

2017 Canada - British Columbia Wildfire Recovery Initiative Industry Organizations

General Application

Application Deadline: January 31, 2018

For Office Use Only

WFI #:

TO DETERMINE ELIGIBILITY - Refer to the Terms and Conditions which form part of this General Application for the 2017 CANADA-BRITISH COLUMBIA WILDFIRE RECOVERY INITIATIVE for INDUSTRY ORGANIZATIONS

APPLICANT INFORMATION

Name of the registered Society as required by the <i>British Columbia Societies Act</i>		Name of Authorized Signatory if not an Individual	
Number of Registered Society			
Mailing Address		City	Province
			Postal Code
Telephone (day):	Cell Phone:	Fax:	
Email:			
Physical Address (or 911)			

Membership & Purpose

Briefly describe the purpose of the society and membership make up.

Did you receive agriculture related compensation/support/donations to assist with recovery from fire losses? Yes/No
If yes, provide details below.

CHECKLIST OF DOCUMENTS BEING SUBMITTED WITH APPLICATION

- Please provide a copy of T2 return (if incorporated) and/or an information return (Form T1044)



2017 Canada-BC Wildfire Assistance Initiative
Business Risk Management Branch
Ministry of Agriculture
200-1690 Powick Rd, Kelowna BC V1X 7G5
Ph: 250.861.7211 • Fax: 250.861.7490 • Toll Free: 1.888.332.3352
Scan & email to: AGRIRECOVERYWILDFIREINITIATIVE@gov.bc.ca



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APPLICANT DECLARATION:

I/We, the Applicant(s):

- Certify that all information submitted on this application, loss schedule(s) and inventory sheet(s) is accurate, true and correct.
- Have read the Program Terms and Conditions and understand, accept, and am/are in compliance with all program eligibility requirements and all other terms contained in the attached Program Terms and Conditions.
- Certify that I/we will supply, on request, to the Business Risk Management Branch (BRMB) of the Ministry of Agriculture, or their representative, any documentation they consider necessary to administer this Program.
- Consent to third parties, including Canada Revenue Agency (CRA), disclosing upon request information that BRMB considers necessary for the purpose of administering the Program.
- Consent to on-site audits by BRMB, or their representative, at any time to verify program eligibility and to evaluate and enforce the provisions of this Program.
- Agree that BRMB may review, as necessary, information held by the respective governments related to other programs in which I/we am/are enrolled to verify the information provided on this application form.
- Agree to return all or part of the funds received under this Program to BRMB should an audit subsequently determine the funds have been received in contravention of the Program Terms and Conditions, these obligations, and/or laws of the Province of British Columbia and federal laws of Canada.
- Understand that the Social Insurance Number, Business Number, or GST Registration Number is collected and disclosed under the authority of the *Income Tax Act* of Canada for the purposes of reporting income.
- Agree to disclose to BRMB all other sources of funding for Eligible Losses including financial and/or in-kind contributions from industry, federal, provincial, or municipal governments in respect to activities and objectives under this initiative for the period and during the fiscal year.

Signature (Applicant or Authorized Signatory)

Date YYYY/MMM/DD

This information is collected by the Business Risk Management Branch (BRMB) of the Ministry of Agriculture, under Section 26 (c) of the *Freedom of Information and Protection of Privacy Act* and will be used to assess your eligibility for the 2017 CANADA - BRITISH COLUMBIA WILDFIRE RECOVERY INITIATIVE. BRMB will also use your information for the administration, evaluation and development of all BRMB programs, to advise you about BRMB programs and services. If you have any questions about this form and collection or use of this personal information please contact the Business Risk Management Branch at the address below.

Completed application forms can be dropped off at any one of the local Ministry of Agriculture offices or returned to us by mail, fax or email at the address below.

ASSISTANCE PAYMENT(s) BEING APPLIED FOR (See Section 6.0 of the Terms and Conditions for details of each payment type)

Complete Loss Schedule L1 for all assistance



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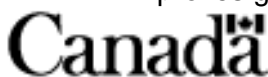
TERMS AND CONDITIONS

1. PURPOSE:

To provide financial assistance to help industry organizations who have incurred Extraordinary Costs associated with the 2017 wildfires.

