

# Community Resiliency Investment Program

## 2025 FireSmart™ Community Funding and Supports

### Allocation-based Funding

### Program and Application Guide (January 2025)

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## 1. Introduction

The 2025 FireSmart Community Funding and Supports program will have an open intake. Funding permitting, eligible applicants can submit one application between October 1, 2024 and September 30, 2025 using the [LGPS Online Application Tool](#).

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 September 2024, CRI includes three streams:

- Stream 1: FireSmart Community Funding and Supports, administered by the Union of BC Municipalities (UBCM).
- Stream 2: Crown Land Wildfire Risk Reduction, administered by the Ministry of Forests.
- *Updated September 2024* Stream 3: FireSmart Pilot Program for Regional District Cooperative Community Wildfire Response (CCWR) Organizations, administered by UBCM.

Please refer to [Appendix 1](#) for definitions of terms used in this guide. All defined terms are in **bold** in the program guide.

### FireSmart Community Funding and Supports

The FireSmart Community Funding and Supports program provides funding to First Nations and local governments 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, 265 eligible applicants have received funding, including 117 First Nations and 148 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 and Supports program.

### Allocation-based Funding for FireSmart Activities

*Updated January, 2025* - First Nations and local governments with a higher risk of wildfire, generally demonstrated by [Wildland Urban Interface \(WUI\) Risk Class 1 to 3](#), that have a FireSmart Position, participate in a [Community FireSmart and Resiliency Collaborative](#) (formally Community FireSmart and Resiliency Committee) and have an acceptable Community Wildfire Resiliency Plan (CWRP) or Community Wildfire Protection Plan (CWPP) are eligible to receive FireSmart Community Funding and Supports funding for FireSmart activities only through the allocation-based program.

Under the allocation-based model, recipients are required to submit an Allocation Funding Request Worksheet (and any required attachments) in order to confirm that the eligibility criteria have been met. If approved, recipients will receive an approval agreement which includes the terms and conditions of the grant.

Note: CWRPs and CWPPs must be complete and acceptable to the BC Wildfire Service (BCWS), FNESS and/or, where applicable, BC Parks. To be considered acceptable, plans must be developed in accordance with the CWRP template and guidance document and must include assessment and identification of FireSmart and fuel management priorities.



Forest Enhancement  
Society of British Columbia



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

## Application-based Funding

First Nations and local governments with lower risk of wildfire, generally demonstrated by WUI Risk Class 4 and 5, or with a higher risk of wildfire, generally demonstrated by WUI Risk Class 1 to 3, that do not have a FireSmart Position, participate in a Community FireSmart and Resiliency Collaborative and have an acceptable CWRP/CWPP can apply for FireSmart Community Funding and Supports through the [application-based program](#).

## FireSmart in BC

[FireSmart BC](#) provides the tools and education necessary to enable citizens, communities, First Nations and local governments to increase their wildfire resiliency. 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. 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.

## 2. Eligible Recipients for Allocation-based Funding

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All First Nations (bands, Treaty First Nations, and Indigenous National Governments with authority for lands and resources) and local governments (municipalities and regional districts) in BC that meet the following criteria are eligible to be recipients of allocation-based funding for FireSmart activities only:

- Higher risk of wildfire, generally demonstrated by [WUI Risk Class](#) 1 to 3.
- Have a FireSmart Position.
- Host or participate in a [Community FireSmart and Resiliency Collaborative](#).
- Have an acceptable CWRP/CWPP.

For the purpose of the FireSmart Community Funding and Supports program the following are also able to act as a **primary applicant**:

- An emergency management organization that is created by a regional district bylaw and approved by the Province of BC may act as the **primary applicant** on behalf of eligible applicants that participate in the established emergency management service. When acting as a **primary applicant** on behalf of eligible applicants, the regional emergency management organization may submit more than one application per funding stream intake provided that each eligible First Nation or local government that is included as a **sub-applicant** is only funded once per intake.
- An Indigenous governing body with authority for emergency management may act as the **primary applicant** on behalf of eligible First Nations. The Indigenous governing body may submit more than one application per funding stream intake provided that each eligible First Nation that is included as a **sub-applicant** is only funded once per intake.

Emergency management organizations created by a regional district and Indigenous governing bodies that are interested in submitting an application to act as the **primary applicant** must contact UBCM first and will be required to provide appropriate documentation related to membership, authority, and area of service.

## 3. Grant Maximum

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### Allocation-Based Funding

The FireSmart Community Funding and Supports program can contribute up to 100% of the cost of eligible activities as follows:

- For eligible First Nations and municipalities, \$200,000 per year (for up to two years).

- For eligible regional districts, \$200,000 per year (for up to two years) plus \$50,000 for each electoral area per year (for up to two years).

## Funding for Fuel Management

Eligible fuel management activities within **First Nations land** or **publicly owned land** within municipal boundaries or regional district parks must be applied for under the [application-based program](#) but are required to be funded with allocation-based funds.

## Additional Funding

Recipients of allocation-based funding may also be eligible for additional funding. Please refer to the Additional Funding section of the [application-based funding guide](#) and contact UBCM before starting the application process for any of the following.

1. Applications that include eligible fuel management activities within **First Nations land** or **publicly owned land** within municipal boundaries or regional district parks and that include contiguous, logical treatment units that extend onto **Provincial Crown Land** may apply to exceed the base funding maximum for only the fuel management activities on **Provincial Crown Land**. There is no funding maximum for this additional funding.
2. New in 2025 - Applications that include eligible fuel management activities within **First Nations land** that has been recently acquired through a Provincial land transfer may apply to exceed the base funding maximum for only the fuel management activities on the government transferred or acquired land. There is no funding maximum for this additional funding.
3. New in 2025 - Applications that include eligible fuel management activities within **First Nations land** or **publicly owned land** may apply to exceed the base funding. This additional funding is limited to \$100,000 per year.
4. Eligible applicants with an existing FireSmart program that were directly impacted by the 2024 wildfire season may apply to exceed the base funding maximum in order to support incremental FireSmart Activities due to increased local demand for wildfire risk reduction. This additional funding is limited to \$100,000. Refer to [Appendix 2](#) for more information. Worksheet 4 is required to be submitted for consideration of additional funding. This worksheet will be reviewed by the BCWS and/or FNESS.

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 and Supports program.

The Indigenous Engagement Requirements Funding Program provides funding for the implementation of the Indigenous Engagement Requirements within the *Emergency and Disaster Management Act*. For more information visit the Province of BC's [website](#) or contact: [EMCR.IERFunding@gov.bc.ca](mailto:EMCR.IERFunding@gov.bc.ca).

## 4. Requirements for Funding

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As part of both the development of the application package and the delivery of the **approved project**, local governments are encouraged to proactively engage with local First Nations and Indigenous organizations, such as Friendship Centres and Métis Chartered Communities. 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](#).

## Reporting for Prior Projects

To qualify for funding:

- All activities funded under the 2020 and 2021 FireSmart Community Funding and Supports program must be complete and the final report must be submitted in full.
- All activities funded under the 2022 FireSmart Community Funding and 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 2023 and 2024 FireSmart Community Funding and Supports program must either be:
  - Complete and the final report is submitted, OR
  - Within 120 days of completion and the [Interim Report Form](#) has been submitted.

### 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 in [Application-based Funding Program Guide](#)).
- Include new activities or represent a new phase of an existing project (retroactive funding is not available unless specifically identified in this guide).
- Be capable of completion by the applicant within two years of the date of grant approval.
- Where applicable, be completed by a qualified professional that is accredited by their professional association.
- Ensure compliance with applicable federal and provincial legislation and regulations and local authority (e.g., burning bylaws or other bylaws or plans).
- Where applicable, be eligible for required approvals for authorizations and/or permits from the **Provincial Crown Land** Manager (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails) and/or other land managers (e.g., Indigenous Services Canada).

## 5. Eligible and Ineligible Costs and 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. Unless otherwise noted, 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 annual cost maximums for those activities.

Recipients are required to expend allocation-based funding within the cost maximums. However, with mitigating circumstances (e.g., remote community), recipients can propose costs higher than the maximums if a rationale is provided and accepted. In all cases, eligible activities must be cost-effective.

Where applicable, applicants are encouraged to collaborate on proposed activities with **Provincial Crown Land** Manager (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails) and/or other land managers (e.g. Indigenous Services Canada).



<b>Table 1: Activities Eligible for Funding</b>	
<p><b>1. FIRESMART POSITIONS</b></p> <p><i>In order to increase local capacity, applicants are required to have a FireSmart position to oversee eligible activities.</i></p>	
<b>Eligible Activities</b>	<b>Cost Maximums and Guidance</b>
<p>A. Incremental FireSmart positions (e.g., creating a new position or adding new responsibilities to an existing position), 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><i>The primary focus of FireSmart positions is to support eligible FireSmart activities but other activities related to emergency management (i.e. EOC, ESS, evacuations), structural fire and/or forestry (i.e. Indigenous Guardians) are eligible as no more than 20% of job duties.</i></p>
<p><b>2. EDUCATION (Required for all allocation-based funding)</b></p> <p><i>Public education and outreach play a critical role in helping communities prepare for wildfire by promoting a sense of empowerment and shared responsibility. All applications are required to include an education component in this section. For costs associated with the purchase of FireSmart resources please visit Resources on <a href="https://www.fire-smartbc.ca">FireSmartBC.ca</a>.</i></p>	
<b>Eligible Activities</b>	<b>Cost Maximums and Guidance</b>
<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 10 below.</p> <p><i>Note: Ember mascots will be available on a limited basis and regional allocation will be considered before approval.</i></p>	<ul style="list-style-type: none"> <li>• Banners: up to \$1,750 (total order per year)</li> <li>• Posters: \$270 (total order per year)</li> <li>• Videos specific to community wildfire resiliency: up to \$11,500 each per year</li> <li>• Tents, including walls: up to \$2,400 each</li> <li>• Vehicle decals: up to \$810 (total order per year)</li> <li>• T-shirts: up to \$1,200 (total order per year)</li> <li>• Ember mascot: up to \$9,000</li> </ul>
<p>B. Promote/distribute FireSmart educational resources, such as <a href="#">FireSmart 101</a>, <a href="#">Wildfire Risk Reduction Basics</a>, <a href="#">FireSmart Canada Ambassador training</a>, FireSmart Begins at Home app, social media, FireSmart BC materials.</p>	
<p>C. Organize, host or support FireSmart events: Wildfire Community Preparedness Day, Farm and Ranch Wildfire Preparedness workshop, Neighbourhood Champion workshop, community FireSmart day, and/or wildfire season open houses.</p>	<p>Up to \$6,000 per event</p>
<p>D. <b>New in 2025</b> - Support the <a href="#">FireSmart BC Education Program</a> at local school districts. This includes promotional materials for contests, banners, and targeted education events at schools to promote the education program curriculum.</p>	<p>Up to \$600 per school per year</p>

