

# Community Resiliency Investment Program

## 2023 FireSmart™ Community Funding & Supports

### Program & Application Guide (July 2023)

#### 1. Introduction

The [Community Resiliency Investment](#) (CRI) program was announced by the provincial government in 2018 and is intended to reduce the risk of wildfires and mitigate their impacts on BC communities. As of January 2022, CRI includes three streams:

- Stream 1: FireSmart Community Funding & Supports, administered by the Union of BC Municipalities (UBCM).
- Stream 2: Crown Land Wildfire Risk Reduction, administered by the Ministry of Forests.

Please refer to Appendix 1 for definitions of terms used in this guide.

#### FireSmart Community Funding & Supports

The FireSmart Community Funding & Supports program provides funding to local governments and First Nations in BC to increase community resiliency by undertaking community-based FireSmart™<sup>1</sup> planning and activities that reduce the community's risk from wildfire. To date, 219 eligible applicants have received funding, including 100 First Nations and 119 local governments.

The First Nations' Emergency Services Society (FNESS), the Forest Enhancement Society of BC (FESBC) and the Union of BC Municipalities (UBCM) are working with the Ministry of Forests (Ministry) to deliver the FireSmart Community Funding & Supports program.

**New in 2023** - The program is structured to fund FireSmart activities in eligible communities throughout BC. Base funding is scaled to offer eligible applicants with lower risk of wildfire, generally demonstrated by Wildland Urban Interface (WUI) Risk Class 4 and 5, to apply for up to \$100,000 per application, and applicants with a higher risk of wildfire, generally demonstrated by WUI Risk Class 1 to 3, to apply for up to \$200,000 per application. Information on determining risk is provided in Appendix 2.

Fuel management located exclusively on Provincial Crown land, outside of municipal boundaries, regional district parks or First Nations land, must be coordinated through the Crown Land Wildfire Risk Reduction Integrated Fuel Management Planning processes led by the Ministry of Forests or BC Parks.

#### FireSmart in BC

FireSmart BC provides the tools and education necessary to enable citizens, communities, local governments and First Nations to increase their wildfire resiliency. Following the seven disciplines, the BC FireSmart Committee aims to build wildfire resiliency and reduce the negative impacts of fire for everyone in the province through FireSmart. FireSmart BC and the Community Resiliency Investment program both follow the seven disciplines of FireSmart as a holistic approach to reducing wildfire risk to communities.



<sup>1</sup> FireSmart, Intelli-feu and other associated Marks are trademarks of the Canadian Interagency Forest Fire Centre.

The [FireSmart BC Information Sheet](#) has been developed to provide applicants with an overview of available resources, training and materials that are eligible for funding.

For more information on resources available for eligible applicants, please refer to Section 10.

## 2. Eligible Applicants

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All local governments (municipalities and regional districts) and First Nations (bands, Treaty First Nations, and Indigenous National Governments with authority for lands and resources) in BC are eligible to apply.

Eligible applicants can submit one application per intake, including regional applications or participation as a partnering applicant in a regional application.

## 3. Grant Maximum

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### ***New in 2023 - Base Funding***

Eligible applicants with a lower risk of wildfire, generally demonstrated by WUI Risk Class 4 and 5, can apply for 100% of the cost of eligible activities to a maximum of \$100,000 per application.

Eligible applicants with a higher risk of wildfire, generally demonstrated by WUI Risk Class 1, 2 and 3, can apply for 100% of the cost of eligible activities to a maximum of \$200,000 per application. Information on determining risk is provided in Appendix 2.

### **Additional Funding**

There are two opportunities to apply for additional funding:

1. Applications from regional districts may exceed the base funding maximum in order to fund FireSmart activities only in one or more electoral areas. Refer to Section 4 for more information.
2. Applications that include fuel management on Provincial Crown land within municipal boundaries, regional district parks or First Nations land and that include contiguous, logical treatment units that extend onto the Crown land base may exceed the base funding maximum for fuel management activities on Provincial Crown Land only provided that:
  - a. Fuel management activities are adjacent to community structures, and
  - b. Fuel management activities extend no further than one-kilometre from the structure density class greater than 6

In order to ensure transparency and accountability in the expenditure of public funds, all other financial contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant. This includes any other grant funding and any revenue (e.g. sale of forest products) that is generated from activities that are funded by the FireSmart Community Funding & Supports program.

## 4. Eligible Projects

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To be eligible for funding, applications must demonstrate that proposed activities will increase community resiliency by undertaking community-based FireSmart planning and activities that reduce the community's risk from wildfire.

***Updated January 2023*** – Municipalities and First Nation applicants must choose to apply as a single applicant (i.e. no partnering communities) or as part of a regional project for multiple eligible applicants.

Regional Districts must choose to apply as a single applicant (i.e. no partnering communities) or as part of a regional project for multiple eligible applicants and/or multiple electoral areas.

## Regional Projects for Multiple Eligible Applicants

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum base funding would be calculated by the number of eligible applicants included in the application and the associated risk class of each. Applications for regional projects for multiple eligible applicants must include FireSmart (Worksheet 1) and can include fuel management (Worksheet 2) and CWRPs/CWPP updates (Worksheet 3).

The primary applicant submitting the application for a regional project is required to submit a resolution as outlined in Section 7 of this guide. Each partnering community is required to submit a resolution that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.

## Regional Projects for Regional District Applications Including Multiple Electoral Areas

In addition to the allowance for regional projects for multiple eligible applicants, Regional Districts may submit a single application for eligible projects that also include multiple electoral areas.

In this case the maximum base funding would be the eligible base grant amount for the regional district, the eligible base grant of any partnering communities (municipalities or First Nations), and up to \$50,000 for FireSmart activities and/or CWRPs for each electoral area that is included in the application. The regional district would be required to submit a complete application package as well as a separate Worksheet 1 and/or Worksheet 3 for each electoral area. Please note that multiple electoral areas can be included in a single Worksheet 1 only if the proposed activities are identical for each electoral area.

Eligible applicants can submit one application per intake, including regional applications or participation as a partnering applicant in a regional application. In all cases, it is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

## 5. Requirements for Funding

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### Eligibility Review/Engagement with BCWS and/or FNESS

To qualify for funding, applicants must demonstrate their level of engagement with a BCWS Wildfire Prevention Officer/Prevention Specialist, FNESS Mitigation Specialist/Liaison, and, if applicable, the Ministry district, region, or relevant Land Manager, to ensure project alignment with Land Manager priorities when activities are occurring on Provincial Crown land (including during Community Wildfire Resiliency Plan development). For more information on the planning process and identified projects please see the [Crown Land Wildfire Risk Reduction webpage](#).

It is also recommended that applicants contact their local fire department to discuss proposed activities.

Applications with FireSmart activities only (i.e. only Worksheet 1) - Applicants are required to document engagement in the application. Planning and discussion must occur at a minimum of 30 days prior to submission of an application to allow for meaningful dialogue regarding the proposed FireSmart activities and opportunities for integration of planning on provincial Crown lands.

**New in 2023 - Applications with fuel management** - Applicants are required to review Worksheet 2 with the BCWS Wildfire Prevention Officer/Prevention Specialist and/or FNESS Mitigation Specialist/Liaison and Section 6 of the worksheet must be completed by the BCWS Wildfire Prevention Officer/Prevention Specialist and/or FNESS Mitigation Specialist/Liaison **before** the application is submitted.

**New in 2023 - Applications with CWRP development or CWPP Update** - Applicants are required to review Worksheet 3 with the BCWS Wildfire Prevention Officer/Prevention Specialist and/or FNESS Mitigation Specialist/Liaison and Section 5 of the worksheet must be completed by the BCWS Wildfire Prevention Officer/Prevention Specialist and/or FNESS Mitigation Specialist/Liaison **before** the application is submitted.

Please note that during active fire seasons or other deployments, BCWS and FNESS capacity will be limited.

## Reporting for Prior Projects

To qualify for funding:

- All activities funded under the 2019 FireSmart Community Funding & Supports program must be complete and the final report must be submitted in full
- All activities funded under the 2020 FireSmart Community Funding & Supports program must be complete and the final report must be submitted in full (unless a project extension has been approved)
- All activities funded under the 2021 FireSmart Economic Recovery Fund must be complete and the final report must be submitted in full (unless a project extension has been approved)

It is recommended that all activities funded under the 2021 FireSmart Community Funding & Supports program be completed and the final report submitted in full (unless a project extension has been approved).

## Additional Funding Requirements

To qualify for funding, all eligible activities must:

- Be located within the applicant's administrative boundary (see exception for fuel management activities below)
- Include new activities or represent a new phase of an existing project (retroactive funding is not available unless specifically identified in this guide)
- **New in 2023** - Be capable of completion by the applicant within two years of the date of grant approval. Applicants will be eligible to apply for future funding after two years from the date of the approval agreement or after the complete final report is submitted.
- Be supported by a current plan, acceptable to the BCWS Wildfire Prevention Officer/Prevention Specialist or the FNESS Mitigation Specialist/Liaison, that includes assessment and identification of FireSmart and fuel management priorities (limited to Community Wildfire Resiliency Plan or Community Wildfire Protection Plan). **Note: Starting in 2024, applicants will be required to have a current and acceptable plan. Applicants that do not have a current and acceptable plan are strongly encouraged to develop a plan as part of the 2023 intake.**
- Where applicable, be completed by a qualified professional that is accredited by their professional association
- Ensure compliance with applicable legislation and regulations: Federal (e.g. Fisheries Act, Species at Risk Act); Provincial (i.e. Forest and Range Practices Act, Open Burning Smoke Control Regulation, and Wildfire Act); and local authority (e.g. burning bylaws or other bylaws or plans)
- Where applicable, be eligible for required approvals from the Land Manager (e.g. Indigenous Services Canada, BC Parks Area Manager, Natural Resource District Manager) for authorizations and/or permits

## Funding Requirements for Fuel Management

To qualify for funding, fuel management activities must:

- Be located within municipal boundaries, regional district parks or First Nations land and, if applicable, approved to extend onto the Crown Land base
- For activities that fall under the practice of forestry, be developed and, where applicable, signed by a forest professional that is accredited by the Association of BC Forest Professionals and operating within their [scope of practice](#)

- Where applicable, for any professional assessments required to obtain authorizations for treatments, be developed and signed by a qualified professional as per the [Professional Governance Act](#) *“The Professional Governance Act (PGA) provides a consistent governance framework for self-regulating professions that incorporates best practices of professional governance. The PGA currently governs the five regulatory bodies overseeing agrologists, applied biologists, applied science technologists and technicians, engineers and geoscientists, and forest professionals.”*

Please refer to Appendix 7 for complete funding requirements for fuel management activities.

## 6. Eligible & Ineligible Costs & Activities

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Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Table 1 identifies the activities that are eligible for funding and provides cost maximums for those activities. Applicants are required to propose costs within the cost maximums that reflect local, reasonable estimates. However, with mitigating circumstances (e.g. remote community), applicants can propose costs higher than the maximums if a rationale is provided and accepted. In all cases, eligible activities must be cost-effective.

### **Looking Ahead: Requirements for 2024 Funding**

Starting in 2024, it will be required for all applicants to have the following FireSmart components developed/active in their community:

- FireSmart Position
- Community FireSmart & Resiliency Committee
- Current Community Wildfire Resiliency Plan or Community Wildfire Protection Plan that is acceptable to the BCWS Wildfire Prevention Officer/Prevention Specialist or the FNESS Mitigation Specialist/Liaison, and that includes assessment and identification of FireSmart and fuel management priorities

Applicants that do not currently have a position, plan and committee are strongly encouraged to apply for these activities in the 2023 intake (in order to be eligible for future funding).

**Table 1: Activities Eligible for Funding**

**1. New in 2023 - FIRESMART POSITIONS**

*In order to increase local capacity applicants are encouraged to create a FireSmart position to oversee eligible activities applied for in Worksheet 1, 2 and/or 3 and to establish a sustainable FireSmart program. FireSmart positions work with the local Community FireSmart Resiliency Committee and the provincial FireSmart program to guide wildfire resiliency work in their community.*

Eligible Activities	Cost Maximums & Guidance
<p>A. Hire incremental FireSmart positions (e.g. creating a new position or adding new responsibilities to an existing position), limited to the following positions and based on the recommended <a href="#">job descriptions</a>:</p> <ul style="list-style-type: none"> <li>• FireSmart Coordinator</li> <li>• Local FireSmart Representative</li> <li>• Wildfire Mitigation Specialist</li> <li>• Wildfire Forest Professional</li> <li>• FireSmart Crew Member</li> </ul>	<p>Required certification in WS1 and cost calculations in WS1, WS2 and/or WS3</p> <p><i>Starting in 2024, applicants will be required to have a FireSmart position in their community. <b>Applicants that do not have a FireSmart position are strongly encouraged to apply for this activity in the 2023 intake.</b></i></p>

**2. EDUCATION**

*Public education and outreach play a critical role in helping communities prepare for wildfire by promoting a sense of empowerment and shared responsibility. This is done through encouraging participation in wildfire risk reduction, including the reduction of local human-caused fires, and resiliency activities.*

*All applications are required to include an education component in this section. This may include general FireSmart education, or be related to a proposed activity in categories 2 through 9 below.*

*For costs associated with the purchase of FireSmart resources please visit Resources on [FireSmartBC.ca](https://www.fire-smartbc.ca).*

Eligible Activities	Cost Maximums & Guidance
<p>A. Update signage, social media, applicant websites and/or newsletters, and community education materials or displays related to a proposed activity in categories 2 through 9 below</p> <p><i>Please note: Ember mascots will be available on a limited basis and regional allocation will be considered before approval.</i></p>	<p>Banners: up to \$1,600 (total order)                      Posters: \$215 (total order)                      Videos specific to community wildfire resiliency: up to \$10,700 each                      Tents, including walls: up to \$2,140 each                      Vehicle decals: up to \$750 (total order)                      T-shirts: up to \$1,070 (total order)                      Ember mascot: up to \$6,000</p>
<p>B. Organize and host public information meetings related to a proposed activity in categories 3 through 10 below</p>	<p>Up to \$5,350 per event with required cost breakdown in WS1</p>
<p>C. Promote and distribute FireSmart educational materials and resources, such as <a href="#">FireSmart 101</a>, Wildfire Risk Reduction Basics, FireSmart Begins at Home app, social media and/or FireSmart BC materials</p>	<p>FireSmart Magnetic Board for use in schools and public events: up to \$1,710 each</p>
<p>D. Support the organization of <a href="#">Wildfire Community Preparedness Day</a></p>	<p>Up to \$5,350 per event with required cost breakdown in WS1</p>



