerns and unique vegetation features, such as the presence of old growth management areas.

- **Weather:** a general description of the local climate, including annual precipitation, annual temperatures, common weather events, local wind patterns and any unique weather characteristics.

Fire History

The fire history description should generally describe the historical wildfire activity, including significant events and impacts using the following statistics and descriptions:

- Number
- Size
- Location of fires within or adjacent to the community
- Time of year
- Cause
- Significant wildfires that have resulted in evacuations, home losses, or other community impacts

Risk Framework & Risk Class Maps

The BC Flood and Wildfire Review recommended that the provincial government identify risk management strategies to guide and prioritize funding for wildfire mitigation activities based on community risk (recommendation #81).

Differing risk levels require tailored risk management to minimize negative impacts from wildfires to communities and high value critical infrastructure. The intent is to enable cost effective wildfire risk reduction strategies that will mitigate wildfire threat to communities and values at risk at two different scales – local and provincial.

Through the identification of risk level, priorities for mitigation as well as opportunities for increasing community resiliency are both enhanced.

Provincial Strategic Threat Analysis

At a provincial scale, the wildfire risk framework starts with an analysis of the wildland urban interface (WUI). Quantification of wildfire threat components, including likelihood (fire occurrence) and severity (Head Fire Intensity which is calculated using the 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.

For areas where there is a discrepancy with the classification local wildfire threat plots will need to be completed to quantify the change in the wildfire threat class. This process is described in

the BCWS Wildfire Threat Assessment Guide and Worksheets. The updated wildfire threat will be used to develop local risk class assessments which will be planned and implemented on priority WUI areas and for isolated critical infrastructure.

Local risk class assessments can then be planned and implemented on priority WUI areas and for isolated critical infrastructure.

WUI Risk Class Assessment & Maps

In BC, structure densities are used to define the human structure interface boundary of the wildland urban interface (WUI) for fire and risk management planning purposes. It identifies the zone of transition between unoccupied land and human development. A 2 km buffer distance is then applied to represent a reasonable maximum distance that embers can travel from a wildfire to ignite a structure. This has represented the historic approach to defining the WUI for BC. As the Wildfire Risk Management plan is developed a newer process may be put in place that would replace this process.

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 that are linked by the continuation 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 exists 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 km 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 allocated polygons to one of five Risk Classes.

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. WUI Risk Class (RC): 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.

Subsequent activities or inputs are required to determine the most effective risk control options, including developing a CWRP 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.

The PSTA is designed to consistently assess and map potential wildfire threats to values across the landscape (including communities, infrastructure and natural resources) and to integrate

different aspects of wildfire hazard and risk. In this context, “values” refer to human-made structures or natural resources or features that have a measurable or intrinsic worth and could be negatively impacted by wildfires.

The PSTA is intended to provide a strategic-level analysis of many different factors that contribute to wildfire threats, but it is not intended to represent absolute, site-specific values. Local governments and First Nations should further calibrate this data locally using additional tools, such as the results of the Hazard, Risk and Vulnerability Assessment and the Wildfire Threat Assessment Guide and Worksheets. This can also provide additional information for non-provincial Crown lands.

Local Wildfire Threat Assessment

The goal of the **mandatory** 2020 Wildfire Threat Assessment (WTA) Process is to link the PSTA to updated fuel assessment so the PSTA will reflect a local wildfire threat. Consistency in the approach to updating the PSTA for a local wildfire threat is a fundamental outcome. The entire area of interest would have to be assessed and confirmed during the process. The subsequent local wildfire risk classification process builds from the local wildfire threat score to include additional fire behavior and values information gathered through the WTA process.

The PSTA is a starting point meant to aid in the identification of areas requiring further review. Updating the PSTA to produce the local wildfire threat score is predominately linked to fuel type updating. The BCWS, through the development of the BCWS Fuel Type Mapping and Summary Document has developed a set of principles that are used to assign a fuel type to all polygons in B.C. Detailed information on the approach, assumptions and principles is provided in the [BC Fuel Type Map Document](#).

The use of and interpretation of this tool requires the expertise of a forest professional with wildfire vegetation management within their scope of practice. This step depends on the presence, or amount of forested land, within the CWRP AOI.

Currently, the PSTA information does not apply to non-provincial crown owned public and privately-owned land parcels. Provincial government policy requires that local governments and Indigenous communities obtain the written consent of landowners prior to undertaking wildfire risk or threat assessments on these parcels.

To learn more about, or download the PSTA data, click [here](#).

To learn more about, or download the provincial WUI Risk Class data, click [here](#).

To learn more about the 2020 BCWS Wildfire Threat Assessment Guide and Worksheets, click [here](#).

Hazard, Risk and Vulnerability Assessment

The Hazard, Risk and Vulnerability Analysis (HRVA) that local governments undertake as part of the legislative requirements to develop a local Emergency Management Plan may provide additional locally-derived information that can augment the PSTA, particularly regarding critical

infrastructure. Within the HRVA, local governments are required to undertake a critical infrastructure assessment. Emergency Management BC supports this by providing the Critical Infrastructure Assessment Tool.

To learn more about the Hazard, Risk and Vulnerability Analysis (HRVA), click [here](#)

To learn more about the Critical Infrastructure Assessment Tool, click [here](#)

FireSmart Disciplines

The CWRP template is designed to comprehensively plan for all aspects of community wildfire by structuring strategies based on the seven FireSmart disciplines: Education, Vegetation Management, Legislation and Planning, Development Considerations, Interagency Cooperation, Cross-training, and Emergency Planning.

Each FireSmart section below includes the following:

- description of what this FireSmart discipline is intended to address
- an analysis of challenges and opportunities to consider in the CWRP planning process, including any considerations unique to the discipline, such as specialized expertise required
- topics and examples for potential CWRP actions
- resources and information sources, as applicable

Education

Public education and outreach play a critical role in helping a community prepare for a wildfire and participate in wildfire risk reduction and resiliency activities by promoting a sense of empowerment and shared responsibility. This discipline often supports the successful implementation of many other FireSmart disciplines by building awareness and understanding. Specific outreach activities can be used to engage the public in understanding their role and actively participating in wildfire risk reduction throughout the community. For example, educating the public on the importance of their responsibility for managing their private or residential land to be FireSmart by demonstrating vegetation management in public parks or around public buildings, and working with the Ministry Land Managers (Natural Resource Districts, BC Parks) to ensure fuel management types of vegetation treatments are conducted in high-risk forested areas around the community, can help create buy-in for conducting these activities.