E. 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 \$600 per branch or \$2,000 per independent library to support the whole Library Program, or,  Up to \$300 per branch for the purchase of books from the Wildfire Resiliency Literacy Kit
F. Support the <a href="#">FireSmart BC Plant Program</a> at local garden centres or nurseries. Includes plant tags, banners, staff buttons and in-store advertising.	Up to \$2,700 per location
G. Targeted education to support implementation of fuel management activities, including <b>cultural burning</b> and <b>prescribed fire</b> .	
<p><b>3. COMMUNITY PLANNING</b></p> <p><i>Community planning is a very effective tool for reducing wildfire risk for lands and buildings within the administrative boundaries of First Nation communities and local governments.</i></p> <p><i>Refer to the <a href="#">Wildfire-Resilience Best Practice Checklist for Home Construction, Renovation and Landscaping</a> or <a href="#">FireSmart BC Landscaping Hub</a>.</i></p>	
<b>Eligible Activities</b>	<b>Cost Maximums and Guidance</b>
A. Amend existing CWRPs that are less than 5 years old.  <i>Refer to <a href="#">Appendix 3</a> for more information on amending a CWRP</i>	Up to \$17,500 (depending on <b>AOI</b> and proposed activities in the <b>Eligible WUI</b> ) and with required cost estimate in WS3  <i>Recipients with an acceptable plan that would like to amend a CWRP must contact UBCM before commencing the project.</i>
B. Develop FireSmart policies and practices for the design and maintenance of <b>First Nations land</b> and <b>publicly owned land</b> , such as parks and open spaces.	
C. Develop FireSmart policies and practices for the design and maintenance of <b>First Nations owned buildings</b> and <b>publicly owned buildings</b> .	
D. Complete FireSmart assessments for eligible <b>First Nation owned buildings, publicly owned buildings, publicly and First Nations owned critical infrastructure, cultural sites and/or green spaces</b> . FireSmart Assessments.  <i>A list of buildings, assets and/or locations that are proposed to be assessed, and the ownership of each is required to be submitted to UBCM prior to commencing work.</i>	
<ul style="list-style-type: none"> <li>• <a href="#">FireSmart Home Ignition Zone (HIZ) Assessment</a></li> </ul>	Up to \$270 per structure (generally 2 to 3 hours to complete)
<ul style="list-style-type: none"> <li>• <a href="#">FireSmart Critical Infrastructure Assessment</a></li> </ul>	Up to \$920 per structure (generally 4 to 8 hours) with required identification of buildings and ownership in WS1



<ul style="list-style-type: none"> <li>• <a href="#">FireSmart Wildfire Mitigation Program Assessment</a></li> </ul>	Initial assessment – Up to \$380 per structure (generally 2 to 3 hours to complete field assessment and report writing)
<ul style="list-style-type: none"> <li>• <a href="#">Checklist for CRI Requirements for Fuel Management Prescription</a> (required before <b>Cultural Sites</b> and <b>Green Spaces</b> Assessment is started).</li> </ul>	Up to \$270 per location/structure (generally 2 to 3 hours to complete)
<ul style="list-style-type: none"> <li>• <a href="#">FireSmart Cultural Sites and Green Spaces Assessment</a></li> </ul>	Up to \$920 per structure/location (generally 4 to 8 hours) with ownership of land 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 Hub](#).*

Eligible Activities	Cost Maximums and Guidance
A. Amend Official Community Plans, Comprehensive Community Plans and/or land use, engineering and public works bylaws to incorporate FireSmart principles.	Up to \$11,600
B. Revise landscaping requirements in zoning and development permit documents to incorporate FireSmart principles.	Up to \$11,600
C. Establish or revise Development Permit Areas for Wildfire Hazard to incorporate FireSmart principles.	Up to \$11,600
D. Amend referral processes for new developments to ensure multiple departments, including the fire department and/or emergency management personnel, are included.	Up to \$11,600

#### 5. INTERAGENCY CO-OPERATION

*Interagency cooperation may include local fire departments, First Nation and/or local government staff and elected officials, **Provincial Crown Land** Manager (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails) and/or other land managers (e.g., Indigenous Services Canada), provincial ministries (e.g., EMCR and BCWS), industry representatives and other stakeholders.*

Eligible Activities	Cost Maximums and Guidance
A. Coordinate a <a href="#">Community FireSmart and Resiliency Collaborative</a> (CFRC) as the lead agency. <i>Note: eligible costs include development, coordination, administration, travel, and wages.</i>	Up to \$2,400 per meeting or up to \$12,000 per year
B. Participate in a <a href="#">Community FireSmart and Resiliency Collaborative</a> (CFRC) that is led by another agency.	Up to \$1,200 per meeting or up to \$6,000 per year
C. Participate in an integrated fuel management, <b>cultural burning</b> and/or <b>prescribed fire</b> planning table (generally led by Ministry staff in collaboration with communities) to support the	Up to \$1,200 per meeting

integration of fuel management planning across jurisdictional boundaries.	
D. 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.	
E. Attend the Wildfire Resiliency and Training Summit. <i>Note: eligible costs include conference fee and travel (including accommodations and per diems).</i>	Up to four staff per eligible applicant, up to \$2,200 per attendee per year
<b>6. EMERGENCY PLANNING</b>	
<i>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.</i>	
<b>Eligible Activities</b>	<b>Cost Maximums and Guidance</b>
A. Develop and/or participate in cross-jurisdictional meetings and <u>tabletop exercises</u> specifically focused on wildfire preparedness and suppression, including seasonal wildfire readiness meetings.	Up to \$2,400 per meeting
B. Assess community water delivery ability as required for suppression activities, limited to current water system evaluation and available flow analysis.	Up to \$11,600
C. Assess, inventory and <u>purchase</u> FireSmart structure protection equipment.  <i>Refer to <a href="#">Appendix 4</a> for more information on the eligible FireSmart Structure Protection Trailer expenditures. Confirmation from the SPCO must be submitted to UBCM prior to commencing work for Phases 2, 3 or 4.</i>	Up to \$50,000 per year
D. Use and/or promote <a href="#">EMCR Wildfire Preparedness Guide</a> and/or <a href="#">Wildfire Evacuation Checklist</a> for community emergency preparedness events focused on wildfire.	Up to \$6,000 per event
<b>7. FIRESMART TRAINING AND CROSS TRAINING</b>	
<i>Cross-training fire department members and emergency management personnel supports local FireSmart activities, including a safe and effective wildfire response.</i>	
<i>For all virtual courses, eligible costs include course fee, required course materials, wages 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, wages and travel (including accommodations and per diems).</i>	
<b>Eligible Activities</b>	<b>Cost Maximums and Guidance</b>
A. Training for FireSmart Positions.  <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>	
B. <a href="#">Local FireSmart Representative</a> training (free, virtual).	

<p>Refer to <a href="#">Appendix 5</a> for more information on the FireSmart Canada Neighbourhood Recognition program.</p>	
<p>C. Updated January 2025 - <a href="#">Wildfire Mitigation Program (WMP)</a>– Wildfire Mitigation Specialist training <u>for new applicants to the Wildfire Mitigation Program.</u></p> <p>To become a WMS, the WMP workshop (max. 14 attendees) must be completed. The workshop instructor cost and course fees are \$2,500 plus a \$2,000 facilitation cost (facility rentals, coordination, etc.).</p> <p>Note: eligible costs include travel expenses to attend a workshop outside of community (including accommodations and per diems).</p> <p>Refer to <a href="#">Appendix 5</a> for more information on the Wildfire Mitigation Program.</p>	<p>Up to \$4,500 per facilitated workshop.</p> <p>Up to four staff per eligible applicant to travel to workshop outside of their community, up to \$2,200 per person per year</p>
<p>D. Cross-train <u>fire department members</u> only to include structural fire and interface wildfire training. The following are the <u>only</u> 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>	
<ul style="list-style-type: none"> <li>• <a href="#">Fire Life &amp; Safety Educator</a> (public education course for fire safety education).</li> </ul>	
<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>	
<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>	
<ul style="list-style-type: none"> <li>• <a href="#">S-100</a> Basic fire suppression and safety (basic fire suppression training) and S-100A (annual refresher).</li> </ul>	
<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>	
<ul style="list-style-type: none"> <li>• <a href="#">S-231</a> Engine Boss (training for structure defense program in a WUI event).</li> </ul>	
<ul style="list-style-type: none"> <li>• <a href="#">WSPP-115</a> Wildland Structure Protection (training for structure protection unit crews)</li> </ul>	
<ul style="list-style-type: none"> <li>• <a href="#">WSPP-FF1</a>(train the trainer)</li> </ul>	
<ul style="list-style-type: none"> <li>• Task force leader (TFL-1 &amp; TFL-Advanced) (for structure defense only; course for structural fire personnel to monitor and assess specialty resources that work together to accomplish a common task).</li> </ul>	
<ul style="list-style-type: none"> <li>• Structure Division/Group Supervisor (DivS/GrpS) (for structure defense only; course for structural fire personnel to implement assigned portion of the Incident Action Plan</li> </ul>	

and be responsible for all operations conducted in the division/group).	
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<p>E. 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>	
<p><b>8. FIRESMART PROJECTS FOR CRITICAL INFRASTRUCTURE</b></p> <p><i>Implementing recommended FireSmart improvements to local critical infrastructure demonstrates wildfire prevention principles and best practices to community members and other stakeholders.</i></p> <p><i>To be eligible for funding, all critical infrastructure projects must have a completed FireSmart assessment submitted to UBCM prior to commencing work. Refer to <a href="#">Appendix 6</a> for funding requirements for critical infrastructure.</i></p>	
Eligible Activities	Cost Maximums and Guidance
<p>A. Complete FireSmart Assessment before mitigation work is started (cost is an eligible expense provided the assessment is completed within six months prior to the date of allocation-based funding request).</p>	
<ul style="list-style-type: none"> <li>• <a href="#">FireSmart HIZ Assessment</a></li> </ul>	<p>Up to \$270 per structure (generally 2 to 3 hours to complete)</p>
<ul style="list-style-type: none"> <li>• <a href="#">FireSmart Critical Infrastructure Assessment</a></li> </ul>	<p>Up to \$920 per structure (generally 4 to 8 hours) with required identification of buildings and ownership</p>
<ul style="list-style-type: none"> <li>• <a href="#">FireSmart Wildfire Mitigation Program Assessment</a></li> </ul>	<p>Up to \$380 per structure (generally 2 to 3 hours to complete)</p>
<p>B. Complete recommended mitigation activities identified in the assessment, limited to labour and material costs required to complete activities outlined in <a href="#">Table 11 (Appendix 6)</a>.</p> <p><i>A completed FireSmart assessment must be submitted to UBCM prior to commencing work.</i></p>	<p>Up to \$58,000 per eligible structure, including building materials and labour</p>
<p>C. Complete second FireSmart Assessment after mitigation work is complete (required).</p>	
<ul style="list-style-type: none"> <li>• <a href="#">FireSmart HIZ Assessment</a></li> </ul>	<p>Up to \$270 per structure (generally 2 to 3 hours to complete)</p>
<ul style="list-style-type: none"> <li>• <a href="#">FireSmart Critical Infrastructure Assessment</a></li> </ul>	<p>Up to \$920 per structure (generally 4 to 8 hours)</p>
<ul style="list-style-type: none"> <li>• <a href="#">FireSmart Wildfire Mitigation Program Assessment</a></li> </ul>	<p>Follow-up inspection – Up to \$165 per structure (generally 1 hour to complete)</p>