E. Support the organization of a Farm and Ranch Wildfire Preparedness workshop, Neighbourhood Champion workshop, community FireSmart day, FireSmart events and workshops, and/or wildfire season open houses	Up to \$5,350 per event with required cost breakdown in WS1
F. Support the <a href="#">FireSmart BC Library Program</a> at local/regional libraries. This program includes Wildfire Resiliency Literacy Kits, Ember Activity Packages, Colouring Contest materials, and access to Storytime Videos with Ember.	Up to \$550 per library
G. Support neighbourhoods to apply for <a href="#">FireSmart Canada Neighbourhood Recognition Program</a>	Required cost breakdown in WS1
H. Targeted education to support implementation of fuel management activities, including cultural and prescribed fire.	Refer to cost maximums above. Required cost breakdown in WS1

### 3. COMMUNITY PLANNING

*Community planning is a very effective tool for reducing wildfire risk for lands and buildings within the administrative boundaries of a local government or First Nation communities.*

*Please note that Home Ignition Zone Assessments for individual residential properties or homes, neighbourhood hazard assessments and FireSmart Neighbourhood Plans should be included in Category 8.*

*Refer to the [Wildfire-Resilience Best Practice Checklist for Home Construction, Renovation and Landscaping](#) or [FireSmart BC Landscaping Guide](#)*

Eligible Activities	Cost Maximums
<p>A. Develop a Community Wildfire Resiliency Plan (CWRP) in accordance with the <a href="#">2022 template</a> and <a href="#">guidance document</a>.</p> <p><i>CWRPs that include multiple communities are acceptable. In these cases, funding in excess of the cost maximum may be considered with rationale.</i></p> <p><i>Structural data updates may be collected and/or assembled as part of a CWRP, although it is not required.</i></p>	<p>Up to \$32,000 (depending on AOI and eligible WUI) and with required cost breakdown and eligibility review in WS3</p> <p><i>Starting in 2024, applicants will be required to have a current and acceptable CWRP/CWPP for their community. <b>Applicants that do not have a current, acceptable plan are strongly encouraged to apply for this activity in the 2023 intake.</b></i></p>
<p>B. Amend existing plans that are less than 5 years old to include:</p> <ul style="list-style-type: none"> <li>• FireSmart Road Map (CWRP only)</li> <li>• Recently acquired land or areas of new development, etc.</li> <li>• Ground-truthing for new treatment units</li> <li>• Significant changes to forest stand composition and/or forest health changes or impacts</li> <li>• Integrating other plans or information into existing CWPP/CWRP</li> </ul>	<p>Up to \$16,000 (depending on AOI and eligible WUI) and with required cost breakdown and eligibility review in WS3</p>

C. Develop FireSmart policies and practices for the design and maintenance of First Nations land and publicly owned land, such as parks and open spaces	Required estimated incremental staff hours and wages and/or contract cost estimate in WS1
D. Develop FireSmart policies and practices for the design and maintenance of First Nations owned buildings and publicly owned buildings	Required estimated incremental staff hours and wages and/or contract cost estimate in WS1
E. Complete <a href="#">FireSmart Home Ignition Zone Assessment Score Card</a> , <a href="#">FireSmart Critical Infrastructure Assessment</a> or <a href="#">FireSmart Home Partners Program Assessment</a> for First Nation and/or publicly owned buildings.	Up to \$850 per structure (generally 4 to 8 hours) with required identification of buildings, ownership and cost breakdown in WS1.

#### 4. DEVELOPMENT CONSIDERATIONS

*Community land use and development in wildfire-prone areas affects the susceptibility of the community at different scales and in terms of where and how a community is, or will be, developed.*

Refer to the [Wildfire-Resilience Best Practice Checklist for Home Construction, Renovation and Landscaping](#) or [FireSmart BC Landscaping Guide](#)

Eligible Activities	Cost Maximums & Guidance
A. Amend Official Community Plans, Comprehensive Community Plans and/or land use, engineering and public works bylaws to incorporate FireSmart principles	Up to \$10,700 with required estimated incremental staff hours and wages and/or contract cost estimate in WS1
B. Revise landscaping requirements in zoning and development permit documents to require fire resistant landscaping or include other FireSmart considerations	Up to \$10,700 with required estimated incremental staff hours and wages and/or contract cost estimate in WS1
C. Establish Development Permit Areas for Wildfire Hazard in order to establish requirements for the exterior design and finish of buildings	Up to \$10,700 with required estimated incremental staff hours and wages and/or contract cost estimate in WS1
D. Include wildfire prevention and suppression considerations in the design of subdivisions (e.g. road widths, turning radius for emergency vehicles, and access and egress points)	Up to \$10,700 with required estimated incremental staff hours and wages and/or contract cost estimate in WS1
E. Amend referral processes for new developments to ensure multiple departments, including the fire department and/or emergency management personnel, are included	Up to \$10,700 with required estimated incremental staff hours and wages and/or contract cost estimate in WS1



## 5. INTERAGENCY CO-OPERATION

*It takes the collaborative efforts of multiple stakeholders working together to achieve a wildfire resilient community. This may include local fire departments, First Nation and/or local government staff and elected officials, provincial government such as EMBC and BCWS, industry representatives and other stakeholders.*

Eligible Activities	Cost Maximums & Guidance
<p>A. Develop, coordinate and/or participate in a <a href="#">Community FireSmart and Resiliency Committee (CFRC)</a></p> <p><i>Costs for the development and overall coordination of a CFRC may also be included in Worksheet 1.</i></p>	<p>Up to \$2,140 per meeting with required cost breakdown in WS1</p> <p><i>Starting in 2024, applicants will be required to participate in a CFRC. <b>Applicants that are not participating in a CFRC are strongly encouraged to apply for this activity in the 2023 intake.</b></i></p>
<p>B. Participate in an integrated fuel management planning or cultural and prescribed fire planning table (generally led by Ministry staff in collaboration with communities) to support the integration of fuel management planning across jurisdictional boundaries.</p>	<p>Up to \$2,140 per meeting with required cost breakdown in WS1</p>
<p>C. Provide Indigenous cultural safety and humility training to emergency management personnel in order to more effectively partner with, and provide assistance to, Indigenous communities for both wildfire prevention and suppression</p>	<p>Required cost breakdown in WS1</p>
<p>D. Attend the 2023 FireSmart BC Conference and Wildfire Urban Interface Symposium.</p> <p>Note: eligible costs include conference fee and travel (including accommodations and per diems)</p>	<p>No more than four staff per eligible applicant, up to \$2,000 per attendee and with required cost breakdown in WS1</p>
<p>E. Support the <a href="#">FireSmart BC Plant Program</a> at local garden centres or nurseries. This program shows customers at the point of sale, which plants are fire-resistant. Includes plant tags, banners, staff buttons and in store advertising.</p>	<p>Up to \$2,500 per location</p>

## 6. EMERGENCY PLANNING

*Community preparations for a wildfire emergency require a multi-pronged approach in order for a community to respond effectively to the threat of wildfires as a whole.*

Eligible Activities	Cost Maximums & Guidance
<p>A. Develop and/or participate in cross-jurisdictional meetings and <b>tabletop exercises</b> specifically focused on wildfire preparedness and suppression, including seasonal wildfire readiness meetings</p>	<p>Up to \$2,140 per meeting with required cost breakdown in WS1</p>
<p>B. Assess community water delivery ability as required for suppression activities, limited to current water system evaluation and available flow analysis</p>	<p>Up to \$10,700 with required estimated incremental staff hours and wages and/or contract cost estimate in WS1</p>

<p>C. <b>New in 2023</b> - Assess, <a href="#">inventory</a> and purchase FireSmart structure protection equipment.</p> <p><i>Refer to Appendix 3 for more information on the eligible FireSmart Structure Protection Trailer expenditures.</i></p>	<p>Up to \$45,000 with required cost breakdown in WS1</p>
<p>D. Use and/or promote <a href="#">EMBC Wildfire Preparedness Guide</a> for community emergency preparedness events focused on wildfire</p>	<p>Up to \$5,350 per event with required cost breakdown in WS1</p>
<p>E. Use and/or promote <a href="#">Wildfire Evacuation Checklist</a></p>	<p>Up to \$5,350 per event with required cost breakdown in WS1</p>
<p><b>7. FIRESMART TRAINING &amp; CROSS TRAINING</b></p> <p><i>FireSmart requires many different professionals who may not typically work in a wildfire environment to understand other disciplines and wildfire management planning objectives. Cross-training firefighters, public works staff, utility workers, local government and First Nation administration staff, planning and logistics staff, and other key positions, supports local FireSmart activities, including a safe and effective wildfire response.</i></p> <p><i>For all virtual courses, eligible costs include: course fee (if any), required course materials, and travel (including accommodations and per diems) only if required for internet connection or access to necessary technology. For all in-person courses, eligible costs include: course fee, required course materials, and travel (including accommodations and per diems).</i></p>	
<p><b>Eligible Activities</b></p>	<p><b>Cost Maximums &amp; Guidance</b></p>
<p>A. <b>New in 2023</b> - Training for FireSmart Positions</p> <p><i>Refer to the recommended <a href="#">job descriptions</a> for the training required for each position. Only qualifications identified in the job descriptions are eligible for funding.</i></p>	<p>Required training breakdown for each proposed position (as an attachment to WS1)</p>
<p>B. <a href="#">Local FireSmart Representative</a> training (free, virtual)</p> <p><i>Refer to Appendix 4 for more information on the FireSmart Canada Neighbourhood Recognition program.</i></p>	<p>Required cost breakdown in WS1</p>
<p>C. <a href="#">Home Partners Program</a> – Wildfire Mitigation Specialist training <b>for new applicants to the HPP program</b></p> <p><i>To become a WMS, the HPP workshop (max. 10 attendees) must be completed. The workshop facilitation fee is \$6,000. After that, an annual enrollment fee is required for each trained WMS to access the required HPP tools and resources.</i></p> <p><i>Refer to Appendix 4 for more information on the HPP program.</i></p>	<p>Up to \$8,500 per workshop with required cost breakdown in WS1 and must include \$350 annual HPP enrolment fee per trained WMS</p>

<p>D. <a href="#">Home Partners Program</a> – Wildfire Mitigation Specialist annual enrollment fee <b>for applicants with an existing HPP program</b></p> <p><i>This fee is for those WMS that have completed their training and are renewing their registration with FireSmart Canada. Note this yearly fee is mandatory for all WMS to remain active in British Columbia</i></p>	<p>Up to \$350 per trained WMS for the HPP enrollment fees.</p>
<p>E. Support local government or First Nation staff that have completed Wildfire Mitigation Specialist training to qualify as facilitators</p>	<p>Required cost breakdown in WS1</p>
<p>F. Cross-train <u>fire department members</u> only to include structural fire and interface wildfire training. The following are the only courses eligible for funding:</p>	
<ul style="list-style-type: none"> <li>• <a href="#">Wildfire Risk Reduction Basics Course</a> (free, online course for non-forest professionals that provides an introduction to the key concepts to minimize the negative impacts of wildfires in BC.)</li> </ul>	<p>Required cost breakdown in WS1</p>
<ul style="list-style-type: none"> <li>• <a href="#">Fire Life &amp; Safety Educator</a> (public education course for fire safety education)</li> </ul>	<p>Required cost breakdown in WS1</p>
<ul style="list-style-type: none"> <li>• <a href="#">ICS-100</a> (Incident Command System - introduction to an effective system for command, control, and coordination of response at an emergency site; available online)</li> </ul>	<p>Required cost breakdown in WS1</p>
<ul style="list-style-type: none"> <li>• <a href="#">SPP-WFF1</a> Wildland Firefighter Level 1 (includes S-100, S-185, ICS-100)</li> </ul>	<p>Required cost breakdown in WS1</p>
<ul style="list-style-type: none"> <li>• <a href="#">S-100</a> Basic fire suppression and safety (basic fire suppression training for contract crews) and S-100A (annual refresher)</li> </ul>	<p>Required cost breakdown in WS1</p>
<ul style="list-style-type: none"> <li>• <a href="#">S-185</a> Fire entrapment avoidance and safety (general knowledge course on wildfire safety and entrapment avoidance for local governments, contract crews, and First Nations)</li> </ul>	<p>Required cost breakdown in WS1</p>
<ul style="list-style-type: none"> <li>• <a href="#">S-231</a> Engine Boss (training for structure protection program in a WUI event)</li> </ul>	<p>Required cost breakdown in WS1</p>
<ul style="list-style-type: none"> <li>• <a href="#">WSPP-115</a> (training for structure protection unit crews) and WSPP-FF1(train the trainer)</li> </ul>	<p>Required cost breakdown in WS1</p>
<ul style="list-style-type: none"> <li>• Task force leader (for structure protection only; course for wildfire personnel to monitor and assess specialty resources that work together to accomplish a common wildfire task)</li> </ul>	<p>Required cost breakdown in WS1</p>

<ul style="list-style-type: none"> <li>Structure Protection Group Supervisor (GrpS) (for structure protection only; course for wildfire personnel to implement assigned portion of the Incident Action Plan and be responsible for all operations conducted in the division/group)</li> </ul>	Required cost breakdown in WS1
<p>G. Cross-train emergency management personnel:</p> <ul style="list-style-type: none"> <li>Introduction to Emergency Management in Canada (basic concepts and structure of emergency management)</li> <li><a href="#">ICS-100</a> (introduction to an effective system for incident command, control, and coordination of response at an emergency site; available online)</li> </ul>	Required cost breakdown in WS1

## 8. FIRESMART PROJECTS FOR CRITICAL INFRASTRUCTURE

*Implementing recommended FireSmart improvements to local critical infrastructure demonstrates wildfire prevention principles and best practices to community members and other stakeholders.*

*To be eligible for funding, all critical infrastructure projects must have a completed [FireSmart Home Ignition Zone Assessment Score Card](#), [FireSmart Critical Infrastructure Assessment](#) or [FireSmart Home Partners Assessment](#) at the time of application submission.*

*Eligible projects must be First Nations owned buildings or publicly owned buildings that are currently designated as critical to support effective emergency response to a wildfire event. This includes structures designated as Emergency Operations Centres or Emergency Support Services facilities (e.g. reception centres, group lodging locations for evacuees), water pump stations, communications towers, and electrical generating stations, but does not include all critical infrastructure identified through the Local Authority Emergency Plan.*

**New in 2023** - Retrofitting existing structures and new construction are eligible. For the purpose of FSCFS funding, the following are not eligible as FireSmart Projects for Critical Infrastructure: roads and bridges, gas stations, hotels and transfer stations.