Analysis

The effectiveness of public education and outreach activities varies and can depend on specific factors, including the broadness of the effort, consistency of messages, type of messengers, and formats and tools used.

While public education and outreach activities often target residents, it's important to consider other audiences that could benefit from learning about wildfire goals and actions in the CWRP, such as elected officials, business owners, land managers, adjacent local communities,

volunteer organizations, industry professionals, and visitors. In addition, consider all ages and demographics, especially any vulnerable populations that may require more targeted messaging campaigns with information tailored to their concerns.

A wide variety of outreach tools or tactics can be used to distribute messages to target audiences. These may include:

- Informational materials, including brochures, newsletters, videos, posters, social media and websites
- Community events, such as field tours, workshops, trainings, public meetings or Wildfire Community Preparedness Day
- Engaging neighborhoods within the community through the FireSmart Canada Neighborhood Recognition Program
- Individual communications, such as door-to-door site visits
- Media releases and public service announcements
- Technical reports and research papers
- Information hotlines and emergency alert systems
- Feedback mechanisms, such as public surveys
- Community signage

Keep in mind that the timing of outreach matters. Some activities are more effective on an ongoing basis, while others are most relevant immediately before, during, or after a wildfire. Collaboration with other organizations should also be considered.

The spokesperson delivering the key messages should be trusted by the audiences receiving the information. This may vary across communities. For example, credible sources within the government may include fire chiefs, fire department personnel, emergency managers, or local government/First Nation officials. Credible sources outside of government agencies may local media, community service organizations, and religious, cultural and other organizations.

When multiple spokespeople are used, it's essential to coordinate messaging for consistency to avoid confusion. Education and outreach are most impactful when there are multiple messengers delivering the same message through a variety of formats on a regular basis.

Action Planning

Education and outreach planning can encompass many actions targeting different audiences. If one does not exist already, consider developing a communication strategy as a starting point. This strategy will determine which education and outreach tools are most appropriate for implementing CWRP goals, how this information should be disseminated across different audiences, the degree of effort and resources required, and the priority level and timing of implementation. Find out what worked and didn't work in other communities.

Tip: Be sure to consult the current CRI program guide to determine which CWRP activities are eligible for funding.

Other potential public education and outreach actions that can help inform a communication strategy or be conducted separately include:

- Disseminate the final CWRP through a website and conduct community meetings to support its implementation
- Conduct an inventory of existing educational materials and activities being used by the community to review current approaches and identify gaps or inconsistencies in outreach and messaging
- Conduct a survey
- Coordinate with FireSmart BC to host a local community preparedness day or other annual event that aligns with provincial activities (e.g., Fire Prevention Week)
- Work with chamber of commerce to conduct a workshop for businesses on preparedness and recovery planning activities
- Develop a school education campaign to help different ages learn about “good” and “bad” wildfire
- Offer half-day FireSmart Community Champion trainings for residents
- FireSmart Day (or other opportunities) presentations on topics such as home construction, property maintenance and landscaping, wildfire insurance, and evacuation planning
- Distribute education materials to vulnerable populations or those with any outreach considerations (languages, accessibility)
- Ensure signage is in place for all FireSmart demonstration areas

Resources

FireSmart BC resources and materials are available from [FireSmart BC website](#) and the [BC Wildfire Prevention website](#).

Information is also available on the FireSmart Canada website on [programs](#) to support education and outreach.

Additional reference materials to support education and outreach include the [FireSmart Protecting Your Community from Wildfire manual](#) (see Communications and Public Education section) and the National Fire Protection Association’s (NFPA) [Educational Messages Desk Reference](#) (see Chapter 17 Wildfires).

Legislation and Planning

Legislation and Planning can be a very effective tool for reducing wildfire risk on locally-owned or administrated lands within the administrative boundaries of a local authority or First Nation communities.

Analysis

There are several provincial and federal acts and regulations that support or govern local wildfire risk reduction activities either directly, or indirectly. Local governments and First Nations can develop and implement their own local by-laws to effectively address specific local conditions or challenges. However, it is important to understand how provincial or federal legislation can either support or restrict the ability of a local authority or First Nation to implement local legislation and other wildfire risk reduction activities.

While not exhaustive, this section provides a summary of several key provincial and federal acts and regulations that the CWRP team should be familiar with when undertaking the development of a CWRP.

BC Building Act and Building Code

The BC Building Code (BCBC) is a provincial regulation that governs how new construction, building alterations, repairs and demolitions are completed. This code establishes minimum requirements for safety, health, accessibility, fire and structural protection of buildings and energy and water efficiency. It applies throughout the province except for some federal lands and the City of Vancouver. In the spring of 2015, the Province passed the Building Act, which provides specific direction to local governments and Treaty First Nations and changes the authorities that local governments and Treaty First Nations have with respect to technical building requirements. Currently, the BC Building Code does not address wildfire hazard areas. One of the changes made to the BC Building Act allows local governments and Treaty First Nations to create Development Permit Areas (DPA's) that can include wildfire risk reduction measures, including technical building requirements.

BC Emergency Program Act

The Emergency Program Act (EPA) and the associated regulations provide the legislative framework for the management of disasters and emergencies in B.C.

- [Emergency Program Act 1996](#)
- [Emergency Program Management Regulation 1994](#)
- [Compensation and Disaster Financial Assistance Regulation 1995](#)
- [Local Authority Emergency Management Regulation 1995](#)

The BC Emergency Program Act (EPA) requires local authorities to prepare a local all hazard Emergency Management Plan (EMP) that addresses the preparation for, response to and recovery from emergencies and disasters. The EPA also provides the authority for the local authorities to declare a state of local emergency and exercise specific powers while under a local state of emergency. The provincial government can choose to restrict some powers during a state of local emergency. The EPA also allows the provincial government to declare a state of emergency in any portion of the province and subsequently exercise specific powers while under a state of emergency.

