**Regional Community to Community Program**

**2024/25 Program Final Report Form**

Please complete and return this final report form and all the required attachments **within 30 days of completing your C2C forum(s) and/or project.** All questions are required to be answered by typing directly in this form. If you have any questions, contact [lgps@ubcm.ca](mailto:lgps@ubcm.ca).

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

*\* Contact person must be an authorized representative of the applicant (i.e., staff person or elected official)*

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

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| **SECTION 3: AGREEMENTS AND JOINT REVIEW OF BYLAWS/POLICIES.** *Only complete this section if you have developed agreements (such as protocols, MOUs, and service agreements), joint plans and/or strategies that advance First Nation/local government reconciliation and relationship building or undertake joint review of bylaws and/or policies in order to develop recommendations for amendments or new bylaws/policies that advance reconciliation.* |
| **8. Participants.** Please attach an additional page if required.  First Nation(s):  Local government(s):  Other participants: |
| **9. Outcomes and deliverables.** Please describe the specific agreements, plans, strategies, bylaws or policies that were developed, amended or reviewed:  Development of agreements (such as protocols, MOUs, and service agreements) that advance First Nation/local government reconciliation and relationship building:  Development of 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:  Other: |
| **10. Impact on local government/First Nation relationship.** Please describe how the completed project impacted the relationship and/or advanced reconciliation between the participants identified above |
| **11. C2C program objectives.** The objectives of the Regional C2C program are identified in Section 1 of the Program & Application Guide. Please describe how the completed activities met these objectives. |

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| **SECTION 4: ADDITIONAL INFORMATION** |
| **12. Additional information.** Please share any other information you think may help support your submission**.** |

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| **SECTION 5: Required Attachments** |
| Please submit the following with the complete Final Report Form:  Detailed financial summary that indicates the total project expenditures, total eligible project expenditures, and actual expenditures from the C2C funding and other sources (if applicable). The financial summary must align with the actual activities outlined in the final report form.  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 and the First Nations Summit.  Optional:   * Final agenda, session summaries or minutes and other documents/presentations * Photos, media releases and press coverage and other public communications * Any other relevant background information (e.g. planning process, context, goals) |

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

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)