

February 2, 2023

Joseph Fernandez, CAO
Town of Lake Cowichan
38 King George St. N.
Lake Cowichan, BC V0R 2G0

Reference: AP7616

**Re: 2022 Volunteer & Composite Fire Department Training & Equipment –
CONFIDENTIAL Approval Agreement & Terms and Conditions of Funding**

Dear Joseph,

Thank you for submitting an application under the Community Emergency Preparedness Fund for the 2022 Volunteer & Composite Fire Department Training & Equipment funding stream.

I am pleased to inform you **in confidence** that the Evaluation Committee has recommended your project, *Interface Fire Fighting Equipment and PPE Gear*, for funding. A grant in the amount of \$30,000.00 has now been approved.

As outlined in the Program & Application Guide, grant payments will be issued in two payments: 50% when the signed Approval Agreement has been returned to UBCM, and the remainder when the project is complete and UBCM has received and approved the required final report and financial summary.

The Ministry of Emergency Management & Climate Readiness 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, Band Manager, or designate and returned to UBCM within 30 days;
- (2) To provide the Province of BC with the opportunity to make announcements of funding approvals under this program, please keep information regarding this funding approval **in confidence** until February 17, 2023.
- (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 and budget;
- (4) All expenditures must meet eligibility and funding requirements as defined in the Program & Application Guide (refer to Sections 4 and 5);
- (5) All project activities must be completed within one year and no later than February 1, 2024;

The Community Emergency Preparedness Fund is funded by the Province of BC

- (6) The final report is required to be submitted to UBCM within 30 days of project end date and no later than February 28, 2024;
- (7) Any unused funds must be returned to UBCM within 30 days following the project end date;

In addition, local governments are encouraged to engage with local First Nations and Indigenous organizations. Engagement by local governments both locally and regionally can help build relationships with First Nations, benefit both communities and enhance reconciliation. More information on engagement best practices is available [here](#).

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 and First Nations' Emergency Services Society.

On behalf of the Evaluation Committee, I would like to congratulate you for responding to this opportunity to support emergency preparedness and resiliency in your community.


If you have any questions, please contact 250-387-4470 or cepf@ubcm.ca.

Sincerely,



Rebecca Bishop, LGPS Program Officer

Reference: AP-7616

Approval Agreement (to be signed by the CAO, Band Manager, or designate)	
I, <u>Joseph A. Fernandez</u> , have read and agree to the terms of this agreement, the general Terms & Conditions, requirements for funding, and reporting requirements for the 2022 Volunteer & Composite Fire Department Training & Equipment funding stream.	
 _____ Signature, Title, Town of Lake Cowichan	<u>Feb 15, 2023</u> _____ Date

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