**Regional Community to Community Forum Program**

**2020/21 Final Report Form**

Please complete and return this form within 30 days of completing your C2C event(s) and no later than April 30, 2021. All questions are required to be answered by typing directly in this form. If you have any questions, contact [lgps@ubcm.ca](mailto:lgps@ubcm.ca) or 250 356-5193.

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| **SECTION 1: Applicant Information** | **AP-** *(for administrative use only)* |
| Name of Local Government or First Nation: | Complete Mailing Address: |
| Contact Person\*: | Position: |
| Phone: | E-mail: |

*\* Contact person must be an authorized representative of the applicant*

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| **SECTION 2: EVENT INFORMATION** |
| * + - 1. **Date(s) of completed event(s)** |
| * + - 1. **Participants.** Please attach a complete attendance list including name, title and organization of each participant. Do not submit sign in sheets. |
| * + - 1. **Description of completed event(s).** Please provide a description of the completed C2C event(s), including format, topics, speakers, etc. If more than one event was held, please include a description of each event. |
| * + - 1. **C2C program objectives.** The objectives of the Regional C2C Forum program are identified in Section 1 of the Program & Application Guide. Please provide an assessment of how the objectives were met and, if possible, provide specific examples. |
| * + - 1. **Outcomes and deliverables.** Please describe the specific outcomes and deliverables that were advanced at the C2C event(s):   Relationship building, reconciliation and/or joint cultural safety and cultural humility training. Please describe:  Coordinated emergency preparation, mitigation, response and recovery. Please describe:  Protocol Agreement (e.g. communications, dispute resolution, planning and development approval processes). Please describe:  Service Agreement (e.g. water, sewer, solid waste disposal or fire protection). Please describe:  Memorandum of Understanding (e.g. protection of archaeological or environmental resources). Please describe:  Joint project or plan (e.g. economic development, cultural initiative, youth engagement). Please describe:  Other: |
| * + - 1. **Future action or next steps.** Please describe any activities or possible next steps following the C2C event(s) that will help to advance these specific deliverables. |
| * + - 1. **Sharing lessons learned.** In order to help other local governments and First Nations learn from your experience are you willing to:   Share your experience in UBCM’s Compass?  Present the results of your C2C event at a UBCM or First Nations Summit event?  Share this final report with others interested in local government/First Nation relations? |
| * + - 1. **Additional information.** Please share any other information you think may help support your submission**.** |

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| **SECTION 3: Required Attachments** |
| Please submit the following with your final report:  Financial summary. Refer to Section 8 of the Program & Application Guide for requirements.  Attendance list, including name, title and organization of each participant. Please do not submit sign-in sheets.  Optional:   * Final agenda, session summaries or minutes and other documents/presentations * Photos, media releases and press coverage and other public communications * Any other relevant background information (e.g. planning process, context, goals) |

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| **SECTION 4: Certification of Costs (to be signed by Chief Financial Officer)** | |
| I certify that the costs identified in the attached financial summary: (1) have been incurred and paid; (2) are attributable to the project; (3) are eligible; and (4) are net of tax and any other rebates.  In addition, for final claims, I certify that: (1) the project is complete; (2) all revenues generated from the project have been declared; and (3) all eligible portions of all other grant contributions for the project have been declared.  Please note all final report materials will be shared with the Province. | |
| Name: | Title: |
| Signature: | Date: |

Final reports should be submitted as Word or PDF files. If you choose to submit your report by e-mail, hard copies do not need to follow.

Submit final reports to Local Government Program Services, Union of BC Municipalities:

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca) or mail: 525 Government Street, Victoria, BC, V8V 0A8