## 9. 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 assets projects must have a completed FireSmart assessment submitted to UBCM prior to commencing work. Refer to [Appendix 6](#) for funding requirements for community assets.*

Eligible Activities	Cost Maximums and Guidance
A. Complete FireSmart Assessment before mitigation work is started (cost is an eligible expense provided the assessment is completed within six months prior to the date of allocation-based funding request).	
<ul style="list-style-type: none"> <li>• <a href="#">FireSmart HIZ Assessment</a></li> </ul>	Up to \$270 per structure (generally 2 to 3 hours to complete)
<ul style="list-style-type: none"> <li>• <a href="#">FireSmart Critical Infrastructure Assessment</a></li> </ul>	Up to \$920 per structure (generally 4 to 8 hours) with required identification of buildings and ownership
<ul style="list-style-type: none"> <li>• <a href="#">FireSmart Wildfire Mitigation Program Assessment</a></li> </ul>	Up to \$380 per structure (generally 2 to 3 hours to complete)
B. Complete recommended mitigation activities identified in the assessment, limited to labour and material costs required to complete activities outlined in <a href="#">Table 11 (Appendix 6)</a> . <i>A completed FireSmart assessment must be submitted to UBCM prior to commencing work.</i>	Up to \$58,000 per eligible structure, including building materials and labour
C. Complete second FireSmart assessment after mitigation work is complete (required).	
<ul style="list-style-type: none"> <li>• <a href="#">FireSmart HIZ Assessment</a></li> </ul>	Up to \$270 per structure (generally 2 to 3 hours to complete)
<ul style="list-style-type: none"> <li>• <a href="#">FireSmart Critical Infrastructure Assessment</a></li> </ul>	Up to \$920 per structure (generally 4 to 8 hours)
<ul style="list-style-type: none"> <li>• <a href="#">FireSmart Wildfire Mitigation Program Assessment</a></li> </ul>	Follow-up inspection – Up to \$165 per structure (generally 1 hour to complete)

## 10. FIRESMART PROJECTS FOR CULTURAL SITES

**Cultural Sites** are locations of historical and cultural importance to Indigenous communities, preserving their heritage, traditions, and connection to the land. These include, but are not limited, to culturally modified trees, traditional dwellings, burial sites, and ceremonial sites.

*To be eligible for funding, all projects must have a completed Checklist for CRI Requirements for Fuel Management Prescription and a completed FireSmart **Cultural Sites** and **Green Spaces** (CSGS) Assessment submitted to UBCM prior to commencing work.*

*In cases where **cultural sites** are located on **Provincial Crown Land** confirmation that the proposed activities are supported will be required from Provincial Crown Land Manager (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails) and must be submitted to UBCM prior to commencing work.*



Refer to [Appendix 7](#) for complete funding requirements for **Cultural Sites**.

<p>A. Complete <a href="#">Checklist for CRI Requirements for Fuel Management Prescription</a> before CSGS Assessment is started (cost is an eligible expense provided the checklist is completed within six months prior to the date of allocation-based funding request).</p>	<p>Up to \$270 per location/structure (generally 2 to 3 hours to complete)</p>
<p>B. Complete initial <a href="#">FireSmart CSGS Assessment</a> before mitigation work is started (cost is an eligible expense provided the assessment is completed within six months prior to the date of allocation-based funding request).</p>	<p>Up to \$920 per location/structure (generally 4 to 8 hours)</p>
<p>C. Complete recommended mitigation activities identified in the <a href="#">FireSmart CSGS Assessment</a>, limited to labour and material costs required to complete activities outlined in <a href="#">Table 12 (Appendix 7)</a>.</p> <p><i>A completed Checklist for CRI Requirements for Fuel Management Prescription and a completed FireSmart <b>Cultural Sites and Green Spaces</b> (CSGS) Assessment must be submitted to UBCM prior to commencing work.</i></p>	<p>Up to \$27,000 per eligible location, including building materials and labour</p>
<p>D. Complete second <a href="#">FireSmart CSGS Assessment</a> after mitigation work is complete (required).</p>	<p>Up to \$920 per location/structure (generally 4 to 8 hours)</p>
<p><b>11. FIRESMART PROJECTS FOR GREEN SPACES</b></p> <p><b>Green spaces</b> include parks, gardens, cemeteries, naturalized spaces, trails and pathways, linear parks and greenways, rights-of-way and boulevards. Green spaces are limited to <b>First Nations owned land</b> or <b>publicly owned land</b>.</p> <p><i>To be eligible for funding, all projects must have a completed Checklist for CRI Requirements for Fuel Management Prescription and a completed FireSmart <b>Cultural Sites and Green Spaces</b> (CSGS) Assessment submitted to UBCM prior to commencing work. Refer to <a href="#">Appendix 7</a> for funding requirements for green spaces.</i></p>	
<p>A. Complete <a href="#">Checklist for CRI Requirements for Fuel Management Prescription</a> before CSGS Assessment is started (cost is an eligible expense provided the checklist is completed within six months prior to the date of allocation-based funding request).</p>	<p>Up to \$270 per location/structure (generally 2 to 3 hours to complete)</p>
<p>B. Complete initial <a href="#">FireSmart CSGS Assessment</a> before mitigation work is started (cost is an eligible expense provided the assessment is completed within six months prior to the date of allocation-based funding request).</p>	<p>Up to \$920 per location/structure (generally 4 to 8 hours)</p>
<p>C. Complete recommended mitigation activities identified in the <a href="#">FireSmart CSGS Assessment</a>, limited to labour and material costs required to complete activities outlined in <a href="#">Table 12 (Appendix 7)</a>.</p> <p><i>A completed Checklist for CRI Requirements for Fuel Management Prescription and a completed FireSmart <b>Cultural Sites and Green Spaces</b> (CSGS) Assessment must be submitted to UBCM prior to commencing work.</i></p>	<p>Up to \$27,000 per eligible location, including building materials and labour</p>

D. Complete second <a href="#">FireSmart CSGS Assessment</a> after mitigation work is complete (required).	Up to \$920 per location (generally 4 to 8 hours)
<p><b>12. FIRESMART ACTIVITIES FOR RESIDENTIAL AREAS</b></p> <p><i>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.</i></p> <p><i>To be eligible for funding, all FireSmart activities for residential areas must be located in the <a href="#">FireSmart Home Ignition Zone</a> (with residential property and/or home owners' written consent).</i></p>	
<b>Eligible Activities</b>	<b>Cost Maximums and Guidance</b>
A. Residential FireSmart Activities.	
<ul style="list-style-type: none"> <li>• Conduct FireSmart HIZ Assessments for individual residential properties or homes, limited to: <ul style="list-style-type: none"> <li>○ Data collection activities using HIZ assessment.</li> <li>○ Digitizing HIZ assessment information.</li> <li>○ Simple reporting (for community, Council, etc.).</li> <li>○ Basic mapping for PDF product.</li> </ul> </li> </ul>	Up to \$270 per structure (generally 2 to 3 hours to complete)
<ul style="list-style-type: none"> <li>• Offer local rebate programs to residential property or home owners that complete eligible FireSmart activities. <i>Refer to <a href="#">Appendix 8</a> for more information.</i></li> </ul>	Rebates are limited to 50% of the total cost of the eligible activities identified in <a href="#">Table 13 (Appendix 8)</a> and up to \$5,000 per property
<ul style="list-style-type: none"> <li>• Completion of recommended mitigation activities identified in a completed FireSmart Assessment, limited to labour costs required to complete activities outlined in <a href="#">Table 13</a> (see <a href="#">Appendix 8</a>) for: <ul style="list-style-type: none"> <li>○ Residential homes and properties owned by seniors (65 years of age or older), elders, people with limited mobility or vulnerable populations who cannot undertake mitigation activities themselves.</li> <li>○ Band owned housing occupied by elders, people with limited mobility or vulnerable populations and who cannot undertake mitigation activities themselves.</li> </ul> </li> </ul>	
<p>B. FireSmart Canada <b>Neighbourhood</b> Recognition.</p> <p><i>Refer to <a href="#">Appendix 5</a> for requirements for funding this activity and note that the assessment and plan are required to be completed in the same intake.</i></p>	<p><a href="#">Neighbourhood Wildfire Hazard Assessments</a> - Up to \$500 per <b>neighbourhood</b> (generally 3 – 4 hours to complete)</p> <p><a href="#">FireSmart Neighbourhood Plans</a> - Up to \$1,200 per <b>neighbourhood</b></p>
<p>C. Conduct FireSmart Home Partners Assessment for individual residential properties or homes, <u>limited to</u>:</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 WMP data base.</li> <li>• Simple reporting (for community, Council, etc.).</li> </ul>	<p>Initial assessment – Up to \$380 per structure (generally 2 to 3 hours to complete)</p> <p>Follow-up inspection – Up to \$165 per structure (generally 1 hour to complete)</p>

<ul style="list-style-type: none"> <li>• Basic mapping for PDF product.</li> </ul> <p>Refer to <a href="#">Appendix 5</a> for requirements for funding.</p>	
<p>D. Provide off-site vegetative debris disposal for residential property or home owners who have undertaken their own <b>residential scale FireSmart vegetation management</b>, including:</p> <ul style="list-style-type: none"> <li>• Provide sharpening services for gardening hand tools.</li> <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 estimate in WS1</p>

### Additional Eligible Costs and 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). Eligible expenses include wages/salary, mandatory employment related costs as required by federal or provincial law, and other employment related costs as required by the approved applicant.
- 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.
- 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.
- Expenses related to local cultural protocols (e.g., gifts, cultural ceremonies).
- Translation costs and the development of culturally appropriate education, awareness, or engagement materials.
- Identification of community and cultural values through engagement. This includes seeking advice from Indigenous Knowledge Holders and other experts (e.g., health authorities, First Nations Health Authority, biologists, etc.) and engaging the community (e.g., equity-denied populations, Indigenous organizations, such as Friendship Centres and Métis Chartered Communities), Indigenous Nations, local governments, agricultural sector, critical infrastructure owners, etc.
- Purchase of tools (e.g., hand saws, loppers), power tools (e.g. chainsaws, brush saws, walk-behind lawnmowers, string trimmers) required for eligible activities (up to \$5,000 per eligible applicant per year).
- Purchase of 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 year).
- Lease of equipment and/or vehicles (with the exception of trailers or equipment for FireSmart structure protection).