BC Local Government Act

The *Local Government Act* provides the legal framework and foundation for the establishment and continuation of local governments to represent the interests and respond to the needs of their communities, including the powers, duties, functions and flexibility necessary for fulfilling their purpose. Specifically related to wildfire risk reduction, this act provides direction on adopting by-laws and administering new development, including the designation of development permit areas through the official community plan for protection of development from wildfire. Within a wildfire development permit area local governments can require

exterior design and finish of buildings to address wildfire hazard. This is considered a “temporarily unrestricted” technical building requirement under the BC Building Act to give the province time to institute alternate permanent wildfire hazard mitigation measures, likely within the BC Building Code. Local governments are also able to regulate landscaping, vegetation management, the location of accessory structures, such as fences and decks, and community access through the development permit area, or separate subdivision standards. First Nation communities are not subject to the local government act; however, many First Nations in BC have undertaken the development and implementation of a Comprehensive Plan, which is similar to a local government Official Community Plan. This provides the opportunity for these First Nations Communities to integrate wildfire risk reduction objectives into their Comprehensive Planning process.

BC Open Burning and Smoke Control Regulations (OBSCR)

The OBSCR governs the burning of vegetative material associated with a range of activities, such as land clearing, forestry operations and agriculture. It sets out the conditions under which open burning of vegetative debris can be authorized. The revised regulation mainly supports the objectives of reducing impacts on human health, enabling and encouraging compliance, and minimizing undue costs to industry.

The regulation does not generally prohibit burning but rather aims to ensure that open burning is conducted with minimal risk to air quality. While facilitating some necessary open burning practices, the new regulation also maintains air protection measures and alternatives to burning are strongly encouraged. Some local governments have their own additional by-laws as well that currently prohibit smoke. A review of potentially conflicting local regulation with the objectives of the CWRP (e.g. fuel management) should be part of the CWRP process.

BC Wildfire Act and Wildfire Regulations

The Wildfire Act and Wildfire Regulation define the legal responsibilities and obligations to which everyone in British Columbia is subject. When the BC Wildfire Service places bans or restrictions in an area, the Wildfire Act and Regulation makes them enforceable. As such everyone in BC is expected to understand and abide by the Wildfire Act and Regulation. This legislation came into effect on March 31, 2005. Its key goal is to specify responsibilities and obligations on fire use, wildfire prevention, wildfire control, and rehabilitation. Local governments have the primary responsibility for wildfire response on non-Crown public lands within their administrative boundaries.

BC Forest & Range Practices Act (FRPA)

The Forest & Range Practices Act (FRPA) outlines how all forest and range practices and resource-based activities are to be conducted on Crown land in B.C., while ensuring protection of everything in and on them, such as plants, animals and ecosystems.

All forest and range licensees' activities are governed by FRPA and its regulations during all stages of planning, road building, logging, reforestation and/or grazing.

FRPA standards and requirements ensure high levels of protection for resource values while streamlining planning processes for both government and industry.

BC Foresters Act

The Foresters Act sets the parameters of professional forestry and who can undertake professional forestry. The FCFS program requires that all activities that fall under the practice of forestry, be developed, and where applicable signed/sealed, by a forest professional that is accredited by the Association of BC Forest Professionals and operating within their scope of practice.

Canada Federal Fisheries Act

The Federal Fisheries Act applies to fish and fish habitat associated with freshwater rivers, streams, creeks and ditches as well as seasonally wetted habitat such as flood plains and intermittent streams. It also includes all marine coastal habitats and estuaries. The Fisheries Act prohibits any work or undertaking that results in the harmful alteration, disruption or destruction of fish habitat (HADD), unless this HADD has been authorized by the Minister of the Department of Fisheries and Oceans. The removal of vegetation, including shrubs and trees in areas that can affect fish habitat fall within the legal reach of the Federal Fisheries Act. By-laws, development permit requirements and vegetation management are the primary wildfire risk reduction activities that could be under the legal requirements of the Federal Fisheries Act.

Canada Federal Species at Risk Act

The purposes of the Species at Risk Act (SARA) are to prevent wildlife species in Canada from disappearing, to provide for the recovery of wildlife species that are extirpated (no longer exist in the wild in Canada), endangered, or threatened as a result of human activity, and to manage species of special concern to prevent them from becoming endangered or threatened. A series of measures applicable across Canada provides the means to accomplish these goals. Some of these measures establish how governments, organizations, and individuals in Canada work together, while others implement a species assessment process to ensure the protection and recovery of species. Some measures provide for sanctions for offences under SARA. With regards to the CWRP, bylaw implementation, development permit area requirements and vegetation management planning must consider the requirements and prohibitions of the SARA.

Action Planning

The *BC Building Act* and the *BC Local Government Act* provide the means for local governments and Treaty First Nation communities to implement wildfire risk reduction actions through by-laws. Additional provincial and federal acts present legislation that outline local governments responsibilities regarding wildfire, as a well as environmental protection legislation that must be followed during mitigation activities. Example CWRP actions to address local legislative requirements include:

Tip: Be sure to consult the current CRI program guide to determine which CWRP activities are eligible for funding.

- Review zoning bylaws to assess where current bylaws inadvertently promote conditions that may contribute to fire spread (e.g., landscaping, fencing).
- Determine where bylaws can be updated or strengthened to reduce wildfire risk to development, such as adopting bylaws tied to wildfire hazard levels and requiring minimum standards for access, water supply, construction materials and techniques, and vegetation management.

Resources

Additional information about specific legislation is available here:

[BC Building Act Guide](#)

[BC Emergency Program Act](#)

[BC Forest & Range Practices Act \(FRPA\)](#)

[BC Foresters Act](#)

[BC Local Government Act](#)

[BC Open Burning and Smoke Control Regulations](#)

[BC Wildfire Act and Regulations](#)

Development Considerations

This section addresses how community land use and development in wildfire-prone areas affects the susceptibility of the community at different scales. In this context, development refers to any aspect of the built environment, including structures (homes, businesses, accessory structures), attachments to structures (fences, decks), critical facilities (hospitals, schools), and critical infrastructure (roads, bridges). This section also recognizes the relationship between the built environment and the natural environment (natural or cultivated landscaping, natural forest located in parks or adjacent to the community, open spaces such as grasslands, recreational areas, and the broader forest/grasslands in the landscape) in terms of where and how a community is or will be developed. For example, high-density, clustered development with forest or grassland on the fringe might be managed differently compared to low-density, large lot development that is interspersed throughout a forest or grassland.

