Regional Community to Community Program
2023/24 Pilot Program & Application Guide

1.   Introduction

In January 1997, the Union of British Columbia Municipalities (UBCM) and the First Nations Summit (FNS) jointly organized the first province-wide Community to Community (C2C) Forum. This event brought together First Nations and local governments from across BC to discuss common goals and opportunities for joint action. There was consensus among the participants that regional C2C Forums should be supported.

Since then, the provincial Ministry of Municipal Affairs and Indigenous Services Canada have provided funding for the C2C program. In this time, nearly 700 C2C Forums have been held in communities across the province.

With both BC and Canada adopting the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and the Truth and Reconciliation Commission of Canada releasing its Executive Summary of findings and 94 Calls to Action in 2015, the C2C program has taken on ever greater importance as First Nations and local governments use the grant to focus their increased efforts for reconciliation.

Regional C2C Grant Program

The goal of a Regional C2C program is increased understanding and improved overall relations between First Nations and local governments. Starting in 2023/24, the C2C program supports this goal with funding for:

1. Forums that support dialogue to build relationships, support reconciliation efforts, resolve issues of common responsibility, interest or concern, and/or to advance tangible outcomes. For more information on C2C forums, refer to Appendix 1.

2. Development of agreements (such as protocols, MOUs, and service agreements), joint plans and/or strategies that advance First Nation/local government reconciliation and relationship building.

3. Joint review of bylaws and/or policies in order to develop recommendations for amendments or new bylaws and/or policies that advance reconciliation.

Table 1 provides examples of C2C forum and/or agreements.

To be eligible for funding, C2C activities must work toward one or more of the following objectives:

- Strengthening relationships and fostering future co-operative action by building stronger links between First Nation and local government elected officials and senior staff

- Supporting local reconciliation efforts, UNDRIP, and shared capacity building

- Developing or improving coordinated approaches to emergency preparation, mitigation, response and recovery, including recovery from the impacts of climate change and the COVID-19 pandemic.

Table 1: C2C Forum and/or Agreement Topics

Reconciliation & Relationship Building	**Emergency Management**	**Service Delivery & Planning**

• Shared understanding of collective history
• Reconciliation Action Plans
• Joint cultural safety and cultural humility training
• UNDRIP, TRC Calls to Action, Treaties and Aboriginal rights, Indigenous law and Crown-Indigenous relations
	• Planning for coordinated and shared:
	  ○ Risk mitigation
	  ○ Emergency response
	  ○ Recovery efforts
	• Joint training to support partnerships with Indigenous communities during times of emergency.
	• COVID-19 response
		• Service inventories and cost/benefit analysis
		• Service agreements
		• Service dispute resolution
		• Joint land use, sustainability or other plans or policies
		• Agreements for archaeological or culturally significant sites

Economic Development	**Community Development**	**Infrastructure Planning**
• Agreements for improving regional and local economies • Joint interests/initiatives • Community economic development plans • COVID-19 recovery	• Age- and accessibility-friendly assessments • Joint youth engagement plans or projects • Agreements for climate action	• Asset Management • Needs assessments • Joint development of infrastructure

2. Eligible Applicants

Funding permitting, all local governments (municipalities, regional districts or the Islands Trust) and all First Nations (Treaty First Nation, Band, Tribal Council or National Government) in BC are eligible to apply.

Eligible applicants can submit one application per intake.

3. Grant Maximum

The C2C program can contribute a maximum of 100% of the cost of eligible activities to a maximum of:

- C2C forums: $10,000
- C2C agreements and joint review of bylaws/policies: $10,000

In order to ensure transparency and accountability in the expenditure of public funds, all other contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the funding. This includes any other grant funding and any revenue that is generated from activities that are funded by the C2C program.

4. Eligible Activities

In order to qualify for funding:

- Activities must be completed within one year from the date of grant approval
- Willingness of the elected officials and/or senior staff of the partnering community to participate in the activities must be confirmed and provided in writing to UBCM.

- Activities must include direct participation by the elected officials and/or senior staff from both First Nation(s) and local government(s).
- The communities engaging in dialogue must be neighbouring. However, "neighbouring" may mean in the vicinity of, but not necessarily immediately adjacent to each other.

5. Requirements for Funding

As part of the approval agreement, approved applicants must agree to the following requirements for funding:

- Any in-person activities, meetings, or events must meet public health orders and/or guidance
- Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use, or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference.