- Presentation to Band Council, or Treaty First Nation government, local government Council, Board, community organizations, etc.
- Public information costs (e.g., workshops, printed materials) that align with the intent of the funding stream and provide benefit to the community at large.

### Ineligible Costs and 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 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 (with the exception of CWRPs, amendments to existing CWRPs and [FireSmart Neighbourhood Plans](#)).
- Development or update of feasibility studies (including water tank location analysis).
- Purchase, construction, siting or maintenance 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' written consent) or outside of the **Eligible WUI**. Private Managed Forest Land (PMFL) wildfire threat assessments may be eligible if located within the **Eligible WUI** and the PMFL owner has consented in writing.
- For FireSmart crew activities only:
  - Purchase of machinery 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).

## 6. Allocation Request Requirements and Process

The <a href="#">LGPS Online Application Tool</a> is required to be used. Refer to <a href="#">Appendix 9</a> for full information.
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### Allocation Request Deadline

The 2025 FireSmart Community Funding and Supports program will have an open intake. Funding permitting, eligible recipients can submit one allocation request between October 1, 2024 and September 30, 2025.

Recipients will be advised of the status of their application within 60 days of submitting a complete, eligible request.

### Required Allocation Request Contents

As of July 1, 2024 applicants will have the option to submit a Band Council, Treaty First Nation, or local government resolution OR a letter of support from the Band Manager, CAO or CFO for applications that are from a single applicant and request less than \$50,000 in funding.

All allocation funding requests more than \$50,000 in funding will require resolution(s) to be submitted.

All recipients are required to complete the LGPS Online Application Form and Form and submit the Allocation-based Funding Worksheet as outlined in Table 2:

Table 2: Required Allocation Request Contents and Related Attachments	
Required Submissions	Related Attachments (as required)
Allocation-based Funding Worksheet	<ul style="list-style-type: none"> <li>• If available, workplans, budgets or other documents with information on anticipated FireSmart activities, such as completed FireSmart Assessments.</li> <li>• Completed CWPP or CWRP (if not previously submitted).</li> </ul>
<p>For Amended CWRPs only</p> <p><i>Recipients with an acceptable plan that would like to amend a CWRP must contact UBCM before commencing the project.</i></p>	<ul style="list-style-type: none"> <li>• Worksheet 3 can be submitted with the application or at a later date.</li> <li>• PDF map <u>and</u> Google Earth compatible KML file, at appropriate scale, outlining the <b>AOI</b> and <b>Eligible WUI</b>.</li> <li>• In cases where the <b>Eligible WUI</b> is outside of the <b>AOI</b>, confirmation that the proposed risk assessments activities are supported will be required <u>at the time of application submission</u> from Provincial Crown Land Manager (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails), other land managers (e.g. Indigenous Services Canada, local governments) and/or First Nations (where overlap on reserves and/or traditional territories may exist).</li> <li>• In cases where the <b>eligible WUI</b> includes Private Managed Forest Land (PMFL), confirmation that the proposed threat assessments activities are supported will be required <u>at the time of application submission</u> from the PMFL.</li> </ul>
<p>Band Council, Treaty First Nation, or local government Council or Board resolution, (<u>or</u> letter of support from Band Manager, CAO or CFO when request under \$50,000 only), indicating support for the current proposed activities and willingness to provide overall grant management.</p>	

### Additional Funding for Fuel Management or Recipients Impacted by 2024 Wildfires

In order to apply for fuel management or additional funds for recipients impacted by 2024 wildfires, refer to Table 3.

Table 3: Additional Contents and Related Attachments	
Fuel Management	<ul style="list-style-type: none"> <li>• Refer to the <a href="#">Application-based program</a>. Worksheet 2 can be submitted with the Allocation-based Funding Worksheet or at a later date.</li> </ul>
Worksheet 4: Additional Funding for Applicants Impacted by 2024 Wildfires	<ul style="list-style-type: none"> <li>• Worksheet 4 can be submitted with the application or at a later date.</li> <li>• Community Planning - List of buildings, assets and/or locations that are proposed to be assessed, and the ownership of each</li> </ul>

### Submissions Required to Support FireSmart Activities

The submissions identified in Table 4 are not required to be submitted with the Allocation-based Funding Worksheet, but are required to be submitted to UBCM prior to commencing work.

Please refer to the Allocation Claims/Final Report Form for more information on the submissions that will be required for claims and/or final reporting.

**Table 4: Related Attachments for FireSmart Activities**

<p>Prior to commencing FireSmart Activities (as required)</p> <p><i>Recipients are advised to contact UBCM to discuss when related attachments should be submitted for allocation-based funding.</i></p>	<ul style="list-style-type: none"> <li>• Community Planning - List of buildings, assets and/or locations that are proposed to be assessed, and the ownership of each</li> <li>• Emergency Planning - Approval from SPCO (if applying for Phase 2, 3 or 4) for FireSmart structure protection equipment</li> <li>• FireSmart Projects for Critical Infrastructure - Completed initial FireSmart Assessment(s)</li> <li>• FireSmart Projects for Community Assets - Completed initial FireSmart Assessment(s)</li> <li>• FireSmart Projects for <b>Cultural Sites</b> - Completed Prescription Checklist and initial FireSmart Assessment(s)</li> <li>• FireSmart Projects for <b>Green Spaces</b> - Completed Prescription Checklist and initial FireSmart Assessment(s)</li> <li>• In cases where critical infrastructure, community assets or <b>Cultural Sites</b> are located on <b>Provincial Crown Land</b> confirmation that the proposed activities are supported will be required from Provincial Crown Land Manager (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails).</li> </ul>
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### Submission of Allocation Request

Allocation requests are required to be submitted in two steps prior to the application deadline:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Allocation-based Funding Worksheet that must be completed as part of Step 2.
2. Allocation-based Funding Worksheet: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

Refer to [Appendix 9](#) for more information on new process and the information that will be required to be submitted during each step, including all application questions.

## 7. Grant Management and Applicant Responsibilities

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

All recipients will receive written notice of funding decisions. Recipients 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.



Grants are awarded in two payments: 25% 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.

## Post-Grant Approval Meetings

As a requirement of grant funding, all approved recipients 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.

In addition, where applicable, approved applicants are encouraged to meet with the **Provincial Crown Land** Manager (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails) and/or other land managers (e.g. Indigenous Services Canada) to discuss the project prior to commencing work.

## Progress Payments (Claims)

To request a progress payment, recipients are required to submit the [Allocation Claims Form](#) (and all required attachments).

## Extensions to Project End Date

All activities are required to be completed within the time frame identified in the Approval Agreement and all extensions beyond this date must be requested in writing and be approved by UBCM.

The [Interim Report Form](#) will be required to be submitted for all extensions request over six months. Extensions will not exceed one year from the date of the original final report deadline.

## Recognition of Funding and Funders

Approved applicants should contact UBCM for more information on recognizing funding and for information on the appropriate use of logos. Please contact [lgps@ubcm.ca](mailto:lgps@ubcm.ca) or (604) 270-8226 ext. 220. Guidelines on using the BC logo, including downloadable files, are available [here](#).

## 8. Interim Reporting and Final Report Requirements and Process

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Reporting requirements do not apply to any product, data or information which may include Indigenous knowledge. The Ministry of Forests respects the First Nations principles of OCAP®.

### Interim Reports

An interim report, using the [Allocation Claims Form](#), will be required at 12 months for all two-year projects.

### Final Reports

Applicants are required to submit an electronic copy of the complete final report, as outlined in Table 5.

Table 5: Required Final Report Contents and Related Attachments	
Required Submissions	Related Attachments (as required)
FireSmart Activities	<ul style="list-style-type: none"><li>• <a href="#">Refer to Allocation Claims/Final Report Form</a></li></ul>
CWRP Updates	<ul style="list-style-type: none"><li>• Copy of the amended CWRP</li><li>• Completed Wildfire Threat Assessment Worksheet(s) and photos</li><li>• Maps and spatial data as outlined in <a href="#">Appendix 10</a></li></ul>
Copies, excerpts and/or links to all materials produced with grant funding.	
Photos of funded activities and/or completed projects and links to media directly related to the funded project.	



## Submission of Interim Reporting and Final Reports

Interim and final reports should be submitted as Excel, 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 Reporting and 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 BCWS, FNESS and/or, where applicable, BC Parks before grant payment is released.

All final report materials may be shared with the Province of BC, First Nations' Emergency Services Society, and BC FireSmart Committee. The Province is moving towards a public dashboard that will highlight all plans and proposed/completed **fuel management treatments**. This would include spatial components and attributes and include changes to spatial requirements for CWRPs.

## 9. Additional Information

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Union of BC Municipalities

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

Phone: 604-270-8226 ext. 220

## Appendix 1: Definitions

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**Approved project:** Activities included in the approved application and costs included in the approved budget.

**Area of Interest (AOI):** The AOI is the geographic scope of the CWRP. For the purpose of the FireSmart Community Funding and Supports program, the AOI is the area within the municipal boundary, regional district boundary, or boundary of **First Nations land**. Refer to [Appendix 3](#) and the CWRP instruction guide and template for more information.

**Cultural Burning:** a practice that has existed since time immemorial, with traditional knowledge passed down from generation to generation. It holds different meanings for different Indigenous communities, but is often defined as the controlled application of fire on the landscape to achieve specific cultural objectives. These burns are typically implemented at low intensity, with guidance from an Elder or Fire Knowledge Keeper, often in collaboration with inter-ministry partners. Common objectives include, but are not limited to cultural and language preservation, fuel mitigation, food and medicinal plant revitalization, and habitat enhancement.