Eligible Activities	Cost Maximum & Guidance
A. Completion of recommended mitigation activities identified in the assessment, limited to labour and material costs required to complete activities outlined in Table 5 (Appendix 5)	Up to \$53,500 per eligible structure, including building materials and labour.
B. Completion of <a href="#">FireSmart Home Ignition Zone Assessment Score Card</a> , <a href="#">FireSmart Critical Infrastructure Assessment</a> or <a href="#">FireSmart Home Partners Assessment</a> after mitigation work is complete (required)	Up to \$850 per structure (generally 4 to 8 hours to complete) with required cost breakdown in WS1

## 9. New in 2023 - FIRESMART PROJECTS FOR COMMUNITY ASSETS

*Implementing recommended FireSmart improvements to local community assets demonstrates wildfire prevention principles and best practices to community members and other stakeholders.*

*To be eligible for funding, all community asset projects must have a completed [FireSmart Home Ignition Zone Assessment Score Card](#), [FireSmart Critical Infrastructure Assessment](#) or [FireSmart Home Partners Assessment](#) at the time of application submission.*

*Eligible projects must be buildings or properties owned by local non-profit groups or community associations that are currently designated as critical to support effective emergency response to a wildfire event. This*

*includes structures designated as Emergency Operations Centres or Emergency Support Services facilities (i.e. reception centres, group lodging locations for evacuees).*

*Retrofitting existing structures and new construction are eligible.*

Eligible Activities	Cost Maximum & Guidance
A. Completion of recommended mitigation activities identified in the assessment, limited to labour and material costs required to complete activities outlined in Table 5 (Appendix 5)	Up to \$53,500 per eligible structure, including building materials and labour.
B. Completion of <a href="#">FireSmart Home Ignition Zone Assessment Score Card</a> , <a href="#">FireSmart Critical Infrastructure Assessment</a> or <a href="#">FireSmart Home Partners Assessment</a> after mitigation work is complete (required)	Up to \$850 per structure (generally 4 to 8 hours to complete) with required cost breakdown in WS1

## 10. FIRESMART ACTIVITIES FOR RESIDENTIAL AREAS

*Residential areas are a critical component of every community. First Nations and local governments have a key role to play in supporting residents and property owners to undertake FireSmart activities that demonstrate wildfire prevention principles and best practices.*

*To be eligible for funding, all FireSmart activities for residential areas must be located in the FireSmart Home Ignition Zone which includes the home and surrounding yard area – FireSmart Non-Combustible Zone and Priority Zones 1 and 2 (only with residential property and/or home owners' consent).*

Eligible Activities	Cost Maximum & Guidance
A. Residential Assessments & Rebate Program. Refer to Appendix 6 for requirements for funding this activity	
<ul style="list-style-type: none"> <li>• Conduct Home Ignition Zone Assessments or FireSmart Home Partners Assessments for individual residential properties or homes, limited to:               <ul style="list-style-type: none"> <li>○ Data collection activities using HIZ/HPP assessment</li> <li>○ Digitizing HIZ assessment information</li> <li>○ Simple reporting (for community members, Council, etc.)</li> <li>○ Basic mapping for PDF product</li> </ul> </li> </ul>	Up to \$265 per structure (generally 2 to 3 hours to complete) with required cost breakdown in WS1
<ul style="list-style-type: none"> <li>• Offer local rebate programs to residential property or home owners that complete eligible FireSmart activities.</li> </ul> <p><b><i>New in 2023, rebates are eligible for retrofitting existing structures and new construction; refer to Appendix 6 for more information.</i></b></p>	<p><b><i>New in 2023</i></b> - Rebates are limited to 50% of the total cost of the eligible activities identified in Table 6 (Appendix 6) and up to \$1,000 per property</p>

<p>B. FireSmart Canada Neighbourhood Recognition. Refer to Appendix 4 for requirements for funding this activity and note that the assessment and plan are required to be completed in the same intake.</p>	
<ul style="list-style-type: none"> <li>• Undertake <a href="#">Neighbourhood Wildfire Hazard Assessments</a></li> </ul>	<p>Up to \$430 per neighbourhood (generally 3 – 4 hours to complete)</p>
<ul style="list-style-type: none"> <li>• Support the development of <a href="#">FireSmart Neighbourhood Plans</a> for specific areas</li> </ul>	<p>Up to \$1,070 per neighbourhood</p>
<p>C. Conduct FireSmart Home Partners Assessment for individual residential properties or homes, limited to:</p> <ul style="list-style-type: none"> <li>• Upon completion of certification, receipt of a Home Partners driveway sign</li> <li>• Data collection and management using HPP data base</li> <li>• Simple reporting (for community members, Council, etc.)</li> <li>• Basic mapping for PDF product</li> </ul> <p>Refer to Appendix 4 for requirements for funding this activity</p>	<p>Initial assessment – Up to \$265 per structure (generally 2 to 3 hours to complete) with required cost breakdown in WS1</p> <p>Follow-up inspection – Up to \$265 per structure (generally 1 to 2 hours to complete) with required cost breakdown in WS1</p>
<p>D. Provide off-site vegetative debris disposal for residential property or home owners who have undertaken their own vegetation management, including:</p> <ul style="list-style-type: none"> <li>• Provide a dumpster, chipper or other collection method</li> <li>• Waive tipping fees</li> <li>• Provide curbside debris pick-up</li> </ul> <p><a href="#">Refer to Additional Information on the Use and Disposal of Wood Chips Generated by FCFS-Funded Projects</a></p>	<p>Required cost breakdown in WS1</p>
<p><b>11. FUEL MANAGEMENT</b></p> <p><i>Under the FireSmart Community Funding &amp; Supports program, fuel management activities include the development of fuel management prescriptions and burn plans, as well as operational fuel treatments, including the application of cultural and prescribed fire. Applicants are advised to only propose fuel management activities that can be completed within two years.</i></p> <p><i>In all cases, a completed, signed prescription is required for all fuel treatments, including cultural and prescribed fire. The completed prescription must be submitted with the application, or the applicant is required to apply for a phased project in order to complete the prescription and treatment under the same application.</i></p> <p><b>Draft prescriptions will not be accepted.</b></p>	



To be eligible for funding, all fuel management activities must be in alignment with the requirements for funding fuel management activities identified in Appendix 7 and should generally be outside of FireSmart Non-combustible Zone and Priority Zones 1 and 2.

Eligible Activities	Cost Maximum & Guidance
A. Undertake planning and development for fuel management on publicly owned land or First Nations land, <u>limited to</u> :	
<ul style="list-style-type: none"> <li>Develop fuel management prescriptions consistent with the BC 2022 <i>Fuel Management Prescription Guidance</i> document at <a href="#">BC Wildfire Service Fuel Management Prescription Guidelines Document</a></li> </ul>	<p>Up to \$425 per hectare with required cost breakdown in WS2</p> <p><i>Based on an average size of greater than 20 hectares and assuming smaller hectares may be higher and larger hectares may be lower.</i></p>
<ul style="list-style-type: none"> <li>Develop burn plans (must be based on eligible fuel management prescription) <i>Must utilize the BCWS Prescribed Fire Burn Plan Template. (Note: per Appendix 1a of the template – Burn Plan Signature Sheet, the BCWS Fire Centre Manager or designate is required to approve the burn plan.)</i></li> </ul>	<p>Required cost breakdown in WS2</p>
<ul style="list-style-type: none"> <li>Professional assessments required to obtain authorizations for treatments (e.g. geotechnical, archaeological, fire ecologist, range agrologist, etc.). <i>Due to variations in assessment costs, these will be evaluated on a case by case basis.</i></li> </ul>	<p>Required cost breakdown in WS2</p>
<ul style="list-style-type: none"> <li><b>New in 2023</b> - Engagement with Indigenous knowledge keepers to gather and incorporate cultural knowledge into prescription and burn planning.</li> </ul>	<p>Required cost breakdown in WS2</p>
<p>B. Undertake new fuel management treatment on publicly owned land or First Nations land.</p> <p>Based on baseline fuel management (e.g. pile burn) costs.</p>	<p>Coastal Fire Centre: up to \$13,365 per hectare with required cost breakdown in WS2</p> <p>Prince George Fire Centre: up to \$11,225 per hectare with required cost breakdown in WS2</p> <p>Cariboo, Kamloops, North West and South East Fire Centres: up to \$7,485 per hectare with required cost breakdown in WS2</p>
<p>C. Undertake fuel management maintenance activities on publicly owned land or First Nations land.</p>	<p>Up to \$3,740 per hectare with required cost breakdown in WS2</p>
<p>D. Off-site debris disposal (trucking, tipping fees, etc.) from new fuel management or maintenance activities.</p>	<p>Up to an additional \$1,600 per hectare with required rationale in WS2</p>

<p>E. Undertake cultural and prescribed fire activities, on publicly owned land or First Nations land when the primary objective is fuel management for community wildfire risk reduction.</p>	<p>Up to \$3,740 per hectare with required cost breakdown in WS2</p>
<p>F. Undertake fuel management demonstration projects (<u>one per eligible applicant</u>) including:</p> <ul style="list-style-type: none"> <li>• Develop fuel management prescriptions consistent with the BC 2022 <i>Fuel Management Prescription Guidance</i> document at <a href="#">BC Wildfire Service Fuel Management Prescription Guidelines Document</a></li> <li>• Completion of fuel management activities, including cultural and prescribed fire, limited to: <ul style="list-style-type: none"> <li>○ Local government land, First Nations land or Provincial Crown land</li> <li>○ Locations that are visible and accessible to community members</li> <li>○ Projects with rationale for project location (e.g. number of visitors)</li> <li>○ Parcel of no more than 5.0 ha.</li> <li>○ Educational component</li> </ul> </li> </ul>	<p>Up to 25% more than costs for new fuel management activities (by Fire Centre) identified in row B above with required cost breakdown in WS2:</p> <p>Coastal Fire Centre: up to \$16,700 per hectare</p> <p>Prince George Fire Centre: up to \$14,040 per hectare</p> <p>Cariboo, Kamloops, North West and South East Fire Centres: up to \$9,350 per hectare</p>

### Additional Eligible Costs & Activities

In addition to the activities identified in Table 1, the following expenditures are also eligible provided they relate directly to eligible activities:

- Incremental applicant staff and administration costs (e.g. creating a new position or adding new responsibilities to an existing position).
- Consultant/contractor costs. Please note: if you intend to hire a professional (planner, forester) to support proposed activities, professional consultant rates will only be considered for activities that represent respective professions. For other activities (e.g. social media, planning events or administering rebate programs) consultant rates are expected to be commensurate with the type of activity being undertaken.
- Public information costs
- Purchase of [FireSmart BC](#) branded items for community events and/or recruitment/retention of volunteers (up to \$3,200 per eligible applicant per application)
- **New in 2023** – Purchase of tools (e.g. hand saws, loppers) and IT equipment (limited to tablet computers, compatible Satellite Emergency Notification Devices, Global Positioning System trackers and required accessories) required for eligible activities (up to \$5,000 per eligible applicant per application)
- **New in 2023** - Lease of equipment and/or vehicles
- **New in 2023** - Honoraria for cultural leaders, Elders, Indigenous knowledge keepers, and/or cultural keepers when they are scheduled to speak, present, or teach. Note: these honoraria should reflect the role of Indigenous Peoples as subject matter experts and be equitable to consultant rates.
- **New in 2023** - Expenses related to local cultural protocols (e.g. gifts, cultural ceremonies).

## Ineligible Costs & Activities

Any activity that is not outlined in Table 1 or is not directly connected to activities approved in the application is not eligible for grant funding. This includes:

- Routine or ongoing operating and/or planning costs or activities that are not incremental to the project
- Development of funding application package
- Development or amendment of plans or maps primarily intended for emergency response
- Development of databases
- Purchase of software, software licences, service subscriptions, or membership fees
- Development of FireSmart plans, other than CWRPs, amendments to existing CWPPs/CWRPs and [FireSmart Neighbourhood Plans](#)
- Development or update of feasibility studies (including water tank location analysis)
- Purchase, construction or siting of Fire Danger rating signs
- Purchase of non-[FireSmart BC](#) branded items for community events and/or recruitment/retention of volunteers
- Purchase of emergency supplies (e.g. first aid kits, evacuation supplies) for community members or households
- Wildfire threat assessments and fuel treatment unit identification on private land (outside of GIS and/or FireSmart assessments, with the land owners' consent) or outside of the eligible WUI. Private Managed Forest Land (PMFL) wildfire threat assessments may be eligible if located within the eligible one kilometre WUI and the PMFL owner has consented.
- For fuel management activities only:
  - Purchase of machinery, heavy equipment and/or livestock for grazing
  - Work undertaken by the Ministry, including prescribed fire staff support
  - Any third-party requirements to address hazard abatement under the *Wildfire Act*
  - Hazard abatement activities related to existing or decommissioned saw mills (e.g. removal of slabs and/or sawdust)

## 7. Application Requirements & Process

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### Application Deadline – Updated July, 2023

**New in 2023** – The 2023 FireSmart Community Funding & Supports program will have an open intake. Funding permitting, eligible applicants can submit one application between **October 1, 2022 and September 30, 2023** (or until such time that funds are no longer available). Applicants will be advised of the status of their application within 90 days of submitting a complete, eligible application.