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

6. Eligible & Ineligible Costs & Activities

Eligible Costs & Activities

Eligible costs are direct costs that are approved by the UBCM, 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. Under the C2C program, eligible activities must be cost-effective and may include:

Forums

- Event organization (e.g. invitations, agendas, event planning, etc.)
- Event costs:
  - Meals, snacks, and non-alcoholic beverages
  - Venue/virtual rentals, including any required audio-visual equipment rentals
  - Facilitation services and/or guest speakers
  - Preparation of materials required for the forum, including printing costs
  - Expenses related to joint visits to participant's facilities, lands or buildings provided the visits occur as part of the forum
- Transportation between communities as required to attend a forum. Mileage estimates and calculations are required for vehicle travel
- Completion of event minutes, reports, etc. including printing costs

Agreements and Bylaws

- Development of agreements (such as protocols, MOUs, and service agreements), joint plans and/or strategies that advance First Nation/local government reconciliation and relationship building
- Joint review of bylaws and/or policies in order to develop recommendations for amendments or new bylaws and/or policies that advance reconciliation
- Legal fees for review of agreements, joint plans and strategies and/or review of bylaw or policy recommendations
- Data acquisition (as required for agreements, joint plans, etc.)
- Design and/or graphics for agreements, joint plans or strategies

Other Eligible Expenditures

The following expenditures are also eligible provided they relate directly to the eligible activities identified above:

- Incremental applicant staff and administration costs
- Public information costs
- Consultant costs, including facilitation
- Honoraria for cultural leaders, Elders, Indigenous knowledge keepers, and/or cultural keepers when they are scheduled to speak, present, or teach. Please note: these honoraria should reflect the role of Indigenous Peoples as subject matter experts and be equitable to consultant rates
- Expenses related to local cultural protocols (e.g. gifts, ceremonies and/or cultural performances such as dancing or drumming). Please note: expenditure related to local cultural protocols are limited to no more than 10% of the total grant request
- Translation costs and the development of culturally appropriate education, awareness, or engagement materials
- Presentation to Council, Board, Band Council, or Treaty First Nation government, community organizations, etc.

Ineligible Costs & Activities

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

- Routine or ongoing operating costs or activities (e.g. heating, cooling and lighting, security, software or service subscriptions, or membership fees)
- Routine or ongoing planning costs or planning activities that are not incremental to the project
- Alcohol
- Travel within communities
- Purchase of software or hardware

7. Application Requirements & Process

Application Deadline

The Regional C2C program is administered over the course of the fiscal year (April 1 to March 31). Funding permitting, three calls for applications are planned for 2023/24.

Applicants will be notified of the status of their application within 60 days of the following application deadlines:

- May 5, 2023
- September 1, 2023
- December 1, 2023

Required Application Contents

All applicants are required to submit an electronic copy of the complete application, including:

- Completed Application Form and all required attachments.
- Detailed budget(s) including itemized costs/activities that will be funded by the grant and separating out any in-kind and/or cash contributions from the applicant(s) or other grant funding. Refer to Appendix 1 for a sample budget for C2C Forums.
- Confirmation of partners. Written confirmations can be submitted after the application, but are needed in order for grant approval.
- Council, Board or Band Council resolution indicating support for the current proposed activities and willingness to provide overall grant management.

Submission of Applications

Applications should be submitted as Word, Excel 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 e-mail: lgps@ubcm.ca.

Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application elements have been submitted and to ensure that eligibility criteria have been met. Only complete application packages will be reviewed.

UBCM and the First Nations Summit will then review all complete applications. All funding decisions will be made by UBCM.

> All application materials will be shared with the Province of BC and
> First Nations Summit

8. Grant Management & Applicant Responsibilities

Please note that 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 within 30 days.

Grants are awarded in two payments: 50% when the signed Approval Agreement has been returned to UBCM, and the remainder when the project is complete and the final reporting requirements have been met.

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.

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 to a new or expanded location.

Approval from UBCM will be required for any variation from the approved project. Depending on the complexity of the proposed amendment, requests may take up to 60 days to review.

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

- Amended application package, including updated, signed application form, required attachments, and an updated Council, Board, Band Council, or Treaty First Nation 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.