Analysis

A number of factors can influence the susceptibility of development, effectiveness of response, and level of public safety during a wildfire, including:

- Location of development, including hazardous or vulnerable land uses, in relation to high hazard forested vegetation, steep slopes, and other geographical features that contribute to extreme fire behavior
- Access and circulation patterns
- Availability and adequacy of water supply
- Type of construction materials on structures and attachments
- Lot size and structure density
- Design guidelines and architectural standards

- Addressing and street signage
- Landscaping, screening, and buffering
- Temporary land uses that determine the type of use and quantity of people

Many of these factors can be planned for and regulated through the land use planning and development process. The CWRP can support this planning in several ways, including: identifying the level of wildfire risk for existing development (see the Risk Assessment section of this document or more information) and creating appropriate strategies to reduce risk; and identifying where future growth is planned and the extent to which wildfire mitigation requirements are necessary to minimize wildfire risk.

Conducting an analysis of wildfire risk in current and future development should be tied closely to the Official Community Plan and other community-oriented plans. These plans provide the basis for assessing local conditions, gathering information, and making decisions.

Action Planning

The CWRP can identify actions to help reduce the vulnerability of people and susceptibility of development (e.g., structures, infrastructure) in wildfire-prone areas. However, many of these actions will require updates to the Official Community Plan, bylaws, and other local plans or regulations. Therefore, the process of identifying actions should occur in close coordination with local community planning, development, and building staff.

Tip: Be sure to consult the current CRI program guide to determine which CWRP activities are eligible for funding.

Community land use and development actions should consider all scales (lot, subdivision/neighborhood, and community) to comprehensively support wildfire risk reduction and resiliency. There are a number of potential actions and communities are encouraged to assess how policies and bylaws can support their own risk reduction goals. Example CWRP actions to address land use and development include:

- Review the Official Community Plan to assess and ensure wildfire hazard information from the CWRP or other assessments on provincial Crown land is integrated into planning decisions related to land use, future growth, environment and resources, transportation, public safety, and other topics.
- Review other local plans, such as the Emergency Management Plan, to align goals and actions with the CWRP and Official Community Plan related to land use and development.
- Consider adopting a local development permit area tied to wildfire hazard levels and requiring minimum standards for access, water supply, construction materials and techniques, fuel management, and lot design. Consider including specific guidance in the local development permit area based on the [FireSmart Home Ignition Zone \(HIZ\) and Priority Zones](#).
- Assess and determine how future planning and development activities can support post-fire recovery, such as preparing information and permits for debris removal and rebuilding that will be ready in the event of structure losses during a wildfire.

Resources

Specific growth data and the location of future development can be found in the Official Community Plan and Housing Needs Reports. See Table 2 for more details.

Information on Development Permit Areas is available [here](#).

Additional guidance on land use planning tools and strategies for the Wildland-Urban Interface include the American Planning Association's PAS Report 594 Planning the Wildland-Urban Interface (2019), which is available at no charge through the [association's website](#). The National Research Council (NRC) Wildland-Urban Interface Technical Committee is also scheduled to publish a National Guide for Wildland-Urban Interface (WUI) Fires in the fall of 2020; which provides guidance to Canadian local governments and First Nations on WUI land use planning and regulation implementation. A portion of the guide is also expected to move forward in helping shape WUI requirements in the National Building Code of Canada.

Interagency Cooperation

It takes the collaborative efforts of multiple stakeholders working together to achieve a wildfire resilient community, including local fire departments, staff, provincial government such as Emergency Management BC (EMBC) and BCWS officials, elected officials, First Nations representatives, industry representatives and provincial government residents. Coordination and cooperation are required to develop an effective CWRP and be prepared in the event of a wildfire.

Analysis

The CWRP development process offers an opportunity for individual organizations to work together and develop strong interagency and inter-departmental working relationships well ahead of an emergency response. The goal is to broaden from department or agency siloes and single jurisdiction-based approach to a risk driven, multi-agency and multi-scalable approach. This increases the ability of individual organizations to plan effectively and ultimately work efficiently and together during the immediacy of an emergency response.

Action Planning

If not already in place, one of the first actions undertaken during the CWRP planning process should be the development of a [Community FireSmart and Resiliency Committee](#), if one doesn't already exist, that is comprised of the individual organizations needed for effective and collaborative planning, as well as the organizations that are expected to work together during a wildfire response. The purpose of the CFRC is to bring together local communities and provincial agency staff (EMBC, FLNRORD) with stakeholders to collaboratively coordinate, plan and share information on FireSmart activities at a local and regional level. Communities may also consider participating in existing multi-agency fire and/or fuel management tables.

Tip: Be sure to consult the current CRI program guide to determine which CWRP activities are eligible for funding.

Resources

Additional resources on Interagency Cooperation are available on the [FireSmart BC website](#).

Cross-Training

CWRP planning requires many different professions who may not typically work in a wildfire environment to understand other disciplines and wildfire management planning objectives. Cross-training fire fighters, public works staff, utility workers, administration staff, planning and logistics staff, and other key positions supports the development of comprehensive and effective CWRP activities, including a safe and effective wildfire response.

Analysis

Acquiring new skills and understanding other professional disciplines to inform CWRP development and support implementation requires training across different disciplines. Just as wildland and structural firefighters are trained for different purposes, such as land use planners, building inspectors, landscape professionals and administration professionals, typically do not have the skills and experience required to address wildfire resiliency planning or engage in a wildfire response. As a result, communities must support and invest in cross-training opportunities to expand local capacity and expertise to enable a broader set of individuals to engage in the CWRP process across different FireSmart disciplines.

