

June 11, 2024

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

Reference: LGPS-10588

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

Dear Mr. Fernandez,

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 project, *Community Resiliency Project - Phase 1*, has been recommended for allocation-based funding. A grant in the amount of \$400,000.00 has now been approved (up to \$200,000.00 per year to a maximum of two years).

As outlined in the Program & Application Guide, an initial payment in the amount of \$100,000.00 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:

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

- (1) This approval agreement is required to be signed by the CAO, Band Manager 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 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](#).

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 or by reaching out to 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.

Sincerely,



Rebecca Bishop, Program Officer

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

I, Joseph Fernandez authorized designate of the **Town of Lake Cowichan**, 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).

[Handwritten Signature] CAO

June 11, 2024

Signature, Title

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

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

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

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

Required Final Report Contents and Related Attachments	
Required Submissions	Allocation Request form and Related Attachments (as required)
FireSmart Activities	<ul style="list-style-type: none">Refer to Allocation Claims/Final Report Form
CWRP Updates	<ul style="list-style-type: none">Copy of the amended CWRPMaps and spatial data as outlined in Appendix 10 of the Program and Application Guide for Allocation-based Funding
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

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.