Applicants will be eligible to apply for future funding after two years from the date of the approval agreement or after the complete final report is submitted.

Please note that during active fire seasons or other deployments, BCWS and FNESS capacity will be limited.

### Required Application Contents

Applicants are required to submit an electronic copy of the complete application, as outlined in Table 2.

<b>Table 2: Required Application Contents &amp; Related Attachments</b>	
Required Submissions	Related Attachments
Application Form	<ul style="list-style-type: none"> <li>Completed CWPP or CWRP, and/or assessments, or excerpts from higher-level plans, as required in Q. 9</li> <li>Other rationale, as required in Q. 10 and 11</li> </ul>
Worksheet 1: Proposed Activities & Cost Estimate	<ul style="list-style-type: none"> <li>Approval from SPCO (if applying for Phase 2, 3 or 4) for FireSmart structure protection equipment, as required in Q.6</li> <li>List of proposed training with cost calculation and estimate for each FireSmart position, as required in Q.7</li> <li>Completed FireSmart Assessment(s) for structures proposed for FireSmart Projects for Critical Infrastructure, as required in Q. 8</li> <li>Completed FireSmart Assessment(s) for structures proposed for FireSmart Projects for Community Assets, as required in Q. 9</li> </ul>
<u>For fuel management activities only: Worksheet 2: Proposed Fuel Management Activities</u>	<ul style="list-style-type: none"> <li>Additional information that supports treatment as a priority, as required in Q. 6 and/or Q. 11</li> <li><u>For fuel management treatment on Provincial Crown land only</u>, an email from the Land Manager indicating information sharing with First Nations has been completed, as required in Q. 14</li> <li>Overview map of the community, previously completed treatments, proposed treatments for this application, and planned future treatments</li> <li>PDF map <u>and</u> Google Earth compatible KML file, at appropriate scale, outlining the area of interest, proposed treatment units, land status and tenure overlaps</li> <li>If available, current wildfire threat assessment plots and/or fuel loading data and rationale for the proposed treatment unit(s)</li> <li><u>For fuel management treatment only</u>, a copy of the completed, signed prescription and project spatial layer</li> <li><u>For cultural and prescribed fire only</u>, a copy of the completed burn plan (in addition to the prescription) and project spatial layer</li> </ul>
<u>For CWRPs and CWPP Updates only: Worksheet 3: Proposed New CWRP or Update to CWRP/CWPP</u>	<ul style="list-style-type: none"> <li>PDF map <u>and</u> Google Earth compatible KML file, at appropriate scale, outlining the area of interest and eligible WUI</li> </ul>
Council, Board or Band Council resolution, indicating support for the current proposed activities and willingness to provide overall grant management	
<u>For regional projects with multiple applicants only: Council, Board or Band Council resolution from each partnering community that clearly states approval for the applicant to apply for, receive and manage the grant funding on their behalf</u>	

### Submission of Applications

Applications should be submitted as Word or PDF files. Total file size for email attachments cannot exceed 20 MB.

All applications should be submitted to Local Government Program Services, Union of BC Municipalities by email: [cri@ubcm.ca](mailto:cri@ubcm.ca).

## Review of Applications

**New in 2023** - Applications with CWRPs, CWPP updates and/or fuel management activities are required to be reviewed with the BCWS Wildfire Prevention Officer/Prevention Specialist and/or FNESS Mitigation Specialist/Liaison **before** the application is submitted. The Eligibility Review section of the worksheet(s) must be completed by the BCWS Wildfire Prevention Officer/Prevention Specialist and/or FNESS Mitigation Specialist/Liaison.

Complete, eligible applications will then be reviewed and scored by the local BCWS Wildfire Prevention Officer/Prevention Specialist or FNESS Mitigation Specialist/Liaison. Higher application review scores will be given to projects that:

- Clearly increase community resiliency by undertaking community-based FireSmart planning and activities that reduce the community's risk from wildfire
- Demonstrate evidence of local wildfire risk (within the past five years) and rationale for proposed activities. This can include:
  - Wildfire risk class of 1, 2 or 3 for the general area of interest. Refer to Appendix 2 for information on determining risk class.
  - Current local threat based assessments that show wildfire threat in proximity to values at risk within and around the community that have been supported by the BCWS Wildfire Prevention Officer/Prevention Specialist and/or FNESS Mitigation Specialist/Liaison
  - Demonstrated history of recent repeated and/or significant interface wildfires and evacuations
- Demonstrate evidence of capacity challenges. This could include rural/remote locations and/or lack of local fire department, FireSmart position or Community FireSmart and Resiliency Committee or other local capacity or resource challenges.
- Are outcome-based and include performance measures
- Include collaboration with one or more partners (e.g. community or resident organization, First Nation or Indigenous organization, other local governments, industry, or other levels of government)
- Are within cost maximums established in Table 1, demonstrate cost-effectiveness and reflect local, reasonable estimates
- In cases where the total project cost exceeds the grant request, include in-kind or cash contributions to the project from the eligible applicant, community partners or other grant funding

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

Following this, the Evaluation Committee will assess all eligible applications. All funding decisions will be made by UBCM.

All application materials will be shared with the Province of BC, First Nations' Emergency Services Society and BC FireSmart Committee.

## 8. Grant Management & Applicant Responsibilities

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Grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

## **Notice of Funding Decision & Payments**

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM.

**New in 2023** - Grants are awarded in two payments: 50% at the approval of the project and when the signed Approval Agreement has been returned to UBCM, and the eligible remainder when the project is complete and UBCM has received and approved the required final reporting.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

## **Post-Grant Approval Meetings**

As a condition of grant funding, all approved applicants are required to meet with the BCWS Wildfire Prevention Officer/Prevention Specialist or FNESS Mitigation Specialist/Liaison, or designate, to discuss the approved project prior to commencing work.

## **Progress Payments**

Grants under the FireSmart Community Funding & Supports program are paid at the completion of the project and only when the final report requirements have been met. To request a progress payment, approved applicants are required to submit:

- Description of activities completed to date
- Description of funds expended to date
- Written rationale for receiving a progress payment

## **Changes to Approved Projects**

Approved grants are specific to the project as identified in the approved application, and grant funds are not transferable to other projects. Generally speaking, this means funds cannot be transferred to an activity that was not included in the approved application or, for the purpose of fuel management, to a new or expanded location.

Approval from UBCM and/or the Evaluation Committee will be required for any variation from the approved project. Depending on the complexity of the proposed amendment, requests may take up to 90 days to review.

To propose changes to an approved project, applicants are required to submit:

- Amended application package, including updated, signed application form, relevant worksheets and an updated Council, Board or Band Council resolution
- Written rationale for proposed changes to activities and/or expenditures

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

## **Extensions to Project End Date**

All approved activities are required to be completed within the time frame identified in the approval letter and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed one year.



## 9. Interim & Final Report Requirements & Process

### Interim Reports for Phased Fuel Management

Applicants with phased fuel management projects are required to submit an interim report before fuel management treatments commence, including the following:

- 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

### Final Reports

Applicants are required to submit an electronic copy of the complete final report, as outlined in Table 3.

<b>Table 3: Required Final Report Contents &amp; Related Attachments</b>	
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>
Final Report Worksheet 2: Fuel Management Activities	<b>Prescriptions, Burn Plans and Phased Projects</b> <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>
	<b>Treatments and Phased Projects</b> <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>
Final Report Worksheet 3: CWRPs and CWPP Updates	<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>

Copies, excerpts and/or links to all materials produced with grant funding

Optional: Photos or media related to the 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 Local Government Program Services, Union of BC Municipalities by e-mail: [cri@ubcm.ca](mailto:cri@ubcm.ca).

### Review of Interim & Final Reports

UBCM will perform a preliminary review of all reports to ensure the required report elements have been submitted. Following this, all complete final reports and deliverables will be reviewed by FNESS and/or FLNRORD before fuel treatments activities can proceed and/or grant payment is released.

All final report materials will be shared with the Province of BC, First Nations' Emergency Services Society, and BC FireSmart Committee.

## 10. Additional Information

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### Program Enquiries

For enquiries about the application process or general enquiries about the program, please contact UBCM at [cri@ubcm.ca](mailto:cri@ubcm.ca) or (250) 356-2947.

### Resources Available for Eligible Applicants

The following resources are available to support applicants develop and submit applications:

- UBCM – Provides administration of the program and guidance on eligibility and the requirements of funding to all eligible applicants. UBCM can also provide information on other funding sources and access to GIS support.
- FNESS – Provides: technical support and advice for all First Nation applications; pre-application site visits as needed; CRI project history; Community Awareness Reporting; a FNESS-led plan that provides Nations with a sense of their wildfire risk based on a number of data inputs; Decision Support Tools (Lightship); GIS & Mapping Support; Historical Emergency Management Data for Nations.
- BCWS/Fire Centres – Provides technical support and advice for all local government applications; suggestions on CWRP development, decision support for prescribed fire and fuel treatments as well as burn plan materials. Will also provide community FireSmart recommendations. Fire Centres are the key contact for accessing the CLWRR planning tables and local land managers for fuel management projects.
- FireSmart BC Team
  - Education – [education@firesmartbc.ca](mailto:education@firesmartbc.ca)
  - Home Partners Program – [homepartners@firesmartbc.ca](mailto:homepartners@firesmartbc.ca)
  - Landscaping – [landscaping@firesmartbc.ca](mailto:landscaping@firesmartbc.ca)
  - Research – [research@firesmartbc.ca](mailto:research@firesmartbc.ca)
  - FireSmart Canada Neighbourhood Recognition Program – [FCNRP@firesmartbc.ca](mailto:FCNRP@firesmartbc.ca)
  - General – [info@firesmartbc.ca](mailto:info@firesmartbc.ca)
  - BC FireSmart Committee Chair – [chair@firesmartbc.ca](mailto:chair@firesmartbc.ca)

## Appendix 1: Definitions

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**Area of Interest (AOI):** All the area that lies within the municipal boundary, regional district boundary, or boundary of First Nations land. For regional districts this could be the boundary of an electoral area that encompasses multiple communities. The AOI is not the eligible WUI. Refer to the CWRP template and guidance document for more information.

**Cultural Prescribed Fire:** Indigenous peoples have described a long history and cultural importance of using fire as a stewardship practice on the land. Many Indigenous communities continue to express the importance of fire as a sacred and powerful element, which is why cultural burning remains a time-honoured tradition and critical skill handed down from generation to generation. It is just as much an important ceremonial practice for Indigenous cultures as it is a tool for protecting their communities and shaping the land to their specific needs.

**Eligible Wildland Urban Interface (WUI):** For the purpose of the FireSmart Community Funding & Supports program the eligible WUI is defined as a maximum of one kilometer from the structure density class greater than 6. Risk assessment activities are limited to the eligible WUI; local government land and First Nations land within the WUI must be assessed, but risk assessments on Crown land within the WUI is voluntary (but eligible for funding). In addition, risk assessment activities for Private Managed Forest Land (PMFL) are eligible for funding if located within the eligible WUI and **only with the consent of the PMFL owner**.

**First Nations land:** First Nation reserve land, land owned by a Treaty First Nation (as defined by the *Interpretation Act*) within treaty settlement lands, or land under the authority of an Indigenous National Government.

**First Nations owned buildings:** Buildings owned by a Treaty First Nation (as defined by the *Interpretation Act*) within treaty settlement lands or buildings owned by a First Nation band.

**Neighbourhood:** For the purpose of the FireSmart Community Funding & Supports program, a neighbourhood is considered to be an area of approximately 50 homes.

**Prescribed fire:** The planned and controlled application of fire to a specific land area is one of the most ecologically appropriate and relatively efficient means for achieving planned public safety and resource management objectives, for example to enhance a habitat, prepare an area for tree planting or, for disease eradication.

**Private land:** Fee-simple land that is not owned by a level of government.

**Publicly owned buildings:** Buildings owned by a local government or public institution (such as health authority or school district).

**Publicly owned land:** Provincial Crown land, land owned by a local government or land owned by a public institution (such as a health authority or school district). For the purpose of the FireSmart Community Funding & Supports program, land owned by colleges and universities is not considered publicly owned land.

**Publicly, provincially and First Nations owned critical infrastructure:** Assets owned by the Provincial government, local government, public institution (such as health authority or school district), First Nation or Treaty First Nation that are either:

- Identified in a Local Authority Emergency Plan [Hazard, Risk & Vulnerability Analysis](#) and/or [Critical Infrastructure assessment](#) and/or
- Essential to the health, safety, security or economic wellbeing of the community and the effective functioning of government (such as fire halls, emergency operations centres, radio repeaters, etc.)

**Vegetation management:** The general goal of vegetation management is to reduce the potential wildfire intensity and ember exposure to people, infrastructure, structures and other values through manipulation of both the natural and cultivated vegetation that is within or adjacent to a community.

Vegetation management can be accomplished through two different activities:

1. **Residential scale FireSmart landscaping:** The removal, reduction, or conversion of flammable plants (such as landscaping for residential properties, parks and open spaces) in order to create more fire-resistant areas in FireSmart Non-combustible Zone and Priority Zones 1 and 2. Refer to the [FireSmart Guide to Landscaping](#).
2. **Fuel management treatments:** The manipulation or reduction of living or dead forest and grassland fuels to reduce the rate of spread and head fire intensity, and enhance the likelihood of successful suppression, generally outside of FireSmart Non-combustible Zone and Priority Zones 1 and 2. See Appendix 7 for more information.

## **Appendix 2: WUI Risk Class & Risk Class Maps**

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Under the FireSmart Community Funding & Supports program, applicants are required to identify the WUI Risk Class to provide evidence of wildfire risk in their community. In the fall of 2021 new WUI, WUI Risk Class and PSTA products were released. Please check the updated information at the links below.

### **WUI Risk Class**

The level of risk (“risk class”) reflects the analysis of weighted PSTA threat components within the individual WUI Risk Class polygons. Five risk class ratings were applied to the WUI polygons, with “1” being a higher relative risk and “5” being the lowest relative risk. The application of relative risk does not imply “no risk”, since the goal is to identify areas where there is higher risk.