**Cultural Sites:** locations of historical and cultural importance to Indigenous communities, preserving their heritage, traditions, and connection to the land. These include, but are not limited, to culturally modified trees, traditional dwellings, burial sites, and ceremonial sites.

**Eligible Wildland Urban Interface (WUI):** for the purpose of the FireSmart Community Funding and Supports program, the **Eligible WUI** is generally defined as a maximum of one kilometer from structures within the AOI with a structure density class greater than 6. Applicants are advised to use the [Province of BC Data Catalogue](#) for PSTA and WUI spatial data layers.

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

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

**Green Spaces:** for the purpose of FireSmart Community Funding and Supports program, green spaces are limited to **First Nations owned land** or **publicly owned land** and only include:

- Parks: open areas with lawns, trees, and amenities for recreation, including playgrounds, sports fields, and picnic areas.
- Gardens: spaces featuring a variety of plants and flowers, often with educational purposes.
- Cemeteries
- Naturalized spaces: undeveloped areas within urban settings.
- Trails and Pathways: walking and biking routes connecting different parts of a city or town.
- Linear Parks and Greenways, including former railway lines.
- Right-of-Ways and Boulevards: landscaped roadside areas with trees and vegetation.

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

**Prescribed fire:** deliberate, planned and knowledgeable application of fire to a specific land area to accomplish pre-determined forest management or other land use objectives.

**Primary applicant:** Eligible applicant that is the primary contact for the application and that is responsible for project oversight, grant management and all reporting requirements.

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

**Provincial Crown Land:** land (or land covered by water like rivers or lakes) that is owned by the Province of BC.

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

**Publicly owned 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 and Supports program, land owned by colleges and universities is not considered **publicly owned land**.

**Publicly and First Nations owned critical infrastructure:** assets owned by a 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.).

**Sub-applicant(s):** In the case of regional projects, the sub-applicants are eligible applicants that are included in an approved application.

**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 at various scales:

1. **Residential Scale FireSmart vegetation management:** removal, reduction, or conversion of flammable plants on residential properties in order to create more fire-resistant areas in FireSmart Immediate, Intermediate, and Extended Zones (refer to the [FireSmart BC Landscaping Guide](#)).
2. **Community Scale FireSmart vegetation management:** removal, reduction, or conversion of flammable plants (such as landscaping for parks, open spaces, and critical infrastructure) in order to create more fire-resistant areas in FireSmart Immediate, Intermediate, and Extended Zones (refer to the [FireSmart BC Landscaping Guide](#)), including **Cultural Sites** and **green spaces**.
3. **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.



## Appendix 2: Additional Funding for Applicants Directly Impacted by 2024 Wildfires

Eligible applicants with an existing FireSmart program that were directly impacted by the 2024 wildfire season may apply to exceed the base funding maximum in order to support incremental FireSmart activities due to increased local demand for wildfire risk reduction.

Additional funding for applicants directly impacted by wildfire is limited to:

- Communities that experienced, as a direct result of 2024 wildfires:
  - Loss of residential structures;
  - Loss of critical infrastructure; and/or
  - New in 2025 - Evacuation alerts and/or orders on the recommendation of the BC Wildfire Service.
- Eligible applicants that have an existing FireSmart program and can demonstrate an increase in demand for FireSmart activities since wildfire season.
- Activities identified in Table 6 that are incremental to any activities that have been approved under the FireSmart Community Funding & Supports program.
- No more than \$100,000 in additional funding.
- Single applicants (i.e., not as part of regional applications).

In addition, in order to qualify for additional funds, the applicant must have an approved 2025 FireSmart Community Funding and Supports application or include the request for additional funds in their 2025 application. Worksheet 4 is required to be submitted for consideration of additional funding. This worksheet will be reviewed by the BCWS and/or FNESS.

<b>Table 6: Activities Eligible for Funding for Applicants Directly Impacted by 2024 Wildfires</b>	
<b>1. FIRESMART POSITIONS</b>	
<b>Eligible Activities</b>	<b>Cost Maximums and Guidance</b>
A. Incremental FireSmart positions (e.g. creating a new position or adding new responsibilities to an existing position), based on the recommended <a href="#">job descriptions</a> : <ul style="list-style-type: none"> <li>• FireSmart Coordinator</li> <li>• Local FireSmart Representative</li> <li>• Wildfire Mitigation Specialist</li> </ul>	Required cost estimate in WS4  <i>Applicants are required to have a FireSmart position in their community.</i>  <i>The primary focus of FireSmart positions during recovery is to support eligible FireSmart activities identified in Table 6. Other activities related to emergency management (i.e. EOC, ESS, evacuations), structural fire and/or forestry (i.e. Indigenous Guardians) are eligible as no more than 20% of job duties.</i>
<b>2. EDUCATION</b>	
<b>Eligible Activities</b>	<b>Cost Maximums and Guidance</b>
A. Promote/distribute FireSmart educational resources, such as <a href="#">FireSmart 101</a> , <a href="#">Wildfire Risk Reduction Basics</a> , <a href="#">FireSmart Canada Ambassador training</a> , FireSmart Begins at Home app, social media, FireSmart BC materials.	Required cost estimate in WS4
B. Organize, host or support FireSmart events: Wildfire Community Preparedness Day, Farm and Ranch Wildfire Preparedness workshop, Neighbourhood Champion	Up to \$6,000 per event

workshop, community FireSmart day, and/or wildfire season open houses.	
C. New in 2025 - Support the <a href="#">FireSmart BC Education Program</a> at local school districts. This includes promotional materials for contests, banners, and targeted education events at schools to promote the education program curriculum. This includes promotional materials for contests, banners, and targeted education events at schools to promote the education program curriculum.	Up to \$600 per school per year
D. 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 \$600 per branch or \$2,000 per independent library to support the whole Library Program, or,  Up to \$300 per branch for the purchase of books from the Wildfire Resiliency Literacy Kit
E. Support the <a href="#">FireSmart BC Plant Program</a> at local garden centres or nurseries. Includes plant tags, banners, staff buttons and in-store advertising.	Up to \$2,700 per location
<p><b>3. COMMUNITY PLANNING</b></p> <p><i>Community planning is a very effective tool for reducing wildfire risk for lands and buildings within the administrative boundaries of First Nation communities and local governments.</i></p> <p><i>Refer to the <a href="#">Wildfire-Resilience Best Practice Checklist for Home Construction, Renovation and Landscaping</a> or <a href="#">FireSmart BC Landscaping Hub</a>.</i></p>	
<b>Eligible Activities</b>	<b>Cost Maximums and Guidance</b>
A. Amend existing CWRPs that are less than 5 years old due to impacts of recent wildfire in accordance with the 2024 template and guidance document  <i>Refer to <a href="#">Appendix 3</a> for more information on amending a CWRP</i>	Up to \$17,500 (depending on <b>AOI</b> and proposed activities in the <b>Eligible WUI</b> ) and with required cost estimate in WS3  <i>Recipients with an acceptable plan that would like to amend a CWRP must contact UBCM before commencing the project.</i>
B. Develop FireSmart policies and practices for the design and maintenance of <b>First Nations land</b> and <b>publicly owned land</b> , such as parks and open spaces.	Required cost estimate in WS4
C. Develop FireSmart policies and practices for the design and maintenance of <b>First Nations owned buildings</b> and <b>publicly owned buildings</b> .	Required cost estimate in WS4
D. Complete FireSmart assessments for eligible <b>First Nation owned buildings, publicly owned buildings, publicly and First Nations owned critical infrastructure, cultural sites and/or green spaces</b> . FireSmart Assessments including:	
<ul style="list-style-type: none"> <li>• <a href="#">FireSmart Home Ignition Zone (HIZ) Assessment</a></li> </ul>	Up to \$270 per structure (generally 2 to 3 hours to complete)

<ul style="list-style-type: none"> <li>• <a href="#">FireSmart Critical Infrastructure Assessment</a></li> </ul>	Up to \$920 per structure (generally 4 to 8 hours) with required identification of buildings and ownership in WS4
<ul style="list-style-type: none"> <li>• <a href="#">FireSmart Wildfire Mitigation Program Assessment</a></li> </ul>	Initial assessment – Up to \$380 per structure (generally 2 to 3 hours to complete field assessment and report writing)
<ul style="list-style-type: none"> <li>• <a href="#">Checklist for CRI Requirements for Fuel Management Prescription</a> (required before <b>Cultural Sites</b> and <b>Green Spaces</b> Assessment is started)</li> </ul>	Up to \$270 per location/structure (generally 2 to 3 hours to complete)
<ul style="list-style-type: none"> <li>• <a href="#">FireSmart Cultural Sites and Green Spaces Assessment</a></li> </ul>	Up to \$920 per structure/location (generally 4 to 8 hours) with ownership of land in WS4

#### 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 Hub](#).*

Eligible Activities	Cost Maximums and Guidance
A. Amend Official Community Plans, Comprehensive Community Plans and/or land use, engineering and public works bylaws to incorporate FireSmart principles.	Up to \$11,600
B. Revise landscaping requirements in zoning and development permit documents to incorporate FireSmart principles.	Up to \$11,600
C. Establish or revise Development Permit Areas for Wildfire Hazard to incorporate FireSmart principles.	Up to \$11,600
D. Amend referral processes for new developments to ensure multiple departments, including the fire department and/or emergency management personnel, are included.	Up to \$11,600

#### 5. FIRESMART ACTIVITIES FOR RESIDENTIAL AREAS

*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](#) (with residential property and/or home owners' written consent).*

Eligible Activities	Cost Maximums and Guidance
A. Residential FireSmart Activities.	
<ul style="list-style-type: none"> <li>• Conduct FireSmart HIZ Assessments for individual residential properties or homes, limited to: <ul style="list-style-type: none"> <li>○ Data collection activities using HIZ assessment.</li> <li>○ Digitizing HIZ assessment information.</li> </ul> </li> </ul>	Up to \$270 per structure (generally 2 to 3 hours to complete)