Action Planning

Cross-Training objectives and actions in the CWRP should ensure that all staff and agency partners who are expected to participate in the development and implementation of the plan, or participate in a wildfire response and recovery, are appropriately trained. Training opportunities will vary based on community needs, but may include the following topics:

- Basic Wildland Fire Suppression and Safety
- Incident Command System
- FireSmart 101
- FireSmart Local FireSmart Representative
- FireSmart Community Champion
- FireSmart Home Partners Wildfire Mitigation Specialist
- Post wildfire reclamation and recovery
- Post wildfire structure damage assessment
- BC Structure Protection Program- S115

Be sure to consult the current CRI program guide to determine which CWRP activities are eligible for funding.

Resources

More information is available on [FireSmart training courses](#) on the FireSmart BC website, such as Local FireSmart Representative training, FireSmart 101, and Community Champions.

Contact the BC Office of Fire Commissioner or the BC Wildfire Service for guidance in obtaining wildfire suppression training.

Tip: Be sure to consult the current CRI program guide to determine which CWRP activities are eligible for funding.

Emergency Planning

Community preparations for a wildfire emergency requires a multi-pronged approach. Individuals and agencies need to be ready to react by developing plans, mutual-aid agreements, resource inventories, training and emergency communication systems. All of these make it possible for a community to respond effectively to the threat of wildfires as a whole.

Analysis

Wildfires that threaten human life, structures and critical infrastructure are extremely complex and dynamic incidents to respond to. These incidents can typically involve multiple concurrent emergency response events, such as:

- wildland fire suppression involving multiple resources
- structural fire response (multiple structures)
- public, vulnerable population and livestock evacuation
- public health
- search and rescue
- complex traffic control
- law enforcement
- medical emergencies
- utility emergencies
- hazardous materials
- emergency support services
- structure and infrastructure damage assessments
- post-fire recovery
- other associated natural hazard response (storm, flooding)

Without significant emergency pre-planning for all phases of a response, a wildland urban interface incident will almost immediately overwhelm resources and render them ineffective.

Action Planning

The local Emergency Management Plan will cover most of the required general emergency planning that a local authority must undertake to be prepared. However, specific wildfire response planning should be developed as part of the Community Wildfire Resiliency Plan. The following emergency planning topics should be considered in addition to the emergency response planning that is already integrated into the local EMP.

Tip: Be sure to consult the current CRI program guide to determine which CWRP activities are eligible for funding.

Pre-Incident Planning

The pre-incident plan is a comprehensive compilation of essential fire management information needed to save valuable time during fire suppression operations. This plan must be reviewed and, if necessary, revised prior to every fire season. The following pre-incident planning checklist should be used to develop pre-response wildfire suppression plans and maps. A

wildfire response plan should be tested and practice through tabletop and live simulation exercises.

Command

- Escape Fire Situation Analysis (if appropriate)
- Pre-positioning needs
- Draft delegation of authority
- Management constraints
- Interagency agreements
- Structural protection needs
- Closure procedures

Operations

- Heli-spot, heli-base locations, flight routes, restrictions, water sources
- Control line locations
- Natural barriers
- Safety zone options
- Staging area locations
- Fuel Caches
- GPS locations for helicopter access

Logistics

- Base camp locations
- Road, trails (including limitations)
- Utilities
- Communications (radio and frequencies, telephone)

Planning

- Community base map
- Topographic maps
- Infrared imagery
- Vegetation/fuel maps
- Hazard locations (ground and aerial)
- Archeological/cultural base map
- Endangered species critical habitats
- Sensitive plant populations
- Water sources
- Land status
- Priority zoning
- Access/Egress points and routes

Wildfire Preparedness Condition Level

The following preparedness condition level table is an example of developing local daily action guidelines based on expected wildfire conditions.

Table 3. EXAMPLE OF A WILDFIRE RESPONSE PREPAREDNESS CONDITION GUIDE	
Prep-Con LEVEL	ACTION GUIDELINES
I LOW	<ul style="list-style-type: none"> • <i>All Community staff on normal shifts.</i> • <i>Staff will update fire danger signs.</i>
II MODERATE	<ul style="list-style-type: none"> • <i>All Community staff on normal shifts</i>

III HIGH	<ul style="list-style-type: none"> • <i>All Community staff on normal shifts.</i> • <i>Daily detection patrols by staff.</i> • <i>Regional fire situation evaluated.</i> • <i>Daily fire behavior advisory issued.</i> • <i>Wildland fire-trained Community staff and EOC staff notified of Prep- Con level.</i> • <i>Establish weekly communications with local wildland fire agency contacts</i> • <i>Hourly rain profile for all weather stations after lightning storms.</i> • <i>Duty Park Technician/ KFRS members will update fire danger signs.</i>
IV EXTREME	<ul style="list-style-type: none"> • <i>Rain profile (see III).</i> • <i>Daily detection patrols by Staff</i> • <i>Daily fire behavior advisory issued.</i> • <i>Regional fire situation evaluated.</i> • <i>EOC staff considered for stand-by.</i> • <i>Wildfire Incident Command Team members considered for stand-by/extended shifts.</i> • <i>Designated Community staff: water tender and heavy machinery operators, arborists may be considered for stand-by/extended shifts.</i> • <i>Consider initiating Natural Area closures to align with regional situation.</i> • <i>Provide regular updates to media Services members/Community staff on fire situation.</i> • <i>Update public website as new information changes.</i>
V FIRE(S) ONGOING	<ul style="list-style-type: none"> • <i>All conditions apply as for Level IV (regardless of actual fire danger rating).</i> • <i>Provide regular updates to media/structural fire departments/park staff on fire situation.</i> • <i>Mobilize EOC support if evacuation is possible, or fire event requires additional support.</i> • <i>Mobilize Wildfire Incident Command Team under the direction of the Fire Chief.</i> • <i>Implement Evacuation Alerts and Orders based on fire behavior prediction and under the direction of the Fire Chief.</i>

Resources

The National Research Council (NRC) Wildland-Urban Interface Technical Committee is also scheduled to publish a National Guide for Wildland-Urban Interface (WUI) Fires in the fall of 2020; which provides guidance to Canadian local governments and First Nations on WUI land use planning and regulation implementation, as well as guidance on wildfire response preparedness planning.