### **WUI Risk Class Assessment & Maps**

Once defined, the WUI layer is combined with the PSTA wildfire threat layer (Crown land) to highlight a coarse scale spatial pattern of risk area using certain criteria, such as density and threat ratings. The WUI risk class assessment is driven by structure location (not by administrative boundaries) to reflect the actual location of structures that exist on the land base in relation to wildfire threat. This creates WUI polygons that may include multiple jurisdictions (e.g. regional district, municipal or First Nations land) that are linked by the continuity of structure density.

Currently the province only has data available to support fire threat analysis on Provincial Crown land. There are large tracts of private land that exist within the WUI where no data is available. The amount of private land is an important component in the risk analysis due to the lack of data to inform fire risk identification across jurisdictional boundaries. Therefore the buffer was expanded to 2.75-kilometres around structure classes with a density of >25 for the analysis in order to create separate WUI polygons. A subsequent analysis of the PSTA data was performed to allocate polygons to one of five Risk Classes.

The eligible WUI one-kilometre buffer has been added to the WUI RC maps to aid applicants in designing fuel breaks and CWRPs. Spatial data for WUI Risk Class maps, including the one-kilometre buffer, is available at any time for local authorities by sending a request to [BCWILDFIREGEO@gov.bc.ca](mailto:BCWILDFIREGEO@gov.bc.ca)

### **Identifying your WUI Risk Class (1-5) and Associated Polygon Name**

Under the FireSmart Community Funding & Supports program, applicants are required to identify the WUI Risk Class to provide evidence of wildfire risk in their community by locating their general area of interest on the [Wildland Urban Interface Risk Class Maps](#) or Google Earth compatible KML files. In cases where local assessments provide additional evidence of higher wildfire risk (than the WUI Risk Class), applicants can provide this information in their application in support of their proposed activities.

Google Earth compatible KML files have been created for each Fire Centre with the WUI Risk Class Maps information. An additional layer has been provided for the WUI Risk Class Maps and the Google Earth KML files with completed fuel treatments including treatments funded through the Strategic Wildfire Prevention Initiative, Forest Enhancement Society of BC, FireSmart Community Funding & Supports and Crown Land Wildfire Risk Reduction programs to date.

### **Provincial Strategic Threat Analysis**

At a provincial scale, the wildfire risk framework starts with an analysis of the WUI. Quantification of wildfire threat components, including likelihood (fire occurrence) and severity (head fire intensity, which is calculated using the 90th percentile weather conditions and fuel type) and wildfire propagation potential (spotting) at the provincial scale, is represented by the [Provincial Strategic Threat Analysis](#) (PSTA).

The PSTA assesses and maps potential threats to values on the landscape, including communities, infrastructure and natural resources.

This identifies areas for wildfire risk reduction in order to minimize negative impacts to human life and safety including first responders, public health and the infrastructure required to maintain business continuity and support recovery efforts.

The resulting WUI Risk Class Map highlights patterns and trends in the WUI in a simplistic and easy to understand way. This is available as a high-level analysis to support the initial identification of areas for FireSmart Community Funding & Supports applications.

Subsequent activities or inputs are required to determine the most effective risk control options, including developing a Community Wildfire Resiliency Plan (or update) or other plan that includes assessment of local threat on the ground, and identification of FireSmart priorities, ground truthing the area to determine local threat, and developing a site level plan for treatments.

### **Private Land**

In some areas of the province the private land percentage is still too high for the analyses to provide a meaningful risk class rating. For the northeast area of the province around Fort St. John and Dawson Creek, extensive tracts of private land surround the smaller WUI polygons. A manual process was used to assign the risk class to these areas. Additional PSTA map extents are provided for the map sheets around the Vanderhoof, Kettle Valley and Prince George areas as well, for information only, as the risk classes that were assigned for these additional WUI polygons. Please contact your local Fire Centre for further information regarding these specific areas.



## **Appendix 3: Funding Requirements for FireSmart Structure Protection**

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**New in 2023** - Applicants are eligible to purchase up to \$45,000 (per year) of structure protection equipment from the designated FireSmart Structure Protection Trailer list. This initial purchase should be in support of the completion of a FireSmart Structural Protection Trailer, a Structure Protection Community Assessment and training of structural protection personnel as outlined below.

For more information on the trailer requirements and Structure Protection Community Assessments please contact the Structure Protection Coordination Office at [SPCO@gov.bc.ca](mailto:SPCO@gov.bc.ca)

The FireSmart Structure Protection Trailer has been separated into four purchase phases to ensure that in each phase the applicant has structure protection capabilities. In order to have a fully stocked and capable FireSmart Structure Protection Trailer all equipment in Phases 1-4 must be purchased. It is recommended that applicants purchase equipment and complete activities in order of the phases (1-4).

### **Requirements for Funding**

- Unless a community has a structure protection program and plan in place (see below), it is expected that they will apply under Phase 1
- Only equipment purchases are eligible for funding. Structure Protection Community Assessments are not eligible for funding and applicants should refer to Category 7 in Table 1 for eligible training.
- All equipment **MUST** be labeled with applicant name and contact information to prevent loss during deployment at wildland-urban interface fires
- The FireSmart Structure Protection Trailer will remain a local resource and will not be considered part of the provincial pool of structure protection resources

### **Communities with Existing Structure Protection Program**

Applicants that already have a structure protection program and plan in place can use this funding to apply under subsequent phases providing they:

- Provide a list of current equipment as part of the application
- Submit their current Structure Protection Community Assessments to the Structure Protection Coordination Office ([SPCO@gov.bc.ca](mailto:SPCO@gov.bc.ca)) and receive permission to proceed. Confirmation from the SPCO must be included in the application package if the applicant is applying for equipment beyond Phase 1.

### **Phase 1 Start up - Updated July, 2023**

It is recommended that in this phase applicants commit to completion of a FireSmart Structure Protection Trailer and purchase initial equipment (limited to Table 5), start the process of requesting Structure Protection Community Assessments (contact the Structure Protection Coordination Office at [SPCO@gov.bc.ca](mailto:SPCO@gov.bc.ca)) and train staff to support a structure protection program (see training section below and refer to Table 1 for training that is eligible for funding). Phase 1 was designed to ensure that a community would have a functional set of structure protection equipment while they build their overall structure protection program.

For the purpose of funding, the following are not eligible as Phase 1: Start Up expenditures: mixed oil 2 cycle, chain oil, tape (duct, Teflon or electrical), and rags.

<b>Table 5: Eligible Activities for FireSmart Structure Protection Phase 1: Start Up</b>		
<b>Category</b>	<b>Item</b>	<b>Quantity</b>
Pump	Mark 3/Wick 375/Watson	2
	Pump Tool Kit	3
	Suction Hose with Foot Valve	3
	Fuel Can	4
	Single Fuel Line	4
	Dual Fuel Line	4
Berm	Portable Berm	2
Hose	1.5" x 100ft	15
	1.5" X 50ft	20
	Econo x 50ft	50
	Econo x 25ft	40
Nozzle	Econo	5
Valves	3-way	10
Sprinklers	Butterfly	15
	Large Sprinkler	15
	Small Sprinkler	15
	Gutter Mount	10
	Gutter Mount Bracket	10
Water thieves	1.5"	30
Portable Tank	2500 Gal	1
	Drain Kit	1
Ladder	Extension	1
Impact Tool	Impact Driver	1
Poly	Rolls	2
Tape	SPU Flagging	5 x 5 colours
Saw	Hand	1
Safety	Fire Extinguisher	1
	First Aid	1
	Cones	1
Trailer	20'	1

*Updated January 2023 – Purchase of a trailer is now supported under Phase 1*

## Phase 2 Planning

It is recommended that in this phase applicants complete Structure Protection Community Assessments (with the Structure Protection Coordination Office) and continue to purchase equipment (limited to Table 6).

<b>Table 6: Eligible Activities for FireSmart Structure Protection Phase 2: Planning</b>		
<b>Category</b>	<b>Item</b>	<b>Quantity</b>
Pump	Mark 3/Wick 375/Watson	3
	Pump Tool Kit	3
	Suction Hose with Foot Valve	3
	Fuel Can	4
	Single Fuel Line	4
	Dual Fuel Line	3
Hose	2.5 x 50ft	5
	1.5" X 50ft	10
	Econo x 50ft	40
	Econo x 25ft	35
Valves	3-way	10
Sprinklers	Butterfly	15
	Large Sprinkler	15
	Small Sprinkler	15
	Gutter Mount	10
	Gutter Mount Bracket	10
Water thieves	1.5"	30
Impact Tool	Impact Driver	1
Lighting Kit	Generator	1
	Halogen/LED Yard Light	2
	Ext. Cord	2
	Power Bar	1
Rope	Roll	1

### Phase 3 Trailer purchase/construction

It is recommended that in this phase applicants purchase/construct the trailer itself and continue to purchase equipment (limited to Table 7).

<b>Table 7: Eligible Activities for FireSmart Structure Protection Phase 3: Trailer Purchase/ Construction</b>		
<b>Category</b>	<b>Item</b>	<b>Quantity</b>
Hose	1.5" X 100ft	5
	1.5" X 50ft	10
	Econo x 50ft	30
	Econo x 25ft	25
Valves	3-way	5
Sprinklers	Large Sprinkler	10
	Small Sprinkler	10
	Painters Pole	1
Water thieves	1.5"	20
Portable Tank	2500 Gal	1
FF Tools	Shovels	1
	Pulaski	1
	McLeod Tool	1
	Axe	1
	Backpack Tank	1
Carpenter Tool Kit	Items in each kit: Belt, Hammer, Pry bar, Staple gun, Pliers, Screwdriver, Wrench (various), Conduit clamps, Pipe Strapping, Tin snips, Screws (various), Nails	2 kits
Safety	PFDs	2
Miscellaneous Tools	Rake	1
	Broom	1
	Cutters	1
	Circular Saw	1
	Wheel Barrow	1

## Phase 4 Completion

It is recommended that in this phase applicants complete the equipment list for a FireSmart Structure Protection Trailer (limited to Table 8), have completed Structure Protection Community Assessments and have trained staff to support a structure protection program (see training section below and refer to Table 1 for training that is eligible for funding).

<b>Table 8: Eligible Activities for FireSmart Structure Protection Phase 4: Completion</b>		
<b>Category</b>	<b>Item</b>	<b>Quantity</b>
Pump	Mark 3/Wick 375/Watson	1
	Suction Hose with Foot Valve	1
	Fuel Can	4
Hose	2.5 x 50ft	15
	1.5" X 100ft	5
	1.5" X 50ft	10
	Econo x 50ft	30
	Econo x 25ft	25
Valves	3-way	5
	Large Sprinkler	10
	Small Sprinkler	10
	Gutter Mount	5
	Gutter Mount Bracket	5
Water thieves	2.5"	15
	1.5"	20
Adapters	2.5" Hydrant Gate	2
	2.5" double female	1
	2.5" double male	1
	2.5" gated wye	1
	2.5" to 1.5" QC	5
	Hydrant wrench	2
	3-way individual gat	20
	Double female adapters	25
	1.5" male reducer	5
	1.5" female increaser	5
	Ball valve shutoff	10
Chainsaw Kit	Chainsaw	1
	Chainsaw gas can	1
	PPE	1

	Tool Kit	1
	Files	1
Trailer Accessory	Shelving, totes, etc.	1

### Structure Protection Training

In order to support a FireSmart Structure Protection Trailer, five individuals need to meet the following list of qualifications. Refer to Table 1 for training that is eligible for funding.

- S-175 Air Tanker Safety
- S-211 Fire Environment for FF
- S-212 Fireline Communications
- S-213 Heavy Equipment
- S-230 Intro to Supervision
- S-270 Helicopter Use & Safety
- S-275 Air Tanker Use & Safety
- S-283 H2SS Sour Gas Safety
- S-211 Intro to Basic Weather
- M-213 Public & Media Relations
- I-100, 200, 300, 400
- Bear Awareness
- Intro to Chainsaws
- TDG
- WHIMS
- BC Hydro Electrical
- FF Near Sensitive Sites
- Danger Tree Awareness
- Task Force Leader
- Engine Boss
- Group Sup
- Division Supervisor
- NFPA 1001
- NFPA 1002
- NFPA 1051
- Full Service
- Interior / Exterior
- Fire Officer 1-4
- Staging Officer

### Structure Protection Community Assessment

The purpose of a Structure Protection Community Assessment is to create a pre-plan management template for use by BCWS Structure Protection Specialist (SPS) that enhances response assessment to WUI events affecting small communities, including First Nations, by:

1. Soliciting local information through a timely and simple process in a widely accessible medium.
2. Explicitly including the priorities of local communities.
3. Providing a means to pre-plan and share situational awareness in response planning with convergent first responders who arrive at WUI events with limited understanding of local geographic, economic, environmental, and social/cultural issues.
4. Leveraging available technologies to achieve objectives 1-3 above.

The goal of this plan is to provide response agencies with a strategic framework to use for the protection of improved properties or other values at risk in the event of a significant wildfire. This plan is separated into two parts; the first includes general information intended for use prior to an incident. Information intended for review and implementation during non-emergency periods by local communities. The second is more specific information about each of the identified critical infrastructures, intended to provide an incoming Incident Management Team or SPS with accurate predetermined structural and cultural priorities requiring protection as well as to identify tactical and operational information, as necessary. This plan recognizes the capability of the local fire department and the contributions that can be made by local, regional and provincial fire service resources.

## **DISCLAIMER**

The recommendations made in the Structure Protection Community Assessment are based on fire probabilities for the conditions observed at the time of the survey. It must be understood that all fire scenarios cannot be addressed and that the plan is not an absolute. The plan should be used as a guide and implemented in part or in whole as circumstances dictate. The key to continued credibility of a Structure Protection Community Assessment is the time and accuracy employed to maintain the information provided. The document should be reviewed by community officials or their designate and updated on an annual basis prior to wildfire season.

Communities looking for Community Structure Protection Assessments can contact [SPCO@gov.bc.ca](mailto:SPCO@gov.bc.ca) for further information.