<ul style="list-style-type: none"> <li>○ Simple reporting (for community members, Council, etc.).</li> <li>○ Basic mapping for PDF product.</li> </ul>	
<ul style="list-style-type: none"> <li>● Offer local rebate programs to residential property or home owners that complete eligible FireSmart activities. <i>Refer to <a href="#">Appendix 8</a> for more information.</i></li> </ul>	Rebates are limited to 50% of the total cost of the eligible activities identified in <a href="#">Table 13 (Appendix 8)</a> and up to \$5,000 per property
<ul style="list-style-type: none"> <li>● Completion of recommended mitigation activities identified in a completed FireSmart Assessment, limited to labour costs required to complete activities outlined in <a href="#">Table 13</a> (see <a href="#">Appendix 8</a>) for: <ul style="list-style-type: none"> <li>○ Residential homes and properties owned by seniors (65 years of age or older), elders, people with limited mobility or vulnerable populations who cannot undertake mitigation activities themselves.</li> <li>○ Band owned housing occupied by elders, people with limited mobility or vulnerable populations and who cannot undertake mitigation activities themselves.</li> </ul> </li> </ul>	
<p>B. FireSmart Canada <b>Neighbourhood</b> Recognition. <i>Refer to <a href="#">Appendix 5</a> for requirements for funding this activity and note that the assessment and plan are required to be completed in the same intake.</i></p>	<p><a href="#">Neighbourhood Wildfire Hazard Assessments</a> - Up to \$500 per <b>neighbourhood</b> (generally 3 – 4 hours to complete)</p> <p><a href="#">FireSmart Neighbourhood Plans</a> - Up to \$1,200 per <b>neighbourhood</b></p>
<p>C. Conduct FireSmart Home Partners Assessment for individual residential properties or homes, <u>limited to</u>:</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 WMP data base.</li> <li>● Simple reporting (for community members, Council, etc.).</li> <li>● Basic mapping for PDF product.</li> </ul> <p><i>Refer to <a href="#">Appendix 5</a> for requirements for funding.</i></p>	<p>Initial assessment – Up to \$350 per structure (generally 2 to 3 hours to complete)</p> <p>Follow-up inspection – Up to \$150 per structure (generally 1 hour to complete)</p>
<p>D. Provide off-site vegetative debris disposal for residential property or home owners who have undertaken their own <b>residential scale FireSmart vegetation management</b>, including:</p> <ul style="list-style-type: none"> <li>● Provide sharpening services for gardening hand tools</li> <li>● Provide a dumpster, chipper or other collection method.</li> <li>● Waive tipping fees.</li> <li>● Provide curbside debris pick-up.</li> </ul>	Required cost estimate in WS1

[Refer to Additional Information on the Use and Disposal of Wood Chips Generated by FCFS-Funded Projects](#)

## Appendix 3: Funding Requirements for Community Wildfire Resiliency Plans (New in 2025)

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For the purpose of the FireSmart Community Funding and Supports program, applicants are required to have a current and acceptable CWRP/CWPP for their community.

CWRPs and CWPPs must be complete and acceptable to the BCWS, FNESS and/or, where applicable, BC Parks. To be considered acceptable, plans must be developed in accordance with the CWRP template and guidance document and must include assessment and identification of FireSmart and fuel management priorities. Eligible applicants are strongly encouraged to engage with BCWS or FNESS as early as possible when considering a new or amended CWRP.

NOTE: The province is moving towards a public dashboard that will highlight all plans and proposed/completed **fuel management treatments**. This would include spatial components and attributes and include changes to spatial requirements for CWRPs.

### Community Wildfire Resiliency Plans

CWRPs are local and/or regional plans that are intended to increase communities' capacity and understanding of wildfire threat and risk by identifying achievable and accountable FireSmart action items that support wildfire risk reduction.

To be considered acceptable, CWRPs must be developed in accordance with the template and guidance document. The [CWRP instruction guide and template](#) are intended to help communities develop a comprehensive and science-based approach to wildfire risk reduction that reflects local priorities and provincial goals for prevention and mitigation.

The CWRP instruction guide and template ensure that all FireSmart disciplines are well represented in the resiliency planning process are designed to empower communities to develop a CWRP in a collaborative, cost-effective, and time-efficient manner.

The FireSmart Coordinator is generally the project lead for CWRP development (or amendment), with support from external consultants and/or contractors when needed. The goal is to build capacity within the community for both the development and implementation of the CWRP.

Regional and local Community FireSmart and Resiliency Collaboratives (CFRC) also play a key role in the development, maintenance and implementation of the CWRP. CFRCs bring partners together under a common vision that reflect a comprehensive approach toward risk reduction and resiliency measures as outlined with CWRPs.

### Developing a New CWRP

The **Area of Interest (AOI)** is the geographic scope of the CWRP. For the purpose of the FireSmart Community Funding and Supports program, the **AOI** is the area within the municipal boundary, regional district boundary, or boundary of **First Nations land**. For regional districts this could be the boundary of one or more electoral areas. The **AOI** could also include more than one neighbouring area. For example, a municipality and neighbouring electoral area could create a shared **AOI**.

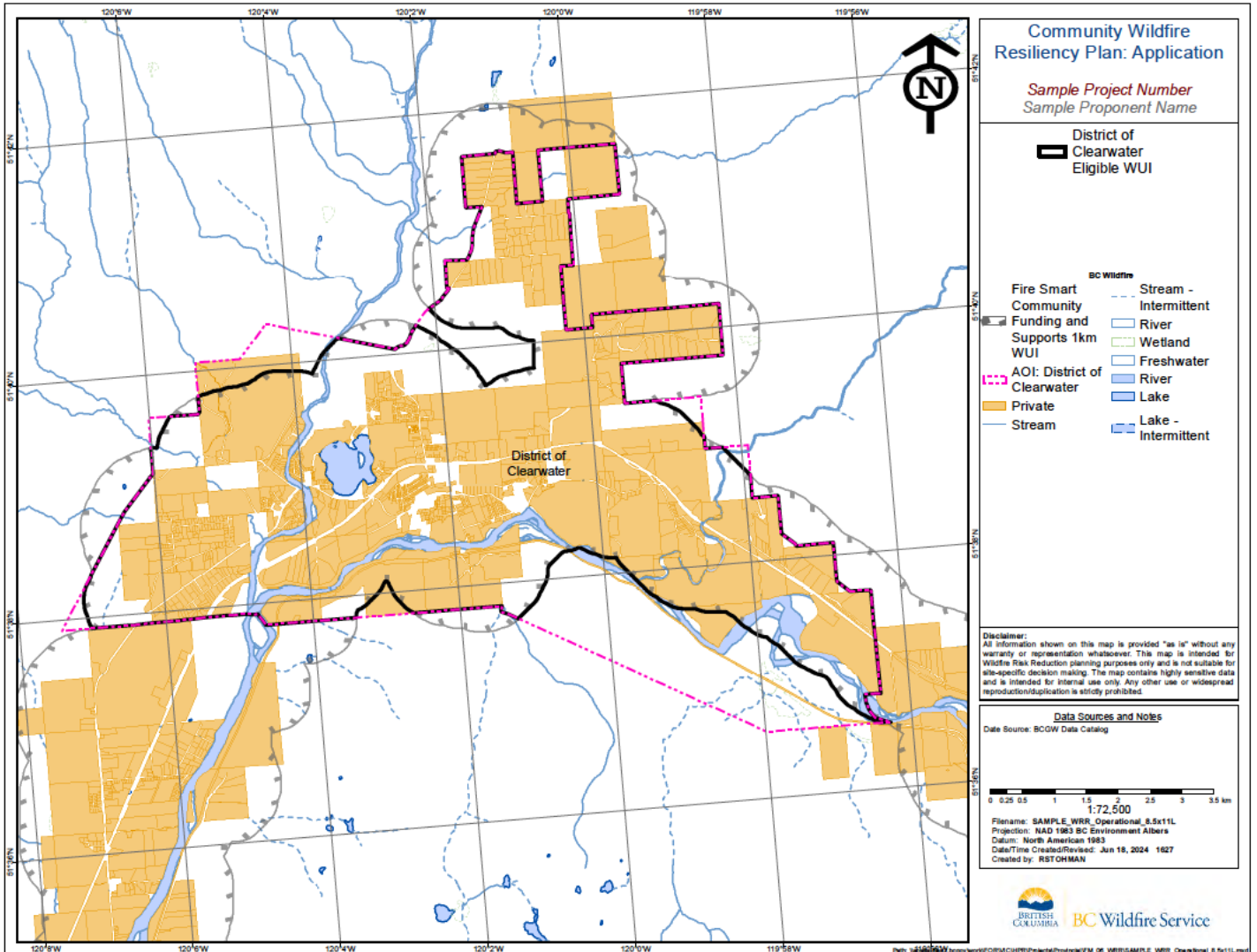
Refer to the CWRP instruction guide and template for more information.

Risk and threat assessments are a critical component of CWRPs. When developing or amending a CWRP, risk and threat assessments are limited to the **Eligible WUI**, which for the purpose of the FireSmart Community Funding and Supports program, is generally defined as a maximum of one kilometer from structures within the AOI with a structure density class greater than 6. Structural data updates may be collected and/or assembled as part of a CWRP, although it is not required if existing data is available.

Map 1 provides an example of the **AOI** and **Eligible WUI**. A full-size version of this map is available [here](#).

Applicants are advised to use the [Province of BC Data Catalogue](#) for PSTA and WUI spatial data layers.





**Map 1: Sample AOI and Eligible WUI**

To be eligible for funding:

- Local government land and **First Nations land** within the **Eligible WUI** must be assessed, but risk assessments on **Provincial Crown Land** within the **Eligible WUI** is voluntary (but eligible for funding)
- In cases where the applicant proposes risk assessments in **Eligible WUI** outside of the AOI, confirmation that the proposed risk assessments activities are supported will be required at the time of application submission from **Provincial Crown Land Manager** (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails), other land managers (e.g. Indigenous Services Canada, local government) and/or First Nations (where overlap on reserves and/or traditional territories may exist). This is limited to exceptional circumstances only.
- In cases where the applicant proposes threat assessment in the **Eligible WUI** in Private Managed Forest Land (PMFL), confirmation that the proposed threat assessments activities are supported will be required at the time of application submission from the PMFL.



## Amending an Existing CWRP

Existing CWRPs that are less than 5 years old should be amended to include:

- FireSmart Road Map.
- Recently acquired land or areas of new development, etc.
- Ground-truthing for new treatment units.
- Significant changes to forest stand composition and/or forest health changes or impacts.
- Integrating other plans or information.

## Application Requirements

In addition to the required application materials for the FireSmart Community Funding and Supports program (refer to [Table 2](#)), applicants are required to submit:

- Worksheet 3: Proposed New or Amended CWRP.
- PDF map and Google Earth compatible KML file, at appropriate scale, outlining the **area of interest** and **Eligible WUI**.
- In cases where the applicant proposes risk assessments in **Eligible WUI** outside of the AOI, confirmation that the proposed risk assessments activities are supported will be required at the time of application submission from **Provincial Crown Land** Manager (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails), other land managers (e.g., Indigenous Services Canada, local government) and/or First Nations (where overlap on reserves and/or traditional territories may exist). This is limited to exceptional circumstances only.
- In cases where the applicant proposes threat assessment in the **Eligible WUI** in Private Managed Forest Land (PMFL), confirmation that the proposed threat assessments activities are supported will be required at the time of application submission from the PMFL.