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. A well-planned vegetation management strategy that is coordinated with development, planning, legislation, and emergency response wildfire risk reduction objectives can greatly increase public safety and fire suppression effectiveness and reduce damage and losses to structure and infrastructure.

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 Noncombustible 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 Noncombustible Zone and Priority Zones 1, 2 and 3.

Analysis

The ability to plan and implement an effective vegetation management strategy can be influenced by:

- land ownership (private, local government, First Nation land, provincial Crown, federal)
- vegetation type
- access
- biomass disposal options
- forest product market
- funding
- skilled worker/ expertise availability
- specialized equipment availability
- legislation
- organizational capacity
- location and number of structures
- location of critical infrastructure as identified in the local emergency management plan hazard and risk vulnerability assessment

Action Planning

Ideally, vegetation management actions should be undertaken in the Home or Critical Infrastructure Ignition Zone, Community Zone, and Landscape Zone, collectively. These zones are described below.

Opportunities for fuel management located exclusively on Provincial Crown land, outside of municipal boundaries, regional district parks or First Nation lands, should be discussed with the Community FireSmart and Resiliency Committee (CFRC) members (or the BCWS if no CFRC exists) to ensure integrated planning between the CWRP and the Crown land Wildfire Risk Reduction program. This allows for planning to occur on provincial Crown land but is located within administrative boundaries, and for the identification of continuous, logical fuel treatment units that are primarily located within the administrative boundary to extend outwards onto provincial Crown land.

Vegetation management is also governed and guided by several pieces of provincial legislation, standards and tools (See Legislation and Planning discipline for more information). Local

Tip: Be sure to consult the current CRI program guide to determine which CWRP activities are eligible for funding.

legislation may also have to be considered. Obtaining the expertise of a forest professional with wildfire vegetation management within their scope of practice for guidance in managing natural or forest vegetation areas in the Community Zone and Landscape Zones is highly recommended—and is required by provincial law if fuel management prescriptions are being developed to guide projects or are conducted on provincial Crown land.

Vegetation management within the Home Ignition Zone can best be supported by the expertise of horticulturists arborists, or foresters, depending on the site.

Home and Critical Infrastructure Ignition Zones

Vegetation management within at the residential scale is further delineated by FireSmart priority zones, as described in [FireSmart Home Ignition Zone \(HIZ\) and Priority Zones](#) (Figure 1) as well as in the FireSmart Critical Infrastructure Ignition Zone (CIIZ) and Priority Zones (Figure 2). The HIZ typically includes the structure and the immediately adjacent area extending out to 30 metres from the structure. The CIIZ is similar in that it includes the critical infrastructure and the area 30 metres extending outwards. The HIZ is typically the private property owner's responsibility, however, in developments with smaller lots, the HIZ may extend onto publicly-owned lands (Community Zone), or adjacent private lands. The same concept also applies to publicly owned structures and private/public critical infrastructure.

Critical infrastructure is identified through the local Emergency Management Plan or is infrastructure that is essential to the health, safety, security or economic wellbeing of the community and the effective functioning of government (such as fire halls, emergency operations centers, radio repeaters, etc.). Vegetation management planning and implementation is undertaken based on the combined input from horticulture specialists and a forest professional with a wildfire mitigation expertise. The expertise of a professional forester is highly recommended in cases where Priority Zones 2 and 3 involve "typical" forest stands, or potential conflicts with other natural resource values. The [FireSmart Guide to Landscaping](#) provides vegetation management guidance.