## **Appendix 4: FireSmart Canada Neighbourhood Recognition Program and Home Partners Program**

The FireSmart Canada Neighbourhood Recognition Program (FCNRP) and the Home Partners Program (HPP) are both excellent resources for communities and homeowners. However, it is important to understand the intent of each in order to apply for funding through the FireSmart Community Funding & Supports program.

Both the FireSmart Canada Neighbourhood Recognition Program and the Home Partners Program can and should exist within a community. The FCNRP focuses on neighbourhood involvement, engagement and education and the HPP provides mitigation recommendations for the action of individual homeowners. Together the two programs can assist communities in becoming wildfire resilient.

A Local FireSmart Representative, within the FCNRP, is qualified to conduct assessments at the neighbourhood scale and to provide general FireSmart information and guidance. A Wildfire Mitigation Specialist, with the Home Partners Program, is qualified to provide specific mitigation recommendations upon assessment of an individual property. It is highly recommended that if the applicant is pursuing a FireSmart program with assessments on individual properties that the Home Partners Program be included in their application.

### **FireSmart Canada Neighbourhood Recognition Program**

Citizen involvement is the cornerstone of the FCNRP. In any region in BC that is susceptible to wildfires, neighbourhoods can learn how to decrease the risk of losing homes, and how to best protect themselves in the event of a wildfire.

The FCNRP focuses on engaging neighbourhoods and encouraging them to create a FireSmart plan for their neighbourhood (~50 homes). Local FireSmart Representatives are contacted to complete neighbourhood assessments and assist in the formation of a local FireSmart Neighbourhood Committee and plan. After hosting a FireSmart event and taking steps to FireSmart their neighbourhood, the community can apply for national recognition.

The FireSmart Community Funding & Supports program can fund many of these steps, including Local FireSmart Representative (LFR) training, employment, supporting FireSmart Committees, and developing Neighbourhood Wildfire Hazard Assessments and [FireSmart Neighbourhood Plans](#). Refer to Table 1 for more information.

### **Home Partners Program**

The FireSmart Home Partners Program is a collaboration between FireSmart Canada, provincial governments, local governments, Indigenous communities, the private sector and homeowners in Canada. The program's primary purpose is to engage homeowners in voluntary wildfire mitigation activities by offering a professional home assessment with property-specific recommendations.

A Wildfire Mitigation Specialist (WMS) completes an assessment that provides residents with:

- An in-depth, on-site assessment conducted by experienced fire professionals;
- An opportunity for property owners to identify mitigation actions unique to their property;
- A detailed follow up report with customized mitigation actions designed to measurably reduce the wildfire risk to their property;
- An opportunity to earn FireSmart Home Partners certificate acknowledging their mitigation achievements. The certificate is given upon successful completion of required mitigation actions and an on-site follow up inspection;
- This type of recognition can be used to enhance real estate transactions by reassuring prospective buyers that the appropriate level of wildfire risk reduction has been achieved on the property;
- The mitigation certificate can also be shared with local insurance providers to showcase mitigation activities and potentially increase a homeowner's ability to maintain insurance coverage. FireSmart

Canada does not share the assessment or any details of the assessment with the insurance industry or any other third party, including Freedom of Information requests.

The FireSmart Community Funding & Supports program can fund WMS training, employment and enrollment fees, assessments and follow-up inspections.

**Appendix 5: Funding Requirements for FireSmart Projects for Critical Infrastructure and Community Assets**

FireSmart Projects for Critical Infrastructure and Community Assets can include:

- Retrofitting existing structures/properties
- **New in 2023** - New construction, provided that:
  - Construction was completed within past 12 months from date of application;
  - Construction follows the [Wildfire-Resilience best-practice checklist for home construction, renovation and landscaping](#)
  - Only incremental FireSmart expenditures, limited to activities identified in Table 9, are eligible
  - An eligible assessment is completed when construction is complete

All assessments for critical infrastructure or community assets are required to be completed on the FireSmart Home Ignition Zone Assessment Score Card, FireSmart Critical Infrastructure Assessment or FireSmart Home Partners Assessment at the time of application submission.

A secondary assessment is required to be completed for all critical infrastructure or community assets for which mitigation activities are undertaken.

Please note that all FireSmart Home Ignition Zone Assessments must be conducted by a qualified Local FireSmart Representative (LFR) and all Home Partners Program Assessments must be conducted by a qualified Wildfire Mitigation Specialist (WMS). LFRs and WMSs must have current training qualifications from FireSmart Canada.

For the purpose of funding, the following are not eligible as FireSmart Projects for Critical Infrastructure: roads and bridges, gas stations, hotels and transfer stations.

**Table 9: Eligible Activities FireSmart Projects for Critical Infrastructure and Community Assets**

<b>Buildings</b>		
<b>1</b>	Roof material and construction	<ul style="list-style-type: none"> <li>• Install class A UL/ASTM fire rated roof covering (e.g. Metal, rated hot lay, clay tile or asphalt shingles)</li> <li>• Remove unrated roof covering (including wood shakes and wood shingle roofs)</li> </ul>
<b>2</b>	Roof covering	<ul style="list-style-type: none"> <li>• Ensure there are no gaps, openings that expose combustible building components, or enclosed spaces where embers could accumulate, lodge, or penetrate</li> </ul>
<b>3</b>	Gutters (combustible or non- combustible)	<ul style="list-style-type: none"> <li>• Ensure there are non-combustible gutters, no exposed combustible fascia/roof covering above gutters (metal or aluminum), or no gutters</li> <li>• Remove combustible (plastic, vinyl, wood) and/or exposed combustible fascia/roof covering above gutter</li> </ul>
<b>4</b>	Cleanliness of roof and gutters	<ul style="list-style-type: none"> <li>• Remove all needles, leaves, or other combustible materials</li> </ul>
<b>5</b>	Eaves	<ul style="list-style-type: none"> <li>• Ensure all eaves are closed or no eaves/no gaps or holes/no unprotected areas to attic /interior of building, vents with 3 mm (1/8”) non- combustible screening, operational louvres and flaps/ASTM ember resistant rated vents.</li> </ul>

6	HVAC/active ventilation systems	<ul style="list-style-type: none"> <li>Ensure all HVAC/active ventilation systems have 24 hour onsite operator, or remote shut-down capability</li> </ul>
7	Exterior siding	<ul style="list-style-type: none"> <li>Install ignition resistant (cement fibre board, log) or non-combustible siding (stucco, metals, concrete, brick/stone)</li> </ul>
		<ul style="list-style-type: none"> <li>Ensure there are no gaps or cracks, missing siding, or holes</li> </ul>
8	Walls	<ul style="list-style-type: none"> <li>Ensure there is no less than 15 centimetres non-combustible vertical ground-to-siding surface</li> </ul>
9	Fire resistant windows or doors (including large doors/garage doors)	<ul style="list-style-type: none"> <li>Install tempered glass in all doors and windows and treated Non-combustible Zone and Priority Zone 1; no gaps in ANY doors, OR no windows</li> </ul>
10	Underside of the balcony, deck, porch, other building extensions or open foundation	<ul style="list-style-type: none"> <li>Ensure balcony, deck, porch, or other building extensions/open foundations are sheathed in with fire resistant/non-combustible materials, or non-combustible siding, no gaps or cracks, OR open heavy timber, non-combustible or fire-rated construction OR non-combustible surface and no combustible debris under deck/extension AND treated Non-combustible Zone, Priority Zone 1 and Priority Zone 2 and slope set-back (if applicable)</li> </ul>
11	Building set back from the edge of a slope	<ul style="list-style-type: none"> <li>Ensure the building is located on flat ground that extends to the full distance of Priority Zone 2</li> </ul>
<b>Critical Structures – Utility Poles, Communications Towers, Pipeline Valve Stations</b>		
1	Valve station/substation/propane tanks	<ul style="list-style-type: none"> <li>Ensure a non-combustible surface is continuous under all combustible infrastructure</li> </ul>
2	Utility line poles or critical component (weather stations, antennae masts, cellular towers)	<ul style="list-style-type: none"> <li>Ensure poles/ support structures are constructed of non-combustible material (metal or concrete)</li> </ul>
		<ul style="list-style-type: none"> <li>Ensure non-combustible or combustible poles or support structures are free of petroleum/ accelerant-based coatings, cracks and gaps where embers may accumulate, lodge, or penetrate and non-combustible surface is continuous under all combustible infrastructure</li> </ul>
3	Critical component	<ul style="list-style-type: none"> <li>Ensure critical components are not constructed of materials that are susceptible to damage from significant radiant or convective heat fluxes OR Critical components are constructed of materials that are susceptible to damage from significant radiant or convective heat fluxes and Non-combustible Zone and/or Priority Zone 1 and/or Priority Zone 2 are treated.</li> </ul>
		<ul style="list-style-type: none"> <li>Ensure critical components are not constructed of materials that are susceptible to damage from embers OR Critical components are constructed of materials that are susceptible to damage from embers but are free of any gaps, holes or areas where embers could accumulate, lodge, or penetrate.</li> </ul>

<b>Non-Combustible Zone (0 to 1.5 metres)</b>		
<b>1</b>	1.5 metres from furthest extent of building or critical structure (includes overhangs, extensions and decks)	<ul style="list-style-type: none"> <li>• Create non-combustible surface, no combustible debris, materials, fences or plants present</li> </ul>
<b>Zone 1 (1.5 to 10 metres)</b>		
<b>1</b>	Where flammable substances, or other combustible materials are stored (Vehicles, flammable liquids/gases, construction materials, debris etc.)	<ul style="list-style-type: none"> <li>• Make sure there are more than 10 metres from the structure, or in an approved and ember resistant storage container</li> </ul>
<b>2</b>	Where unmitigated non-critical outbuildings are located (buildings that are not-mitigated to the same standards as the primary building or critical structure)	<ul style="list-style-type: none"> <li>• Make sure they are more than 15 metres from primary structure</li> </ul>
<b>3</b>	Type of forest that grows within 10 metres of the building, outbuilding or critical structures	<ul style="list-style-type: none"> <li>• Ensure no trees or healthy deciduous (i.e. poplar, aspen, birch)</li> </ul>
<b>4</b>	Surface vegetation and combustible materials that are within 10 metres of the building, outbuildings or critical structures	<ul style="list-style-type: none"> <li>• Ensure no vegetation; Well-maintained lawn (15 centimetres; 6 inches or shorter); low flammability; low growing discontinuous plants with treated Non-combustible Zone (0-1.5 metres)</li> </ul>
<b>Zone 2 (10 to 30 metres)</b>		
<b>1</b>	Type of forest that grows within 10-30 metres of the building, outbuilding or critical structures	<ul style="list-style-type: none"> <li>• Ensure no trees or healthy deciduous (i.e. poplar, aspen, birch)</li> </ul>
<b>2</b>	Surface vegetation and combustible materials that are within 10-30 metres of the building, outbuildings or critical structures	<ul style="list-style-type: none"> <li>• Ensure none within 10 - 30 metres</li> </ul>
<b>3</b>	Low tree branches within 2 metres of the ground	<ul style="list-style-type: none"> <li>• Remove all within 10 – 30 metres</li> </ul>

## **Appendix 6 – Funding Requirements for FireSmart Rebate Program**

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Under the FireSmart Community Funding & Supports program, approved applicants can use grant funding to offer local rebate programs to residential property or home owners that complete eligible FireSmart activities on their properties in the FireSmart Home Ignition Zone which includes the home and surrounding yard area - Non-Combustible Zone and Priority Zones 1 and 2.

Rebates can be used for:

- Retrofitting existing residential structures/properties
- **New in 2023** - New residential construction, provided that:
  - Construction was completed within past 12 months from date of application;
  - Construction follows the [Wildfire-Resilience best-practice checklist for home construction, renovation and landscaping](#);
  - Only incremental FireSmart expenditures, limited to activities identified in Table 10, are eligible;
  - An eligible assessment is completed when construction is complete

To be eligible for funding, a rebate program must address the goals of FireSmart and follow the requirements outlined below.

### **Goals of FireSmart**

The general goal of [FireSmart](#) is to encourage communities and citizens to adopt and conduct FireSmart practices to mitigate the negative impacts of wildfire to assets on public and private property.

### **Rebate Program Requirements**

Approved applicants are required to adhere to the following requirements:

- Rebates are limited to 50% of the total cost of the eligible activities identified in Table 10 and no more than \$1,000 per property<sup>2</sup>
- Areas of higher wildfire risk, such as neighbourhoods adjacent to the forested edge and/or areas that fall in an overall high to extreme category, should be prioritized for rebates. Current plans should be used to decide where to offer a FireSmart rebate program.
- The approved applicant must assess the FireSmart activities that are conducted by the residential property or home owner and review costs (e.g. receipts and/or proof of labour) before approving rebates

To qualify for a rebate:

- The residential property or home owner must have a [FireSmart Home Ignition Zone Assessment Score Card](#) of their property conducted by a qualified Local FireSmart Representative or have their home assessed through the [Home Partners Program](#) by a qualified Wildfire Mitigation Specialist. The assessment must identify the property in a moderate, high or extreme category (refer to Table 1 – Community Planning for funding eligibility).
- The qualified Local FireSmart Representatives or Wildfire Mitigation Specialist must use the [FireSmart Assessment Work Hours Estimate Form](#) to outline mitigation recommendations to the residential property or home owner
- Residential property or home owners can complete the recommended mitigation activities themselves, or hire others to complete the work
- Only activities that are recommended in the completed assessment and that are identified in Table 10, are eligible for the rebate

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<sup>2</sup> For strata properties, rebates are available for the common property and properties owned by individual owners.

