

March 9, 2022

Mayor Day and Council
Town of Lake Cowichan
39 South Shore Road
Lake Cowichan, BC V0R 2G0

Reference: CRI-523

Re: 2022 CRI FireSmart Community Funding & Supports – Approval Agreement & Terms of Conditions of Funding

Dear Mayor Day and Council,

Thank you for submitting an application under the Community Resiliency Investment program for 2022 FireSmart Community Funding & Supports funding.

I am pleased to inform you that the Evaluation Committee and the BC FireSmart Committee recommended your project, *Phased FM: Community Resiliency Project 2022 - Demonstration Project*, for funding. A grant in the amount of \$143,705.00 has now been approved.

As outlined in the Program & Application Guide, grant payments 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, Lands, Natural Resource Operations and Rural Development 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 Fuel Management Liaison/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;

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

- (4) All expenditures must meet eligibility and funding requirements as defined in the Program & Application Guide (refer to Sections 6);
- (5) All project activities must be completed within two years of the date of this letter and no later than March 28, 2024;
- (6) As this project includes phased fuel management, the interim report is required to be submitted to UBCM within one year of the date of this letter. The completed prescription and/or burn plan must be reviewed and supported by a BCWS Wildfire Prevention Officer or FNESS Fuel Management Liaison/Specialist prior to initiation of the treatment. Refer to Attachment 1 for interim report requirements;
- (7) The final report is required to be submitted to UBCM within 30 days of project end date and no later than April 30, 2024. Refer to Attachment 1 for final report requirements;
- (8) Any unused funds must be returned to UBCM within 30 days following the project end date;
- (9) Projects that include the development of a Community Wildfire Resiliency Plan must use the 2020 CWRP Template and follow the 2020 CWRP Supplemental Instruction Guide, including the guidance for establishing an area of interest and determining the wildland-urban interface;
- (10) Projects that include the development of a fuel management prescription must be consistent with BC Wildfire Service 2020 Fuel Management Prescription Guidance document;
- (11) Projects that include the development of a burn plan must use the template identified in the Program & Application Guide;
- (12) For projects that include a FireSmart rebate program, the requirements identified in Appendix 2 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 and, for all in-school education activities, use education kits that are available from local Fire Centres or can be purchased from [FireSmartBC.ca](https://www.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.

Sincerely,



Rebecca Bishop, Program Officer

Encls.

cc. Joseph A. Fernandez, CAO

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

I, Joseph A. Fernandez read and agree to the general Terms & Conditions, requirements for funding under the 2022 FireSmart Community Funding & Supports program and the reporting requirements (Attachment 1).



Signature

March 14th, 2022

Date

Please return a scanned copy of the signed Approval Agreement within 30 days to cri@ubcm.ca

Attachment 1: Interim and Final Reporting Requirements

Interim Report Requirements

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

- Completed, signed prescription and/or prescribed fire burn plan
- For treatment on Crown land only, confirmation that First Nations information sharing has been completed

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

Refer to Appendix 6 of the Program & Application Guide for complete interim reporting requirements.

Final Report Requirements

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

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

Submission of Interim & Final Reports

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

All interim and final reports should be submitted to Union of BC Municipalities through cri@ubcm.ca.