

May 16, 2023

Joseph Fernandez, CAO  
Town of Lake Cowichan  
39 South Shore Road  
Lake Cowichan, BC V0R 2G0

Reference: CRI-613

**Re: 2023 CRI FireSmart Community Funding & Supports Approval Agreement & Terms of Conditions of Funding**

Dear Mr. Fernandez,

Thank you for submitting an application under the Community Resiliency Investment program for 2023 FireSmart Community Funding & Supports funding.

I am pleased to inform you that the Evaluation Committee recommended your project, *Town of Lake Cowichan Community Resiliency Project 2023*, revised on April 27, 2023, for funding. A grant in the amount of \$199,594.00 has now been approved.

As outlined in the Program & Application Guide, an initial payment in the amount of \$99,797.00 or fifty percent (50%) 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.

The Ministry of Forests has provided funding for this program and the general Terms & 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 or designate and returned to UBCM within 30 days;
- (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 for the expenses itemized in your approved application;
- (4) All expenditures must meet eligibility and funding requirements as defined in the Program & Application Guide (refer to Sections 5 and 6);

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

- (5) All project activities must be completed within two years of the date of this letter and no later than May 31, 2025;
- (6) The final report is required to be submitted to UBCM within 30 days of project end date and no later than June 30, 2025. Refer to Attachment 1 for final report requirements;
- (7) Any unused funds must be returned to UBCM within 30 days following the project end date;
- (8) Projects that include the development of a Community Wildfire Resiliency Plan must use the 2022 CWRP Template and follow the 2022 CWRP Supplemental Instruction Guide, including the guidance for establishing an area of interest and determining the wildland-urban interface;
- (9) Projects that include the development of a fuel management prescription must be consistent with BC Wildfire Service 2022 Fuel Management Prescription Guidance document;
- (10) Projects that include the development of a burn plan must use the template identified in the Program & Application Guide;
- (11) For projects that include a FireSmart rebate program, the requirements identified in Appendix 2 of the Program & Application Guide must be met;
- (12) For projects that include the purchase of FireSmart structure protection equipment, the requirements identified in Appendix 3 of the Program & Application Guide must be met;
- (13) 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;
- (14) 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](#).

Please review the attached FireSmart BC Information Sheet. It is expected that applicants 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 applicants 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.

On behalf of the Evaluation Committee and BC FireSmart Committee, 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 Resiliency Investment at 250-387-4470 or [cri@ubcm.ca](mailto:cri@ubcm.ca).

Sincerely,



Rebecca Bishop, Program Officer

Encls.

Reference: CRI-613

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

I, Joseph A. Fernandez, have read and agree to the general Terms & Conditions, requirements for funding under the 2023 FireSmart Community Funding & Supports program and the reporting requirements (Attachment 1).

Joseph A. Fernandez CAO

Signature, Title

May 17, 2023

Date

*Please print and sign - an original signature or a 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)*

## Attachment 1: Interim and Final Reporting Requirements

### Interim Report Requirements

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

- Copy of the fuel management prescription that is signed by a Registered Forest Professional including all ancillary assessments
- Copy of the Burn Plan that is signed by the qualified professional (for prescribed fire only)
- Confirmation that First Nations information sharing has been completed (for Crown land only)
- Maps and spatial data as required in Appendix 8

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

Refer to Appendix 7 of the Program & Application Guide 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:

Required Final Report Contents & Related Attachments	
Required Submissions	Related Attachments
Final Report Form	Copies, excerpts and/or links to all materials produced with grant funding
Final Report Worksheet 1	<ul style="list-style-type: none"><li>• Evidence of community education component, as required in Q. 2</li><li>• Copies of completed FireSmart assessments for land or buildings, as required in Q. 3</li><li>• Copies of completed FireSmart Community Plans, FireSmart assessments, list of addresses receiving rebates and rebate amounts, as required in Q. 8</li></ul>

<p>Final Report Worksheet 2: Fuel Management Activities</p>	<p><b>Prescriptions, Burn Plans and Phased Projects</b></p> <ul style="list-style-type: none"> <li>• Copy of the fuel management prescription that is signed by a Registered Forest Professional including all ancillary assessments</li> <li>• Copy of the Burn Plan that is signed by the qualified professional</li> <li>• Maps and spatial data as outlined in Appendix 8</li> </ul>
	<p><b>Treatments and Phased Projects</b></p> <ul style="list-style-type: none"> <li>• Post-treatment wildfire threat assessments or data collection as outlined in Prescription Guidance document</li> <li>• Post-treatment report with updated survey data collection as per direction in the prescription, summary of post treatments conditions and fire behaviour outcomes and relationship to prescription treatment objectives</li> <li>• Fire effects monitoring pre burn, and fire effects monitoring post burn reports</li> <li>• Pre and post-treatment pictures</li> <li>• Maps as and spatial data as outlined in Appendix 8</li> </ul>
<p>Final Report Worksheet 3: CWRPs and CWPP Updates</p>	<ul style="list-style-type: none"> <li>• Copy of the completed CWRP or amended CWPP/CWRP</li> <li>• Maps and spatial data as outlined in Appendix 8</li> </ul>

### **Submission of Interim & Final Reports**

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

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