**Table 10: Eligible Activities for FireSmart Rebate Programs**

<b>Home or Structure</b>		
<b>1</b>	Roof Material Gutters Vents and Openings	<ul style="list-style-type: none"> <li>• Install UL/ASTM fire-rated roofing (metal, clay, asphalt shingles)</li> <li>• Install non-combustible gutters and/or gutter covers</li> <li>• Remove roof surface tree needles, debris or overhanging branches</li> <li>• Install closed eaves and/or non-combustible fire-rated vents or vents with 3 mm screening</li> </ul>
<b>2</b>	Building Exterior or Siding	<ul style="list-style-type: none"> <li>• Install ignition resistant (fibre cement board or log) or non-combustible (stucco, metal, brick/stone) exterior siding material</li> <li>• Repair gaps, cracks or holes where embers could lodge or penetrate</li> <li>• Provide 15 cm non-combustible vertical ground-to-siding clearance</li> </ul>
<b>3</b>	Windows & Doors	<ul style="list-style-type: none"> <li>• Install tempered glass in all doors and windows</li> <li>• Replace single pane window glass with multi pane / thermal window glass</li> <li>• Repair gaps in doors / garage doors where embers could accumulate or penetrate</li> </ul>
<b>4</b>	Balcony, deck, porch	<ul style="list-style-type: none"> <li>• Install non-combustible or fire-rated, solid (no gaps or cracks) deck surface and support construction</li> <li>• Close up open deck structures or remove all combustibles below deck</li> </ul>
<b>Yard / Non-Combustible Zone (0 to 1.5 metres from Home)</b>		
<b>5</b>	1.5 metres from furthest extent of home	<ul style="list-style-type: none"> <li>• Replace combustible surfaces with non-combustible surfaces</li> <li>• Remove combustible debris, materials, fences or plants</li> </ul>
<b>Yard / Zone 1 (1.5 to 10 metres from Home)</b>		
<b>6</b>	Adjacent Combustibles	<ul style="list-style-type: none"> <li>• Move woodpiles, building materials and all other combustibles into Zone 2 or enclose in an outbuilding that meets FireSmart guidelines</li> </ul>
<b>7</b>	Outbuildings not meeting FireSmart guidelines	<ul style="list-style-type: none"> <li>• Relocate outbuildings not meeting FireSmart guidelines more than 10 metres from home or upgrade outbuildings to meet FireSmart guidelines</li> </ul>
<b>8</b>	Trees	<ul style="list-style-type: none"> <li>• Replace (with deciduous) or remove coniferous (evergreen) species</li> </ul>
<b>9</b>	Surface vegetation and combustible materials	<ul style="list-style-type: none"> <li>• Cut and maintain grass to less than 10 cm or shorter</li> <li>• Replace flammable - continuous or tall growing plants with low flammability, low growing, discontinuous plants</li> <li>• Remove branches, logs and needles, leaves and debris accumulations</li> </ul>
<b>Yard / Zone 2 (10 to 30 metres from Home) and Zone 3 (30 to 100 metres from Home)</b>		
<p><i>Note: Zone 3 should not be addressed until the building, Non-Combustible Zone, Zone 1 and Zone 2 have <b>first</b> been addressed. Consider seeking the guidance of a forest professional with wildland fire knowledge on appropriate management options for Zone 3.</i></p>		
<b>10</b>	Trees	<ul style="list-style-type: none"> <li>• Thin coniferous trees or replace with deciduous tree species</li> <li>• Remove conifer tree branches within 2 metres of the ground</li> </ul>
<b>11</b>	Surface Vegetation	<ul style="list-style-type: none"> <li>• Reduce surface vegetation – long grass and flammable shrubs</li> <li>• Reduce accumulations of branches, logs and debris</li> </ul>



## **Appendix 7 – Funding Requirements for Fuel Management Activities**

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Fuel management treatments are the manipulation or reduction of living or dead forest and grassland fuels to reduce the rate of spread and head fire intensity and enhance the likelihood of successful suppression, generally outside of FireSmart Non-combustible Zone and Priority Zones 1, 2 and 3.

When developing a tactical plan for managing forest fuel to reduce wildfire risk to communities, the best approach is to plan for fuel breaks. Fuel breaks are linear features on the landscape that provide continuity of treatments that allow for the best wildfire management option for an approaching wildfire. The placement of these fuel breaks needs to consider prevailing wind direction, wildfire spread potential and historical wildfire spread in the WUI. BCWS have developed [Initial Spread Index/ Wind roses](#) that show that potential for all BCWS weather stations.

Prescribed fire is the planned and controlled application of fire to a specific land area and is one of the most ecologically appropriate means for achieving a variety of land management objectives; examples of which include cultural burning for First Nation’s values, wildfire risk reduction for protection of communities and critical infrastructure, ecosystem restoration, silviculture objectives such as site preparation and habitat objectives.

Indigenous peoples have described a long history and cultural importance of using fire as a stewardship practice on the land. Many Indigenous communities continue to express the importance of fire as a sacred and powerful element, which is why cultural burning remains a time-honoured tradition and critical skill handed down from generation to generation. It is just as much an important ceremonial practice for Indigenous cultures as it is a tool for protecting their communities and shaping the land to their specific needs.

For the purpose of funding, fuel management activities are required to be within municipal boundaries, regional district parks or First Nations land, however contiguous, logical treatment units that extend onto the Crown land base may be considered provided that:

- a. Fuel management activities are adjacent to community structures, and
- b. Extend no further than one-kilometre from the structure density class greater than 6

Fuel management located exclusively on Provincial Crown land, outside of municipal boundaries, regional district parks or First Nations land, must be coordinated through the Crown Land Wildfire Risk Reduction Integrated Fuel Management Planning processes led by the Ministry of Forests or BC Parks

### **Prescriptions**

A [Fuel Management Prescription](#) is a document that identifies the objectives and strategies to lower the wildfire hazard in an identified area. Prescriptions ensure that proposed treatments include clearly defined objectives for fuel management that will result in a measurable reduction in the wildfire risk to a value while meeting all legislated and non-statutory requirements. Updating prescriptions for maintenance treatments is also eligible for funding. Applicants should ensure that separate treatment units are created for projects that cross jurisdictional boundaries.

Fire effects monitoring pre burn should occur prior to a prescription being developed as the data informs the prescription and the burn plan development.

Prescriptions that are part of phased projects or that have been funded outside of CRI are required to undergo a technical review by the BCWS Wildfire Prevention Officer/Prevention Specialist or FNESS Mitigation Specialist/Liaison. Adequate time (at least 30 days) is required for technical review to be completed prior to submitting an application or planning for the initiation of the fuel treatment component of a phased project.

When an approved project includes multiple prescriptions, it is preferred that all completed prescriptions are submitted at the same time. Prescriptions that include Crown land and other tenure types (e.g. local

government land) should ensure distinct treatment units are used to separate Crown land components in order to meet the requirements for mapping and spatial data.

## **Burn Plans**

A burn plan is a documented plan prepared in advance of a prescribed fire that describes the objectives, burn operations, mitigation plan and post-fire monitoring of the open fire. Approved applicants must utilize the [BCWS Prescribed Fire Burn Plan Template](#). (Note: per Appendix 1a of the template – Burn Plan Signature Sheet, the BCWS Fire Centre Manager or designate is required to approve the burn plan). A completed prescription endorsed by the Land Manager is required prior to initiating a Burn Plan.

Where development of a burn plan is a proposed activity, applicants must contact the appropriate fire centre and fire zone to determine how burn plan development will proceed. During this discussion, it may be determined that there will be a collaborative approach to burn plan development with BCWS as an active participant or BCWS may only review and approve the plan. Engaging early will help BCWS assess available capacity towards burn plan development.

Eligible Prescription/Burn Plan Development Costs & Activities:

- Activities related to prescription development (e.g. approved Canadian wildfire modelling, pre-burn fire effects monitoring or stakeholder engagement)
- Activities related to burn plan development including identification of values in containment areas, additional data collection requirements and engaging with burn specialists
- Pre-burn fire effects monitoring
- Required professional assessments (e.g. geotechnical, archaeological, fire ecologist, range agrologist, etc.)
- [Information sharing with First Nations](#), as required by the Land Manager
- Site evaluation, including field reconnaissance, wildfire threat assessment plots, data collection as outlined in prescription guidance document and the evaluation of site access
- Lay out and traversing of proposed areas for treatments
- Preparation of all final report requirements, including maps, spatial data and metadata

## **Treatments**

Activities may include treatments such as thinning, spacing and pruning trees, and removal of woody debris and needles (i.e. surface fuel) from the forest floor. As outlined in the 2022 BCWS Fuel Management Prescription Guidance, treatments focus on reducing the potential for sustained ignition and crown fire initiation by reducing surface fuel loading to achieve potential surface fire intensity levels below 2,000 kilowatts per metre and/or below the critical surface intensity. As onsite dispersal of wood chips generally does not meet the 2,000 kilowatts per metre requirement, this activity is not eligible for funding. Instead, applicants should consider alternative activities such as pile and burn or off-site debris disposal.

Maintenance treatments (generally for areas that have had fuel management treatments in the last 5 to 15 years) are eligible for funding. Applicants should discuss any proposed maintenance activities with the BCWS Wildfire Prevention Officer/Prevention Specialist or FNESS Mitigation Specialist/Liaison to ensure that the requirements for a new or updated fuel management prescription are addressed and to identify where the Crown Land Wildfire Risk Reduction stream will fund projects that are located outside of municipal and First Nations boundaries.

## Cultural and Prescribed Fire

Cultural and prescribed fire activities primarily for community wildfire risk reduction objectives are eligible for funding under the fuel management activity. Due to relatively narrow burn windows associated with weather and site conditions, as well as timelines associated with fire hazard abatement requirements, it is anticipated prescribed fire will be more appropriate and common as a maintenance treatment than as part of the initial suite of treatments.

Where operational implementation of a burn plan is a proposed activity, approved applicants must contact the appropriate fire centre and fire zone to determine how implementation will proceed. BCWS should be looked to first to carry out the prescribed burn project, either in a leading or assisting role. By accessing BCWS personnel, approved applicants will be utilizing the agency with certified practitioners and crew for implementation. Proponents may consider utilizing BCWS personnel in partnership with First Nations, local fire departments, contract crews, etc. Upon confirmation of BCWS involvement, BCWS personnel costs should not be included in the funding application as those costs will be covered by the province.

### Eligible Fuel Treatment Costs & Activities:

- Pre-treatment activities: activities required to obtain authorizations, danger tree assessments, notification to First Nations and stakeholders and public engagement activities
- Treatments:
  - Pruning, thinning, tree falling, brushing, grazing, debris management (e.g. chipping and off-site debris disposal, pile and burning) and/or reforestation
- Post-treatment activities: completion of post treatment data collection, signage and post treatment report including fire effects monitoring
- Preparation of all final report requirements, including maps, spatial data and metadata, including a post treatment report

In addition, when prescribed fire is undertaken as a fuel management activity for community wildfire risk reduction, the following costs and activities are eligible:

- Burn preparation activities including fire weather index monitoring activities, public notification and preparing black lines. Note: pre-burn costs are eligible costs if no burn window is achieved.
- Burn day activities including spot forecasts, equipment set up and transport (may include aerial ignition) and traffic control
- Post-burn activities including post-burn fire effects monitoring, surveys, mop up and final reporting. A budget estimate based on mop-up requirements within the approved burn plan should be included. Where an increased level of mop-up (e.g. 100%) is required as indicated by the Burn Boss, in consultation with BCWS, include a contingency cost estimate as a separate budget line item in preparation of potentially dynamic mop-up conditions.

## Phased Projects

Applicants can apply for fuel management projects that include prescription and/or burn plan development and fuel management treatment, including prescribed burns, for the same treatment unit(s) provided that sufficient detail on estimated treatment size and post-treatment outcomes are included. Under the FireSmart Community Funding & Supports program, this is considered a phased project and specific funding conditions will apply.

## Application Requirements

In addition to the required application materials for the FireSmart Community Funding & Supports program, projects that include fuel management activities are required to submit:

- Worksheet 2: Proposed Fuel Management Activities and all required attachments

- Overview/cumulative map of the community, previously completed treatments, proposed treatments for this application, and planned future treatments
- PDF map and Google Earth compatible KML file, at appropriate scale, outlining the area of interest, proposed treatments units, land status and tenure overlaps
- If available, current, wildfire threat assessment plots and/or fuel loading data and rationale for the proposed treatment unit(s) (see [Fuel Management Prescription Guidance](#) document for more information)
- For fuel management treatments only:
  - Completed, signed prescription. **Unless the proposed treatment is a phased project, the completed, signed prescription must be submitted with the application in order to have the treatment considered for funding.**
  - For prescribed fire, completed, signed burn plan in addition to Fuel Management Prescription
  - Project spatial layers as defined in Section I of Appendix 8

### Interim Report Requirements for Phased Projects Only

Applicants with phased fuel management projects are required to submit an interim report before fuel management treatments commence.

The interim report includes the following:

- 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 burn plan will be reviewed by the BCWS Wildfire Prevention Officer/Prevention Specialist or FNESS Mitigation Specialist/Liaison 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 be eligible for further funding.

In addition, in order to receive authorizations for the treatment, the land manager will require the completed prescription/burn plan, as well as additional information.

### Final Report Requirements

In addition to the required final report materials for the FireSmart Community Funding & Supports program, projects that include fuel management activities are required to submit the following:

<b>Table 11: Fuel Management Final Report Requirements</b>	
<b>Fuel Management Prescriptions and Burn Plans (for prescribed fire)</b>	<b>Fuel Management Treatments, including prescribed fire</b>
Copy of the fuel management prescription that is signed by a Registered Forest Professional including all ancillary assessments (e.g. terrain stability). Copy of the Burn Plan that is signed by the qualified professional (e.g. fire behaviour speciality, burn boss or otherwise).	Post-treatment wildfire threat assessments or data collection as outlined in <a href="#">Fuel Management Data Collection Standard</a> and the <a href="#">Fuel Management Prescription Guidance</a> document. Post- treatment report with updated survey data collection as per direction above, summary of post treatments conditions and fire behaviour outcomes and relationship to prescription treatment objectives.