9. Final Report Requirements & Process

Applicants are required to submit an electronic copy of the complete final report within 30 days of project completion, including the following:

- Completed Final Report Form with all required attachments.
- Financial summary. See below for more information.
- For forums only: Attendance list, including name, title and organization of each participant. Please do not submit sign-in sheets.
- For agreements only: copy of the completed agreement, joint plan or strategy and/or bylaw or policy recommendations. Please contact UBCM with any confidentiality or sensitivity issues related to submitting the agreement or plan. Otherwise all deliverables completed with grant funding will be shared with the Province of BC.
- Optional:
  - Final agenda, session summaries or minutes and other documents/presentations
  - Photos, media releases and press coverage and other public communications
  - Any other relevant background information (e.g. planning process, context, goals)

Submission of Final Reports

Final reports should be submitted as Word, Excel or PDF files. Total file size for email attachments cannot exceed 20 MB. All reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca

10. Additional Information

For information on the C2C Forum program, please contact:

Local Government Program Services
Union of BC Municipalities
525 Government Street
Victoria, BC, V8V 0A8

Tel: (250) 387-4470
Email: lgps@ubcm.ca

First Nations Summit
#1200 - 100 Park Royal South
West Vancouver, BC, V7T 1A2

Tel: (604) 926-9903
Email: cbraker@fns.bc.ca

Appendix 1 – Additional Information for C2C Forums

Topic Ideas & Outcomes

Table 1 outlines potential dialogue topics. The following resources may also be helpful:

- 2019 Guide to Community to Community Forums in British Columbia
- 2008-2018 Regional Community to Community Forum Status Report
- First Nations Health Authority Policy Statement on Cultural Safety and Humility
- Truth and Reconciliation Commission of Canada: Calls to Action
- Declaration on the Rights of Indigenous Peoples Act
- UBCM Reconciliation Resources
- Provincial Resources: Local government and First Nations relations

Length and Format

Event length and format are up to the applicant and attendees. In some cases, a day-long event may be preferred to allow participants sufficient time to meet each other and work together to generate ideas and plans for future activities. In situations where the participants do not know one another, an "ice-breaker" event, such as an introductory dinner or reception, may be useful.

Taking the forum out into the community can be a valuable way to learn about an area's shared history. This could include a tour of traditional territories or joint visits to participant's facilities, lands, buildings or infrastructure.

The C2C program can also support virtual events, however, the purchase of software or licenses are not eligible expenses.

Table 2: Sample Event Budget

Budgeted Expenditures	Proposed Cost
Event organization	$350
Meals, snacks and beverages (include # of people)	$450
Venue/virtual rental costs	$300
Facilitation services/guest speakers	$1,450
Forum materials	$250
Joint visits to participant's facilities, lands or buildings	$475
Local cultural protocols (no more than 10% of total grant request)	$400
Honoraria (include description)	$200
Transportation (include # of km)	$25
Event minutes or reports	$250
Contingency	$175
TOTAL FUNDING REQUEST	**$4,325**

Organization and Facilitation

Experience has shown that a major challenge in organizing a C2C Forum is finding adequate staff time and resources. Many previous applicants have found that contracting the services of a professional facilitator/event organizer can assist in planning, convening and reporting on the forum.

Facilitators can also be very useful in helping communities talk about difficult issues, such as the history and legacy of residential schools or inter-generational trauma. In such events, hiring a facilitator with specific expertise in creating culturally safe spaces and dialogue may be of immense value.

Information on Event Budgets

An itemized budget for each planned event must be submitted with the application. Please submit the event budget(s) in the same format as outlined in Table 2.

Budgets and proposed activities are approved as part of the application and any significant changes to a budget or forum event must be approved before an event takes place. Applicants are responsible for any cost over-runs unless a revised budget is submitted and approved before an event takes place.

Information on the Financial Summary

An itemized financial summary for each completed event must be submitted with the final report. Please submit the financial summary(ies) in the same format as outlined in Table 3.

Table 3: Sample Financial Summary

Actual Expenditures	Budgeted	Actual
Event organization	$350	$325
Meals, snacks and beverages (include # of people)	$450	$430
Venue/virtual rental costs	$300	$175
Facilitation services/guest speakers	$1,450	$1,450
Forum materials	$250	$0
Joint visits to participant's facilities, lands or buildings	$475	$475
Local cultural protocols (no more than 10% of total grant request)	$400	$400
Honoraria (include description)	$200	$200
Transportation (include # of km)	$25	$37
Event minutes or reports	$250	$135
Contingency	$175	
TOTAL	**$4,325**	**$3,627**

Please note that 'Contingency' is not an eligible final expense and any expenditures made from the funds allocated to contingency in the budget should be allocated to the appropriate line item in the financial summary.