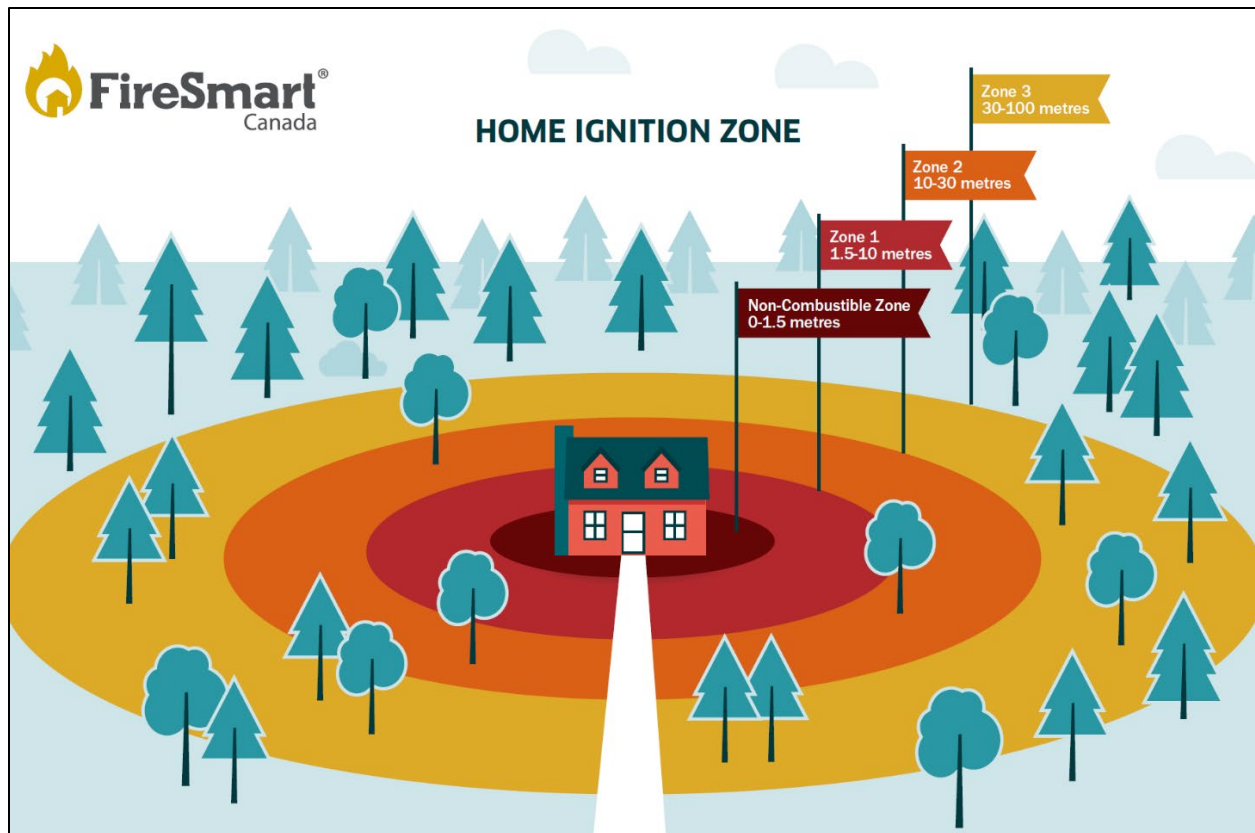


Figure 1. FireSmart Home Ignition Zone

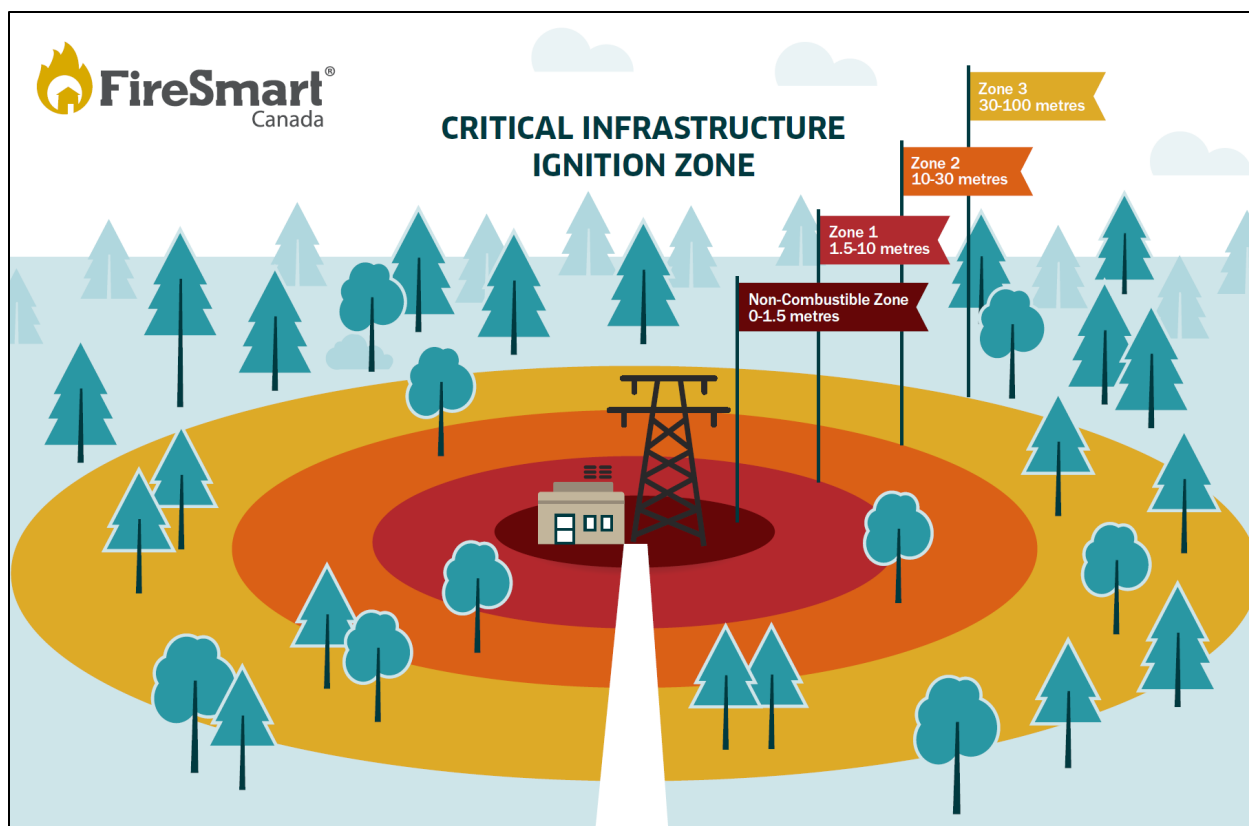


Figure 2. FireSmart Critical Infrastructure Ignition Zone

Community Zone

Vegetation management in the Community Zone encompasses all non-provincial Crown publicly owned lands that are within the local authority or First Nations administrative boundaries and typically beyond 30 metres from private structures. Management on these lands are the responsibility of the local authority or are located within First Nation reserve boundaries. In some cases, this may also include small isolated provincial Crown land parcels within administrative boundaries. Vegetation management planning and implementation on most Community Zone lands should be directed through a formal fuel management prescription developed by a forest professional with wildfire vegetation management within their scope of practice. Depending on the results of FireSmart Structure Ignition Zone assessments on individual structures, vegetation management may be required out beyond 30 metres and out to 100 metres (FireSmart Priority Zone 3) on larger private parcels.

Landscape Zone

The Landscape Zone encompasses provincial Crown lands that are located outside the local authority and First Nations administrative boundaries, and large tracts of provincial Crown lands that are located within local authority and First Nations administrative boundaries. Provincial Crown lands that are located within a municipal boundary should be identified in the CWRP, but vegetation (fuel) management planning and implementation is primarily the responsibility of the provincial government, working collaboratively to align landscape

objectives with the CWRP objectives. This is typically accomplished by ensuring FLNRORD and BC Parks or another agency participation on the CFRC. Vegetation management planning and implementation in the Landscape Zone and on all forested provincial Crown lands must be directed through a formal fuel management prescription developed by a forest professional with wildfire vegetation management within their scope of practice.

Ignition Zones, and the Community Zone are typically encompassed within the AOI. The FireSmart Landscape Zone is typically located immediately adjacent to and extending beyond the AOI. These zones are established progressively, moving outwards from individual structures and infrastructure (HIZ_CIIZ), progressing to the Community Zone (defined by the AOI and including multiple Ignition Zones) and finally, the Landscape Zone (adjacent to the Community Zone and defined by the PSTA). Defining these zones for the CWRP will aid in determining FireSmart Landscaping and fuel management related activities in relation to reducing wildfire vulnerabilities of individual structures, infrastructure and groups of structures.