	<p>Fire effects monitoring pre burn, and fire effects monitoring post burn reports</p> <p>Pre and post treatment pictures</p>
<p>PDF maps, at appropriate scale, as identified in Appendix 8</p>	<p>PDF maps, at appropriate scale, as identified in Appendix 8</p>
<p>Spatial data for Provincial Crown land completed prescriptions and treatments is required to be entered into RESULTS and the Activity Treatment ID is required as evidence of a successful RESULTS entry. Please refer to the <a href="#"><u>“RESULTS Information Submission Specifications: Government Funded Activities”</u></a> document found in the “Submission Specifications Data Requirements” section.</p> <p>For local government or First Nations land (i.e. non-Provincial Crown land), spatial data is required, as identified in Appendix 8.</p>	<p>Spatial data for Provincial Crown land completed prescriptions and treatments is required to be entered into RESULTS and the Activity Treatment ID is required as evidence of a successful RESULTS entry. Please refer to the <a href="#"><u>“RESULTS Information Submission Specifications: Government Funded Activities”</u></a> document found in the “Submission Specifications Data Requirements” section.</p> <p>For local government or First Nations land (i.e. non-Provincial Crown land), spatial data is required, as identified in Appendix 8.</p>

## Appendix 8: Requirements for Maps & Spatial Data

Large format georeferenced PDF maps that clearly represent (at a suitable scale) the following required content and spatial data submissions, including metadata, are required as part of the final report requirements for CWRPs/CWPP updates and fuel management activities.

Provincial Crown land: treatments are required to be entered into RESULTS and the ACTIVITY\_TREATMENT\_UNIT\_ID (ATU ID) will be required as evidence of a successful RESULTS entry. Please refer to the [RESULTS Information Submission Specifications: Government Funded Activities](#).

### A. Summary of Map & Spatial Data Requirements

	Maps	Spatial Data Layers & KMZ	Notes
<b>CWRPs</b>	<ul style="list-style-type: none"> <li>Area of Interest (AOI) and VAR</li> <li>Local Fire Risk</li> <li>Proposed Fuel Treatment Units</li> </ul>	<ul style="list-style-type: none"> <li>AOI</li> <li>PROPOSED_TREATMENT</li> <li>FCFS_WUI</li> </ul>	<p>Refer to Part B and C for maps</p> <p>Refer to Part F, G, and I for spatial data</p>
<b>Fuel Management Prescriptions including prescribed fire</b>	<ul style="list-style-type: none"> <li>Fuel management Prescription</li> </ul>	<ul style="list-style-type: none"> <li>PRESC_PROJECT_BOUNDARY</li> <li>PRESC_TREATMENT_UNIT</li> </ul>	<p>Refer to Part B and D for maps</p> <p>Refer to Part F, H and I for spatial data</p>
<b>Fuel Management Treatments, including demonstration projects</b>	<ul style="list-style-type: none"> <li>Fuel Management Treatment</li> </ul>	<ul style="list-style-type: none"> <li>OP_PROJECT_BOUNDARY</li> <li>OP_TREATMENT_UNIT</li> <li>OP_STAND_TREATMENT</li> <li>OP_DEBRIS_MGMT</li> </ul>	<p>Refer to Part B and E for maps</p> <p>Refer to Part F, H and I for spatial data</p>

### B. Mandatory Requirements for All Maps

- Descriptive title
- Scale (as text or scale bar)
- North arrow
- Legend
- CRI Project number and proponent name, consultant and GIS company name
- Date
- Reference data such as roads, railways, transmission lines, pipelines, water bodies and rivers/creeks
- Compress map files to reduce unnecessary large file sizes

### C. Required Maps for CWRPs

#### MAP 1: Area of Interest (AOI) and VAR

- CWRP AOI
- Land ownership and administrative boundaries (Municipal, Federal, Private, Parks, Crown, etc.)
- Relevant tenures such as range, woodlots, community forest areas
- Fire Department Boundaries
- Proposed and completed fuel treatments
- FireSmart areas, Wildfire Hazard Development Permit Areas

- Values at risk (critical infrastructure)
- High environmental and cultural values
- Hazardous values at risk

#### **MAP 2: Local Fire Risk**

- CWRP FCFS WUI one-kilometre buffer
- PSTA Threat or Modified Local Level Polygons
- Hectares of each PSTA Threat Class or Modified Local Level Threat Class must be stated on the map in a table

#### **MAP 3: Proposed Fuel Treatment Units**

- CWRP AOI
- Land Status and tenure overlaps e.g. range, woodlots etc.
- Proposed fuel treatment units, labelled by PROPOSED\_TREATMENT\_ID
- Previously completed treatments, labelled by year
- Hectares of Proposed Fuel Treatments in a table on map (PROPOSED\_TREATMENT\_ID, AREAHA)

#### **D. Required Map for Fuel Management Prescriptions**

- PRESC Project Boundary with land status and tenure overlaps (e.g. range, woodlots, area-based tenures)
- Access including proposed roads, and stream crossings
- Values including any reserves, wildlife habitat areas, or critical infrastructure
- Streams, wetlands, lakes including the class and identification number/name
- Areas of safety concern (steep slopes).
- PRESCRIBED\_TREATMENT\_UNIT (labelled by TREATMENT\_UNIT\_ID)
- Access including existing/proposed roads, trails and stream crossings
- Previously completed treatments if applicable (labelled by year)
- Table with all areas identified in Treatment Unit Summary, including treatment regime and hectares (from the signed Fuel Management Prescription doc)
- Wildfire Threat Assessment plots / labelled by PLOT\_NUMBER

#### **E. Required Map for Fuel Management Treatment**

- OP project boundary with land status and tenure overlaps (e.g. range, area-based tenures woodlots)
- OP\_TREATMENT\_UNIT (labelled by TREATMENT\_UNIT\_ID)
- Stand treatment and debris management activity
- A table of total net project boundary hectares, and Stand and Debris activity summarized by individual treatment unit hectares
- Previously completed treatments if applicable (labelled by year)
- Wildfire Threat Assessment plots / labelled by PLOT\_NUMBER

#### **F. Spatial Data Requirements**

The Province of BC uses ArcGIS 10.6 and all spatial data submissions must be compatible with ArcGIS 10.6. In addition, some feature layers as identified in the table below, are also required in a KMZ format.



**Spatial data must conform to the following general formats, naming conventions and standards.**

- 1. Data Format and Naming Conventions:** Data must be submitted in a File Geodatabase (FGDB) and KMZ format and must conform to the conventions for feature dataset names, feature class names, attribute names, and attribute values as identified in the Specific Submission Requirements by Project Type section below. It is strongly recommended that you use the template FGDB in order to facilitate meeting this requirement.

FGDB and KMZ names must adhere to the following naming standard:

< Local Government/First Nation Band Number>\_<ProjectTypeAndDescription>

For example: PrinceGeorge\_CWRPNorthPG.gdb

PrinceGeorge\_CWRPNorthPG.KMZ

FN699\_CWRPNorthPG.gdb

FN699\_CWRPNorthPG.KMZ

- 2. FGDB Projection:** The projection standard is NAD\_1983\_BC\_Environment\_Albers (EPSG:3005), with parameters of:

Central meridian: -126.0° (126°00'00" West longitude)

Latitude of projection origin: 45.0 (45°00'00 North latitude)

First standard parallel: 50.0° (50°00'00" North latitude)

Second standard parallel: 58.5° (58°30'00" North latitude)

False easting: 1000000.0 (one million metres)

False northing: 0.0

Datum: NAD83, based on the GRS80 ellipsoid.

- 3. Data Quality:** Submitted data must meet general data quality guidelines to ensure corporate data quality standards are met. Data with slivers, gaps between adjacent polygons, and geometry or topology errors shown as overlaps will not be accepted.
- 4. Metadata:** Metadata must be provided for all spatial layers. The metadata standard is FGDC and is required to be submitted in .xml format. Metadata must document the following:
  - a. A description of what each dataset represents for all datasets provided in addition to what is outlined in the individual project sections.
  - b. A description of each attribute and the codes/values used to populate it for all attributes provided in addition to what is outlined in the individual project sections.
  - c. Data Source information including where the data came from, the currency of the information and source contact details for potential follow-up.
  - d. For resultant datasets, metadata must also include the methodology and source data used in the creation of the resultant, the date of creation, and contact details for the person who created it.
- 5. Submission:** The method for spatial data submission is a file geodatabase (FGDB) compressed into a zip file and KMZ file(s). KMZ files are to be saved with symbology (i.e. similar to what is displayed on the required maps).

**Additional notes about CWRP submissions:**

- All spatial layers in addition to those identified in this guide, that are a key component of the CWRP maps or plan, must be included as part of the spatial submission and must include metadata.
- If more than one data collection method was used, please choose the value that best represents how the information was captured.
- CWRP hectares on maps and documents must match those submitted spatially.

**Additional notes about Fuel Management and Prescription submissions:**

- The prescription\_ operational project boundary represents the net operational area.
- One single or multi part polygon must be submitted for each treatment unit and/or activity.
- Project boundary, treatment unit and spatial hectares must match the net hectares stated on the maps and in the final report, or worksheet 2 for fuel treatments.
- Provincial Crown land: treatments will be required to be entered into RESULTS.

Please note: Spatial data submissions will be evaluated against these criteria. The final report and payment of grant funding will not be approved until all of these criteria are met.

## Specific Submission Requirements by Project Type

### G. Community Wildfire Resiliency Plan

Feature Layer Name	KMZ	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
AOI	YES	CWRP area of interest	DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double
FCFS_WUI	YES	Fire Smart Community Funding & Supports program 1km WUI	DATA_SOURCE	Origin of FCFS_WUI source. e.g. "WUI 2017" or for updated buffers suffixed with applicants name e.g. CWRP - Cariboo RD	Text, 75
			DATA_COLLECTION_DATE	Date the spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double
PROPOSED_TREATMENT	YES	Proposed gross treatment area	PROPOSED_TREATMENT_ID	Unique proposed treatment identifier	Text, 7
			DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double

## H. Specific Submission Requirements for Fuel Management and/or Prescription

### Fuel Management Prescription

Feature Layer Name	KMZ	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
PRESC_PROJECT_BOUNDARY	YES	Single or multi-part dissolved polygon layer defining the <u>net</u> area under prescription	DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double
PRESC_TREATMENT_UNIT	YES	Prescription treatment units	TREATMENT_UNIT_ID	Treatment Unit ID	Text, 10
			CURRENT_FUEL_TYPE	Current treatment unit fuel type. See Table 2	Text, 15
			CURRENT_STEMS_PER_HA	Current treatment unit density stems per hectare	Long integer
			LOCATION_NAME	Geographic description of treatment unit	Text, 50
			DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double

### Fuel Management Treatment

Feature Layer Name	KMZ	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
OP_PROJECT_BOUNDARY	YES	Single or multi-part dissolved polygon layer defining the <u>net</u> operational area	DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double
OP_TREATMENT_UNIT	YES	Operational treatment units	TREATMENT_UNIT_ID	Treatment Unit ID	Text, 10
			POST_STEMS_PER_HA	Current treatment unit density stems per hectare	Long integer
			LOCATION_NAME	Geographic description of treatment unit	Text, 50
			DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)

Feature Layer Name	KMZ	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double
OP_STAND_TREATMENT	YES	Operational stand treatment area	STAND_TREATMENT_TECHNIQUE	Broad category of technique used for stand treatment activity. See Table 3	Text, 20
			STAND_TREATMENT_METHOD	Method used to perform treatment activity. See Table 3	Text, 20
			STAND_TREATMENT_END_DATE	Date stand treatment activity completed.	Date (DD/MM/YYYY)
			DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double
OP_DEBRIS_MGMT	YES	Operational debris management area	DEBRIS_MGMT_TECHNIQUE	Broad category of technique used for debris management activity. See Table 4	Text, 20
			DEBRIS_MGMT_METHOD	Method used to perform debris management activity. See Table 4	Text, 20
			DEBRIS_MGMT_END_DATE	Date debris management activity completed	Date (DD/MM/YYYY)
			DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double

## I. Attribute Value Reference Tables

**Table 1: Data Collection Method**

DATA_COLLECTION_METHOD	DESCRIPTION
differentialGPS	The data was captured with a differential GPS unit, or was post-processed with information received from known reference stations, to improve data accuracy.
Digitizing	The data was converted from an analog map into a digital format using a digitizing tablet connected to a computer.
GISAnalysis	The data was created as a result of a GIS Analysis.
nondifferentialGPS	The data was captured with a GPS unit but was not post-processed or was captured with a GPS unit incapable of doing differential GPS.
orthoPhotography	The data was delineated from an orthophoto (aerial photography).
Photogrammetric	The data was delineated using photographs or images in stereo pairs
satelliteImagery	The data was delineated from a satellite image.
sketchMap	The data was hand sketched, either on an analog map or on-screen.
tightChainTraverse	The data was surveyed with a hand compass and chain to create a closed traverse.

**Table 2: Fuel Type**

FUEL_TYPE	DESCRIPTION
C-1	C-1 Spruce Lichen Woodland
C-2	C-2 Boreal Spruce
C-3	C-3 Mature Jack or Lodgepole Pine
C-4	C-4 Immature Jack, Lodgepole Pine, densely stocked Ponderosa Pine, or Douglas Fir
C-5	C-5 Red and White Pine
C-6	C-6 Conifer Plantation
C-7	C-7 Ponderosa Pine or Douglas Fir
D-1/2	D-1/2 Green or Leafless Aspen or Deciduous shrub
S-1	S-1 Jack or Lodgepole Pine slash
S-2	S-2 White Spruce, Balsam slash
S-3	S-3 Coastal Cedar, Hemlock, Douglas-Fir slash
O-1a/b	O-1a/b Matted or Standing Grass
M-1/2	M-1/2 Green or Leafless Mixedwood
M-3	M-3 Dead Balsam Fir Mixedwood – leafless
M-4	M-4 Dead Balsam Fir Mixedwood – green
Non-fuel	Non-fuel
Unclassified	Unclassified
Water	Water

**Table 3: Stand Treatment Technique:**

<b>STAND_TREATMENT_TECHNIQUE</b>	<b>STAND_TREATMENT_METHOD</b>
Prescribed Fire	Broadcast Burn
Pruning	Hand
Tree Felling	Hand
Tree Felling	Mechanical
Thinning	Hand
Thinning	Mechanical
Planting	NA

**Table 4: Debris Management Technique:**

<b>DEBRIS_MGMT_TECHNIQUE</b>	<b>DEBRIS_MGMT_METHOD</b>
Prescribed Fire	Pile Burning
Prescribed Fire	Broadcast Burn
Debris Management	NA
Debris Removal	Removal