



June 27, 2024

Corey Anderson, Manager, Emergency Programs  
Capital Regional District  
625 Fisgard Street  
Victoria, BC V8W 2S6

Reference: LGPS-10828

**Re: 2024 CRI FireSmart Community Funding and Supports Allocation-based Approval Agreement and Terms of Conditions of Funding**

Dear Mr. Anderson,

Thank you for submitting an allocation-based funding request under the Community Resiliency Investment program for 2024 FireSmart Community Funding and Supports funding.

I am pleased to inform you that your regional project, *2024 CRI FireSmart*, including three Electoral Areas (Juan de Fuca, Salt Spring Island and the Southern Gulf Islands) has been recommended for allocation-based funding. A grant in the amount of \$700,000.00 has now been approved (up to \$350,000.00 per year to a maximum of two years).

As outlined in the Program & Application Guide, an initial payment in the amount of \$175,000.00 or twenty-five per cent (25%) of the total approved grant will follow by electronic funds transfer after the signed Approval Agreement has been returned to UBCM. The remainder of the grant will be issued when the approved project is complete and UBCM has received and approved the required final report and financial summary.

Eligible fuel management activities within First Nations land or publicly owned land within municipal boundaries or regional district parks must be applied for under the application-based program but are required to be funded with allocation-based funds.

To request additional funds for recipients impacted by the 2023 wildfire, recipients must submit separate application materials. Please refer Table 3 in the Program and Application Guide for Allocation-based funding for additional information.

The Ministry of Forests has provided funding for this program and the general Terms and Conditions are attached. In addition, and in order to satisfy the terms of the contribution agreement, the following requirements must be met in order to be eligible for grant payment:

- (1) This approval agreement is required to be signed by the CAO, Band Manager or designate and returned to UBCM within 30 days;

*The Community Resiliency Investment program is funded by the Province of BC*

- (2) A post-grant approval meeting with the local BCWS Wildfire Prevention Officer or FNESS Mitigation Specialist must be completed prior to commencing work. Please contact Tony Botica at the Coastal Fire Centre to schedule this meeting.
- (3) The funding is to be used solely for the purpose of the above-named project and all expenditures must meet eligibility and funding requirements as defined in the Program and Application Guide for Allocation-based Funding (refer to Sections 5 and 6);
- (4) All project activities must be completed within two years of the date of this letter and no later than June 30, 2026;
- (5) Interim reporting, using the Allocation Claims Form, will be required at 12 months for all two-year projects.
- (6) The final report is required to be submitted to UBCM within 30 days of project end date and no later than July 31, 2026. Refer to Attachment 1 for final report requirements;
- (7) Recipients with an acceptable plan that would like to amend/develop a CWRP must contact UBCM before commencing the project. Projects that include an amendment/development of a CWRP must use the 2023 CWRP Template and follow the 2023 CWRP Supplemental Instruction Guide, including the guidance for establishing an area of interest and determining the wildland-urban interface;
- (8) For projects that include the purchase of FireSmart structure protection equipment, the requirements identified in Appendix 4 of the Program and Application Guide for Allocation-based Funding must be met;
- (9) For projects that include a FireSmart project for Culturally Significant Sites and Green Spaces, the requirements identified in Appendix 7 of the Program and Application Guide for Allocation-based Funding must be met and the Checklist for CRI Requirements for Fuel Management Prescription is completed before the assessment is started;
- (10) For projects that include a FireSmart rebate program and mitigation work for Seniors, Elders, people with limited mobility or vulnerable populations, the requirements identified in Appendix 8 of the Program and Application Guide for Allocation-based Funding must be met;
- (11) Local FireSmart Representative training workshops are virtual this year and do not have a registration fee. Only costs related to travel due to access to Internet or required technology will be considered for funding;
- (12) FireSmart™ and FireSmart logos are registered trademarks of the Canadian Interagency Forest Fire Centre, and FireSmart BC is governed by the BC FireSmart Committee. Use of the word FireSmart and associated logos is administered through licensing agreements. Any products/materials that are created using FireSmart brands must be reviewed and approved by the BC FireSmart Committee as the provincial agency representing FireSmart Canada. Request permission to use FireSmart brands here.

## **Attachment 1: Interim Reporting and Final Reporting Requirements**

Reporting requirements do not apply to any product, data or information which may include Indigenous knowledge. The Ministry of Forests respects the First Nations principles of OCAP®.

### **Interim Reporting Requirements**

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#### **Interim Reports**

An interim report, using the Allocation Claims Form, will be required at 12 months for all two-year projects.

Refer to Section 8 of the Allocation-based Program and Application Guide for Allocation-based Funding for complete interim reporting requirements.

#### **Final Report Requirements**

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Applicants are required to submit an electronic copy of the complete final report, as outlined below:

<b>Required Final Report Contents and Related Attachments</b>	
Required Submissions	Allocation Request form and Related Attachments (as required)
FireSmart Activities	<ul style="list-style-type: none"><li>• Refer to Allocation Claims/Final Report Form</li></ul>
CWRP Updates	<ul style="list-style-type: none"><li>• Copy of the amended CWRP</li><li>• Maps and spatial data as outlined in Appendix 10 of the Program and Application Guide for Allocation-based Funding</li></ul>
Copies, excerpts and/or links to all materials produced with grant funding	
Photos of funded activities and/or completed projects and links to media directly related to the funded project	

### **Submission of Interim and Final Reports**

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

All interim and final reports should be submitted to Union of BC Municipalities through [cri@ubcm.ca](mailto:cri@ubcm.ca).