## Final Report Requirements

In addition to the required final report materials for the FireSmart Community Funding and Supports program (refer to [Table 5](#)), applicants are required to submit:

- Copy of the completed CWRP.
- Completed Wildfire Threat Assessment Worksheet(s) and photos.
- Maps and spatial data as outlined in [Appendix 10](#).

## Appendix 4: Funding Requirements for FireSmart Structure Protection

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Applicants are eligible to purchase up to \$50,000 (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 Community Wildfire Resiliency Plan or Structure Protection Community Assessment, and training of structural protection personnel as outlined below.

Leasing of structure protection trailers or equipment is not eligible for funding.

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.
- 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 will remain a local resource and not be considered for provincial deployments under the BCWS/FCABC Interagency Agreement.

### 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 CWRP or Structure Protection Community Assessment 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

It is recommended that in this phase applicants commit to completion of a FireSmart Structure Protection Trailer and purchase initial equipment (limited to [Table 7](#)), start the process of [requesting a Structure Protection Community Assessment](#) (or have one incorporated within their CWRP), and train staff to support a structure protection program (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 in Phase 1: Start Up expenditures: mixed oil 2 cycle, chain oil, tape (duct, Teflon or electrical), and rags.

**Table 7: Eligible Activities for FireSmart Structure Protection Phase 1**

<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
	1.5"	6
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

## Phase 2 Planning

It is recommended that in this phase applicants complete Structure Protection Community Assessments (with the Structure Protection Coordination Office), or incorporate them into their CWRP, and continue to purchase equipment (limited to Table 8).

<b>Table 8: Eligible Activities for FireSmart Structure Protection Phase 2</b>		
<b>Category</b>	<b>Item</b>	<b>Quantity</b>
Pump	Mark 3/Wick 75/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 Additional Equipment

It is recommended that in this phase recipients continue to purchase equipment (limited to Table 9).

<b>Table 9: Eligible Activities for FireSmart Structure Protection Phase 3</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 (limited to Table 10), have completed Structure Protection Community Assessments, or incorporated them into their CWRP, and have trained staff to support a structure protection program (refer to [Table 1](#) for training that is eligible for funding).

<b>Table 10: Eligible Activities for FireSmart Structure Protection Phase 4</b>		
<b>Category</b>	<b>Item</b>	<b>Quantity</b>
Pump	Mark 3/Wick 75/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 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 (> 1000 population), 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.

Communities with a population greater than 1000 should incorporate pre-incident planning into their Community Wildfire Resiliency Plan to achieve the same goals as the Structure Protection Community Assessment.

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 5: FireSmart Canada Neighbourhood Recognition Program and FireSmart BC Wildfire Mitigation Program (formally the Home Partners Program)**

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The FireSmart Canada Neighbourhood Recognition Program (FCNRP) and the FireSmart BC Wildfire Mitigation Program (WMP) are both excellent resources for communities and individual residents. However, it is important to understand the intent of each in order to apply for funding through the FireSmart Community Funding and Supports program.

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

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

The FCNRP focuses on engaging **neighbourhoods** and encouraging them to create a FireSmart plan for their **neighbourhood**. 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.

### **Wildfire Mitigation Program**

The FireSmart Wildfire Mitigation Program is a collaboration between FireSmart Canada, provincial governments, local governments, Indigenous communities, the private sector and homeowners in Canada.

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.

## Appendix 6: Funding Requirements for FireSmart Projects for Critical Infrastructure and Community Assets

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For critical infrastructure, eligible projects must be **First Nations owned buildings, publicly owned buildings or publicly or First Nations owned critical infrastructure** 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.

For community assets, 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).

In cases where critical infrastructure or community assets are located on **Provincial Crown Land** confirmation that the proposed activities are supported will be required from Provincial Crown Land Manager (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails) to UBCM prior to commencing work.

FireSmart Projects for Critical Infrastructure and Community Assets can include:

- Completion of required initial FireSmart Assessment before mitigation work is started (completed assessment must be submitted prior to commencing work but the cost is an eligible expense provided the assessment is completed within six months prior to the date of application submission).
- Retrofitting existing structures/properties.
- 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 11, are eligible.
  - An eligible assessment is completed when construction is complete.
- Completion of a second required FireSmart Assessment after mitigation work is complete.

All assessments for critical infrastructure or community assets are required to be completed on the FireSmart HIZ Assessment, FireSmart Critical Infrastructure Assessment or FireSmart Home Partners Assessment and submitted to UBCM prior to commencing work. 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 HIZ Assessments must be conducted by a qualified Local FireSmart Representative (LFR) and all Wildfire Mitigation 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 11: 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 (metal or aluminum, no exposed combustible fascia/roof covering above gutters, or no gutters)</li> <li>• Remove combustible gutters (plastic, vinyl, wood) and/or exposed combustible fascia/roof covering above gutter</li> <li>• Install metal angle flashing or drip edge where gutters are installed to protect the roof and any exposed fascia from ignition</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>
<b>6</b>	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>
<b>7</b>	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>
<b>8</b>	Walls	<ul style="list-style-type: none"> <li>• Ensure there is no less than 15 centimetres non-combustible vertical ground-to-siding surface consistently around the building</li> </ul>
<b>9</b>	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 have no gaps in ANY doors, OR no windows</li> </ul>
<b>10</b>	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 Immediate, Intermediate, and Extended Zones and slope set-back (if applicable)</li> </ul>
<b>11</b>	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 the Extended Zone</li> </ul>

<b>Critical Structures – Utility Poles, Communications Towers, Pipeline Valve Stations</b>		
<b>12</b>	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>
<b>13</b>	Utility line poles	<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 a non-combustible surface is continuous under all combustible infrastructure</li> </ul>
<b>14</b>	Critical component (weather stations, antennae masts,)	<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 Immediate Zone, Intermediate Zone and/or Extended Zones 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>FireSmart Immediate Zone (0 to 1.5 metres)</b>		
<b>15</b>	1.5 metres from furthest extent of critical building or structure (includes overhangs, extensions and decks)	<ul style="list-style-type: none"> <li>• Replace combustible surfaces with non-combustible surfaces (mineral soil, gravel, paving stones etc.)</li> <li>• Remove or mitigate combustible debris, materials, fences, or vegetation</li> </ul>
<b>FireSmart Intermediate Zone (1.5 to 10 metres)</b>		
<b>16</b>	Non-critical buildings and flammable substances or other combustible materials (vehicles, flammable liquids, debris, construction material etc.)	<ul style="list-style-type: none"> <li>• Ensure flammable substances are moved outside of the Intermediate Zone, or placed in an approved fire-resistant storage container</li> <li>• Ensure outbuildings and other combustible materials are mitigated to meet FireSmart guidelines or if left unmitigated, moved outside of the Intermediate Zone to a minimum of 15 m (50 feet)</li> </ul>
<b>17</b>	Trees	<ul style="list-style-type: none"> <li>• Remove coniferous trees from this zone or mitigate mature conifers (limb to 2 metres or 1/3 of canopy, whichever is less, and ensure 3 metres crown spacing where ecologically appropriate).</li> <li>• Promote deciduous trees that are resistant to wildfires</li> </ul>
<b>18</b>	Surface vegetation and combustible materials	<ul style="list-style-type: none"> <li>• Cut and maintain grass to less than 10 centimetres</li> <li>• Plant low-growing, well-spaced, fire-resistant plants and shrubs, avoid having any woody debris, including mulch</li> <li>• Ensure surface debris is kept to a minimum. Remove dead branches, excessive build-up of pine needles, and heavy accumulation of grass</li> </ul>

**FireSmart Extended Zone (10 to 30 metres)**

<b>19</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><li>• Promote the growth of deciduous trees in this zone, or ensure that conifers are separated to 3 meters of crown spacing (where ecologically appropriate), and limbed to a minimum of 2 meters or <math>\frac{1}{3}</math> of canopy, whichever is less</li></ul>
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## Appendix 7: Funding Requirements for FireSmart Projects for Cultural Sites and Green Spaces

**Cultural Sites** are locations of historical and cultural importance to Indigenous communities, preserving their heritage, traditions, and connection to the land. These include, but are not limited to, culturally modified trees, traditional dwellings, burial sites, and ceremonial sites.

In cases where **Cultural Sites** are located on **Provincial Crown Land** confirmation that the proposed activities are supported will be required from Provincial Crown Land Manager (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails) and must be submitted to UBCM prior to commencing work.

**Green spaces** include parks, gardens, cemeteries, naturalized spaces, trails and pathways, linear parks and greenways, rights-of-way and boulevards. **Green spaces** are limited to **First Nations owned land** or **publicly owned land**.

FireSmart Projects for **Cultural Sites** and **Green Spaces** include:

- [Checklist for CRI Requirements for Fuel Management Prescription](#) is required to be completed before CSGS Assessment is started (completed checklist must be submitted prior to commencing work but the cost is an eligible expense provided the assessment is completed within six months prior to the date of application submission).
- Completion of [FireSmart CSGS Assessment](#) before mitigation work is started (completed assessment must be submitted prior to commencing work but the cost is an eligible expense provided the assessment is completed within six months prior to the date of application submission).
- Community-scale FireSmart **vegetation management** practices to decrease CSGS wildfire risk.
- Only incremental FireSmart expenditures, limited to activities identified in Table 12, are eligible.

All assessments for CSGS are required to follow the [CSGS Guide](#) and be completed on the [CSGS Assessment](#) before mitigation work begins. A secondary assessment is required to be completed after mitigation activities are undertaken.

Please note that all CSGS Assessments must be conducted by a qualified Wildfire Mitigation Specialist (WMS) that has current training qualifications from FireSmart Canada or by a Forest Professional with LFR training, that is working within their scope of practice.