Fuel Management Planning

Within the highest threat priority units that are likely to be treated during the lifespan of the CWRP, design logical fuel treatment units for fuel management treatments.

Design logical fuel treatment units to modify fire behaviour and create options for fire suppression. Key principles to be considered in the development of fuel treatment units (FTU's) include: continuity, relatively linear, anchored to non-fuel areas, accessible, defensible, and designed to be effective in changing fire behaviour from a Crown fire to a surface fire during 90th percentile fire weather conditions for the local area.

Proposed treatments should be sufficient in size, sufficiently treated, and strategically located with boundaries that can be effectively utilized for wildfire response. Boundaries should be consistent with logical burn unit planning principles including: utilizing topographical breaks and man-made and natural features (roads, railways, hydro transmission lines, gas pipelines, wetlands, lakes, irrigated fields, non-fuel areas, etc.). Fuel treatment design should also consider constrained areas (i.e. private land, constraints that preclude treatment), and treatment method (commercial timber harvest, mechanical, prescribed fire, etc.).

For each fuel treatment unit (uniquely identified), specify the fire management objectives related to the desired change in fire behaviour that will guide future fuel treatment prescription development. For example:

- Conduct fuel treatments to create residual stands characteristics that do not support active Crown fire
- Apply prescribed fire under suitable conditions to provide ecological benefits, reduce fuel loading, and reduce the probability of catastrophic fire in the future

Resources

The BCWS Fire and Fuel Management web page offers a number of tools that support fuel management planning and implementation and can be accessed [here](#).

Contact your local [Ministry of Forest Lands and Natural Resource Operations Fire Centre office](#) to learn more about, engage and collaborate on Landscape Zone vegetation management planning.

More information on engaging and consulting with First Nations regarding vegetation management is also available [here](#).

CWRP Action Plan & Implementation

Effective implementation of the CWRP requires a robust action plan and tracking mechanisms. Each major element of the plan, including the Risk Assessment and seven FireSmart disciplines, should have corresponding objectives and actions to address the issues, challenges, or needs identified and discussed in detail in the plan.

Objectives should be clear in their intent; actions to achieve the objectives should identify the organization or individual who is responsible for leading the action (agency, group, individual), the priority of the action (high, medium, low), expected timeframe needed to complete the action, resources required (funding, staff capacity) and metric for success.

The Action Plan (Table 4) provides a template that communities should further customize based on their plan contents. An example objective and associated actions for Education is also included to illustrate how this might read in the plan.

Tip: Apply SMART Criteria to Action Plan

When drafting objectives and actions, test whether they fit the SMART approach using the criteria below:

Specific – target exactly what is to be achieved

Measurable – quantify or suggest an indicator of progress

Assignable – specify who will do it

Realistic – state what results can realistically be achieved

Time Bound – state expected time for completion

Table 4. COMMUNITY WILDFIRE RESILIENCE PLAN ACTION TABLE

Action	Lead(s)	Priority	Timeframe	Resources Required	Metric for Success	Notes
Risk Assessment						
Objective						
1. Action						
2. Action						
3. Action						
Education						
Objective (example): Conduct an annual FireSmart education campaign to educate the public on wildfire risk and support local resident actions.						
4. Participate in FireSmart Community Preparedness Day	Local FireSmart Representative	High	Annually (May)	Posters, social media	Participation by minimum of 50 residents	Apply for grant from FireSmart Canada
5. Action						
6. Action						
Vegetation Management						
Objective						
7. Action						
8. Action						
9. Action						
Legislation and Planning						

Table 4. COMMUNITY WILDFIRE RESILIENCE PLAN ACTION TABLE						
Action	Lead(s)	Priority	Timeframe	Resources Required	Metric for Success	Notes
Objective						
10. Action						
11. Action						
12. Action						
Development Considerations						
Objective						
13. Action						
14. Action						
15. Action						
Interagency Cooperation						
Objective						
16. Action						
17. Action						
18. Action						
Cross-Training						
Objective						
19. Action						
20. Action						
21. Action						
Emergency Planning						
Objective						
22. Action						
23. Action						
24. Action						

Tracking and Reporting

Establishing a dedicated section for tracking and reporting helps create accountability, track accomplishments, and report successes. For example, future columns can be added to the action table that annually note whether actions have been completed, if they are in progress, and changes to priority levels. If actions have been completed, capture any specific, measurable outcomes that help show how the community has successfully reduced its risk. These outcomes are beneficial when reporting to decision makers and seeking future project funding.

Plan Monitoring and Updates

Scheduling regular monitoring and updates helps ensure the plan does more than “sit on a shelf”. Communities should set a schedule that ideally includes a minimum annual review of the CWRP action plan and a five-year comprehensive review of the entire plan. During the annual review, consider whether any significant changes have occurred, such as the adoption of a new plan that could affect CWRP implementation. The five-year comprehensive review should review the entire plan and consider how risk has changed based on any recent wildfires,

vegetation management works completed, significant changes to the built environment due to growth and development, economic changes, or other factors that would influence the overall success of the plan.

Appendices

Appendices provide additional information to the reader to support content presented in the main portion of the CWRP. Example appendices are provided below and should be tailored to the final community CWRP needs.

Glossary

Include a glossary to define key terms and avoid confusion or assumptions about what terms mean. Note that these terms should crosswalk with other plans to ensure that terms are consistently defined across different plans.

Resources for glossary terms include:

- [BCWS Wildfire Glossary of Terms](#) commonly used to described wildfire and fuel management.
- **Canadian Interagency Forest Fire Centre (CIFFC)** [Canadian Wildland Fire Management Glossary](#)
- **FireSmart Guidebook for Community Protection (2013)** [Glossary of Terms](#)

Public Engagement and Collaboration

Information related to public surveys, public workshops, or other communication and outreach activities can be added in an appendix to help readers understand the type and scope of public participation that helped inform the final plan.

Plan Development Supporting Documentation

Supplemental materials related to how the plan was developed can be added, such as committee meeting notes, to help readers understand other activities and information that supported content development.