Please review the attached FireSmart BC Information Sheet. It is expected that recipients will make use of available and free FireSmart Resources which can be found at [FireSmartBC.ca](http://FireSmartBC.ca) or by reaching out to [info@firesmartbc.ca](mailto:info@firesmartbc.ca)

Please note that descriptive information regarding successful recipients will be posted on the UBCM and/or provincial government websites, and all interim, progress and/or final report materials will be made available to the provincial government.

I would like to congratulate you for responding to this opportunity to reduce the risk and impact of wildfires in your community.

If you have any questions, please contact Community Resilience Investment at 604-270-8226 ext. 220 or [cri@ubcm.ca](mailto:cri@ubcm.ca).

Sincerely,



Rebecca Bishop, Program Officer

Cc: Jolette Schenk, Electoral Area Emergency Services Coordinator  
Ted Robbins, CAO

Reference: LGPS-10828

**Approval Agreement** (to be signed by the CAO, Band Manager, or designate)

I, TED ROBBINS, authorized designate of the **Capital Regional District**, have read and agree to the general Terms and Conditions, requirements for funding under the 2024 FireSmart Community Funding and Supports for Allocation-based funding and the reporting requirements (Attachment 1).

 CAO  
Signature, Title

July 18, 2024  
Date

*An original or certified digital signature is required*

Please return a scanned copy of the signed Approval Agreement within 30 days to [cri@ubcm.ca](mailto:cri@ubcm.ca)

# Local Government Program Services

## General Funding Terms & Conditions

*The purpose of the Terms & Conditions is to provide basic information on grants administered by the Union of BC Municipalities through Local Government Program Services (LGPS). For specific information regarding the requirements of each funding program, please refer to the relevant Program & Application Guide. For information regarding a specific project approved through LGPS, please refer to the approval agreement.*

### 1. Definitions

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**Approved Applicant:** In general, LGPS grants are awarded to local governments (regional districts and municipalities) and, in some programs, First Nations or other eligible applicants. The approved applicant is the primary contact for UBCM and is responsible for overall grant management.

**Approved Partner(s):** Organizations that contribute directly to the approved project and are identified in the application. This may include boards of education, health authorities, First Nations or Indigenous organizations, non-profit organizations and local governments (other than the applicant). Refer to program guides for requirements for partners in regional applications.

**Approved Project:** The activities described in the application and budget and approved by UBCM.

**Cash Expenditures:** Direct costs properly and reasonably incurred and paid for with money by the approved applicant or approved project partner for the development or implementation of the approved project. For example, catering and consultant fees can be cash expenditures.

**Community Contribution:** Some LGPS programs require cost-sharing. The community contribution is the portion of the approved project cost that is required to be provided by the approved applicant or an approved partner. This can be in cash or in-kind, but must be an eligible expenditure.

**In-Kind Expenditures:** The use of resources of the approved applicant or approved project partner for the development or implementation of the approved project. For example, the use of meeting rooms owned by the applicant or approved partner can be an in-kind expenditure.

### 2. Eligible & Ineligible Expenditures

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Eligible expenditures, including community contributions, are direct costs that are properly and reasonably incurred by the approved applicant or approved partner as part of the approved project.

To be eligible for grant funding, these costs must be outlined in the detailed budget submitted by the approved applicant as part of the application process and be approved by UBCM.

### 3. Grant Management & Applicant Responsibilities

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#### Notice of Decision

All applicants will be informed of the status of their application by letter, generally within 90 days of the application deadline. Approved applicants will be informed of specific conditions of the grant approval and are required to sign and return a copy of the Approval Agreement.

#### Applicant Responsibilities

Approved applicants are responsible for:

- Ensuring that approved activities are undertaken as outlined in the approved application and within the required timeline

- Providing proper fiscal management of the grant and approved project (see below)
- Submitting final reports as required by the Program & Application Guide (see below)

### **Accounting Records**

Acceptable accounting records must be kept that clearly disclose the nature and amounts of eligible expenditures (cash and in-kind) incurred as part of the approved project. Financial summaries are required to be submitted as part of the final report and must be signed by a representative of the approved applicant.

In all cases, the final project expenditure must be net of any rebates (such as GST/PST) that the approved applicant or approved partner is eligible to receive.

### **Changes to or Cancellation of Approved Project**

Any significant variation from the approved project as described in the approved application must be approved, including any major changes to:

- Start or end dates
- Cash and in-kind expenditures or matching funds (when required)
- Project purpose, goals, outcomes or milestones
- Project partners

If an approved project is cancelled, the approved applicant is responsible for ensuring any grant monies that have been advanced are returned to UBCM within 30 days, or as outlined in the Program & Application Guide.

## **4. Reporting Requirements**

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### **Submission of Reports**

Approved applicants are required to submit final reports as outlined in the Program & Application Guide. Please note the following when submitting a report:

- When completing a UBCM report form please ensure that each question is answered and that all attachments are complete. Follow any sample templates that UBCM provides.
- Submit all documents as Word or PDF files. Note: files over 20mb cannot be accepted.
- Submit all digital photos or images as JPEG files. Note: files over 20mb cannot be accepted.

### **Extensions and Outstanding Reports**

In order for an approved project to continue past the approved end date – or for a final report to be submitted after the established deadline – approved applicants must contact UBCM to request and be granted approval for an extension.

Approved applicants that do not request extensions and have outstanding reports may forfeit the final payment of their grant and may not be eligible to apply to future LGPS programs until reports are received.

## **5. Recognition of Funding and Funders**

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Approved applicants should contact UBCM for more information on recognizing funding and for information on the appropriate use of logos. Please contact LGPS at (250) 356-2947.