<b>Cultural Site or Green Space</b>		
<b>1</b>	Brushing of trees and shrubs	<ul style="list-style-type: none"> <li>• Remove conifers that are no greater than 2 metres in height</li> <li>• Ensure shrubs are spaced either individually or as clusters to break up fuel continuity</li> <li>• Ensure surface fuels are mitigated by removing heavy accumulation of dead branches, logs, leaves or needles, and wood chips.</li> </ul>
<b>2</b>	Pruning of trees and shrubs	<ul style="list-style-type: none"> <li>• Ensure conifer trees are pruned to 2 metres above ground or 1/3 of canopy, whichever is less.</li> <li>• Ensure flammable shrubs and excessive build up is removed from tree drip line.</li> </ul>
<b>3</b>	Plant selection	<ul style="list-style-type: none"> <li>• Ensure there is a mix of deciduous and coniferous trees present if possible.</li> <li>• Ensure flammable shrub species are replaced with FireSmart plant guide species (if culturally and/or ecologically appropriate). Prioritize native species to</li> </ul>

		reduce maintenance and water use if replacing existing plants
4	Hardscaping	<ul style="list-style-type: none"> <li>• Ensure landscaping timbers are properly mitigated, i.e. replace wooden ties with non-combustible material.</li> <li>• Ensure bark mulch is replaced with non-combustible material.</li> </ul>
5	Slope	<ul style="list-style-type: none"> <li>• Ensure extra measures are taken when CSGS has slope as a contributing risk factor (slope of 10% or greater could require a slope adjustment, whereby the zone distances with their corresponding mitigation requirements are doubled).</li> <li>• Ensure horizontal and vertical vegetation fuels are broken up with appropriate spacing 3 meters of crown spacing (where ecologically appropriate), and limbed to a minimum of 2 meters or 1/3 of canopy, whichever is less. On steep slopes, the height of limbing requirements may increase.</li> </ul>
<b>Cultural Site (with a precise focal point)</b>		
<b>FireSmart Immediate Zone (0 to 1.5 meters)</b>		
6	1.5 meters from furthest extent of focal point or specific value	<ul style="list-style-type: none"> <li>• Replace combustible surfaces with non-combustible surfaces</li> <li>• Remove combustible debris, materials, fences, or vegetation</li> </ul>
<b>FireSmart Intermediate Zone (1.5 to 10 meters)</b>		
7	Trees	<ul style="list-style-type: none"> <li>• Remove coniferous trees from this zone or mitigate mature conifers (limb to 2 metres and ensure 3 metres crown spacing where ecologically appropriate).</li> <li>• Promote deciduous trees that are resistant to wildfires</li> </ul>
8	Surface vegetation and combustible materials	<ul style="list-style-type: none"> <li>• Cut and maintain grass to less than 10 centimetres</li> <li>• Plant low-growing, well-spaced, fire-resistant plants and shrubs. Avoid having any woody debris, including mulch</li> <li>• Ensure surface debris is kept to a minimum. Remove dead branches, excessive build-up of pine needles, and heavy accumulation of grass</li> </ul>
<b>FireSmart Extended Zone (10 to 30 meters)</b>		
9	Trees	<ul style="list-style-type: none"> <li>• Mitigate or remove coniferous trees or replace with deciduous tree species</li> <li>• Limb conifer tree branches within 2 metres of the ground or 1/3 of canopy, whichever is less</li> </ul>
10	Surface vegetation and combustible materials	<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 8: Funding Requirements for FireSmart Rebate Program and Mitigation Work for Seniors, Elders, People with Limited Mobility or Vulnerable Populations

Approved applicants can use grant funding to offer local rebate programs and/or undertake eligible residential mitigation work for residential property or home owners that complete eligible FireSmart activities on their properties in the FireSmart Home Ignition Zone (within 30 m of homes and structures).

Rebates and eligible residential mitigation work can include:

- Retrofitting existing residential structures/properties.
- 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 13, are eligible.
  - An eligible assessment is completed when construction is complete.

### Rebate Program Requirements and Eligible Residential Mitigation Work

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 13 and no more than \$5,000 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 and eligible residential mitigation work. Current plans should be used to decide where to prioritize FireSmart activities.
- 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.
- The residential property or home owner must have a [FireSmart Home Ignition Zone Assessment](#) of their property conducted by a qualified Local FireSmart Representative (LFR) or have their home assessed through the [Wildfire Mitigation Program](#) by a qualified Wildfire Mitigation Specialist (WMS).
- The qualified LFR or WMS must use the [FireSmart Assessment Work Hours Estimate Form](#) to outline mitigation recommendations to the residential property or home owner.
- For rebates, 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 13, are eligible for the rebate or eligible residential mitigation work.

**Table 13: Eligible Activities for FireSmart Rebate Programs and Eligible Residential Mitigation Work**

Home or Structure		
<b>1</b>	Roof Materials 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, excluding dryer vents.</li> </ul>

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

<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 and 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>FireSmart Immediate 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>FireSmart Intermediate Zone (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 the Extended Zone or enclose in an approved outbuilding that meets FireSmart guidelines</li> </ul>
<b>7</b>	Outbuildings not meeting FireSmart guidelines	<ul style="list-style-type: none"> <li>• Upgrade outbuildings to meet FireSmart guidelines or relocate outbuildings more than 10 metres from home</li> <li>• Ensure any structures retained in this area are treated to the same standards as decks, and hardened against ember transfer</li> <li>• Examples of outbuildings include external heat sources, smoke houses, outdoor kitchens, etc.</li> </ul>
<b>8</b>	Trees	<ul style="list-style-type: none"> <li>• Remove coniferous trees from this zone or mitigate mature conifers (limb to 2 metres or 1/3 of canopy, whichever is less and ensure 3 metre crown spacing where ecologically appropriate).</li> <li>• Promote deciduous trees that are resistant to wildfires</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 centimetres or shorter</li> <li>• Plant low-growing, well-spaced, fire-resistant plants and shrubs, avoid having any woody debris, including mulch</li> <li>• Ensure surface debris is kept to a minimum. Remove dead branches, excessive build-up of pine needles, and heavy accumulation of grass</li> </ul>
<b>FireSmart Extended Zone (10 to 30 metres from Home)</b>		
<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 or 1/3 of canopy, whichever is less and ensure 3 metre crown spacing where ecologically appropriate)</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 9: LGPS Online Application Tool

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As outlined in [Section 6](#), applications are required to be submitted in two steps **prior to the application deadline**:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Allocation-based Funding Worksheet that must be completed as part of Step 2.
2. Allocation-based Funding Worksheet: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

### STEP ONE: LGPS Online Application Form

The following questions are required to be answered on the LGPS Online Application Form:

1. Name of the intake of the funding program that you want to apply for (select from menu).
2. Name of the Primary Applicant (select from menu). Please note: if the name of your organization is not included in the menu, contact UBCM in order to determine eligibility and next steps.
3. Primary and secondary contact information: name, position, phone, email.
4. Primary Applicant mailing address.
5. Project title.
6. Proposed start and end date.
7. Estimated total project budget.
8. Estimated total grant (=allocation-based funding) request.
9. Other funding amount and source.
10. Project summary (provide a brief summary, no more than 500 characters).
11. Progress to date. Provide an update on the status of previously approved projects if previously funded under same funding program/funding stream.
12. Certification that the information is complete and accurate.
13. Name and email of person submitting application

When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Allocation-based Funding Worksheet that must be completed as part of Step 2.

### STEP TWO: Allocation-based Funding Worksheet and Required Attachments

#### Allocation-based Funding Worksheet

The following questions will be required to be answered on the Allocation-based Funding Worksheet:

1. Recipient full name (First Nation or local government).
2. File number (this can be found on the confirmation email you will receive after the LGPS Online Application Form is submitted).
3. For regional districts only (if applicable): list of all electoral areas included in the application.

4. Wildfire risk and additional evidence:
  - WUI Wildfire Risk Class and Polygon Name
  - Additional Evidence
5. FireSmart Components and Eligibility Criteria:
  - Progress to date on past FCFS projects

Required Attachments

As outlined in [Tables 2-4](#)

## Appendix 10: Requirements for Maps and Spatial Data for CWRP Reporting

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Spatial data submissions and large format georeferenced PDF maps that clearly represent (at a suitable scale) the mandatory content are required as part of the final report requirements for CWRPs.

Large format georeferenced PDF maps that clearly represent (at a suitable scale) the mandatory content are also required as part of the final report requirements for fuel management activities.

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

Table 14: Maps and Spatial Data		
	Mapping requirement	Spatial Data Layers and KMZ
<b>ALL projects</b>	Mandatory requirements for all maps: refer to Part B	KMZ required for all project types
<b>CWRPs</b>	<ul style="list-style-type: none"><li>• <b>Area of Interest (AOI)</b> and VAR</li><li>• Local Fire Risk</li><li>• Proposed Fuel Treatment Units</li><li>• Refer to Part C</li></ul>	<ul style="list-style-type: none"><li>• AOI</li><li>• PROPOSED_TREATMENT</li><li>• FCFS_WUI</li><li>• Refer to Part F</li></ul>

### B. Mandatory Requirements for All Maps

- Descriptive title
- Scale (as text or scale bar)
- North arrow
- Legend
- CRI/LGPS 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 **Area of Interest (AOI)**. Refer to [Appendix 3](#) for more information on the eligible AOI.
- Land ownership and administrative boundaries (Municipal, Federal, **Private land**, Parks, **Provincial Crown Land**, 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 **Area of Interest (AOI)**. Refer to [Appendix 3](#) for more information on the eligible AOI.
- 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 **Area of Interest (AOI)**. Refer to [Appendix 3](#) for more information on the eligible AOI.
- CWRP **FCFS Eligible Wildland Urban Interface (WUI)** one-kilometre buffer. Refer to [Appendix 3](#) for more information on the Eligible WUI.
- 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)
- WTA Plots (When Modified Local Level Polygons used)

### D. Required Spatial Data for CWRPs:

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

#### 1. Data Format and Naming Conventions:

Data for CWRPs 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. **Compatibility:** The Province of BC uses ArcGIS 10.8 and all CWRP spatial data submissions must be compatible with ArcGIS 10.8. In addition, some feature layers as identified below, are also required in a KMZ format.
4. **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.
5. **Metadata for CWRPs:** 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.
6. **CWRP Submission:**
  - file geodatabase (FGDB) compressed into a zip file
  - KMZ files saved with symbology (i.e. similar to what is displayed on the required maps).

Table 15: Spatial Layers for CWRPs					
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 <a href="#">Table 16</a>	Text, 45
			AREAHA	Area in hectares	Double
FCFS_WUI	YES	Fire Smart Community Funding and Supports program 1km WUI	DATA_SOURCE	Origin of FCFS_WUI source. e.g., "WUI 2017" or for updated buffers suffixed with applicant's 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 <a href="#">Table 16</a>	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 <a href="#">Table 16</a>	Text, 45
			AREAHA	Area in hectares	Double

#### 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.
- The FCFS CWRP AOI and CWRP WUI must align with the definitions provided in Appendix 1.

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 these criteria are met.

#### E. Attribute Value Reference Tables

Table 16: 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.