2. DEFINITIONS:

- 2.1 **Acceptable Documentation** means receipts or documentation which in the Program Administrator's sole discretion proves goods or services were purchased or sold.
- 2.2 **BC Minister** means the British Columbia Minister of Agriculture and their duly authorized representatives.
- 2.3 **Designated Area** means an area in British Columbia where an Emergency Management BC (EMBC) evacuation notice due to wildfire occurring was in place during 2017.
- 2.4 **Eligible Applicant** means an industry organization that has applied under the Program and meets the conditions set out in Section 3 of these Terms and Conditions.
- 2.5 **Extraordinary Costs** means costs that in the sole discretion of the Program Administrator are considered to be directly related to the impacts of Fire and are beyond normal operational costs incurred by the Eligible Applicant.
- 2.6 **Fire** means the wildfires occurring in 2017 in a Designated Area.
- 2.7 **General Application Form** means the form that an Eligible Applicant, as described in Section 4 (Application Process) of these Terms and Conditions, must complete to be considered for eligibility to the Program.
- 2.8 **Loss Schedule** means the form that must be completed for each Payment type described in Section 6 of these Terms and Conditions, which an Eligible Applicant is claiming for.
- 2.9 **Payment** means financial assistance paid to Eligible Applicants as stipulated in Section 6 of this Terms and Conditions.
- 2.10 **Program** means the 2017 Canada-British Columbia Wildfire Recovery Initiative for Industry Organizations.
- 2.11 **Program Administrator** is the Business Risk Management Branch (BRMB) of the British Columbia Ministry of Agriculture.
- 2.12 **Receipted Costs** means documentation which in the Program Administrator's sole discretion proves goods or services were purchased or sold.



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3. ELIGIBILITY:

- 3.1 An Eligible Applicant is an industry organization which has incurred Extraordinary Costs supporting their membership in British Columbia in responding or recovering from wildfires in 2017, has applied to the Program and
 - 3.1.1 whose membership is mainly comprised of producers of agricultural products;
 - 3.1.2 is registered as a not for profit society with the British Columbia Registry of Societies;
 - 3.1.3 is not a government funded research station, agency or institution.

4. APPLICATION PROCESS:

- 4.1 Eligible Applicants are required to sign and submit a General Application Form and the required supporting information requested on that form.
 - 4.1.1 For each Payment type being applied for in Section 6 (Payments) of these Terms and Conditions, a separate Loss Schedule must be completed, signed and accompanied by the required Acceptable Documentation.
- 4.2 No more than one application may be made per Eligible Applicant.
 - 4.2.1 It is the responsibility of the Eligible Applicant to ensure that no other application to the Program has been made in respect to the Payment types being applied for in Section 6 (Payments) of these Terms and Conditions. This includes payments made under the programs 2017 CANADA-BRITISH COLUMBIA WILDFIRES RECOVERY INITIATIVE FOR LIVESTOCK and 2017 CANADA-BRITISH COLUMBIA WILDFIRES RECOVERY INITIATIVE FOR CROPS AND BEES.
- 4.3 A completed General Application, Loss Schedule and required documentation must be received by the Program Administrator by January 31, 2018.
 - 4.3.1 General Applications and Loss Schedules that are mailed will be accepted by the Program Administrator as being received on time if the post mark indicates a date that is on or before the specified deadlines.

Applications may be delivered by either:

Fax: 250 861-7490

Email: AGRIRECOVERYWILDFIREINITIATIVE@gov.bc.ca

In person or mail to:

British Columbia Ministry of Agriculture
Business Risk Management Branch
200 - 1690 Powick Rd
Kelowna BC V1X 7G5

- 4.4 The Program Administrator may reject any application that is inaccurate or incomplete.

5. SIGNATURES:

- 5.1 The Program application and other Program documentation must be signed by a properly authorized person with signing authority on behalf of the industry organization. If the person who signs is not properly authorized to do so, that person will be deemed to have submitted the application in their personal capacity and will be responsible for all amounts paid to them or for any overpayments owed by them under this Program. Proof of authorization may be required by Program Administrator.
- 5.2 Applicants must sign a declaration confirming that they have met the conditions of the Program.

6. PAYMENTS:

Subject to Section 3 (Eligibility) and 12 (Debts to Governments) of these Program Terms and Conditions, the Program will provide financial assistance to an Eligible Applicant based on the following Payment criteria:

6.1 Industry Organization Extraordinary Costs

Where an Eligible Applicant has incurred Extraordinary Costs to pay wages, travel or other operating cost to aid in the response or recovery from Fire or has incurred Extraordinary Costs on behalf of a member or members of the organization the industry organization will be paid 70% of the Extraordinary Costs based on Receipted Costs.

- 6.1.1 The Eligible Applicant must submit the loss schedule including justification of why the Extraordinary Cost was incurred and documentation proving the cost was incurred.
- 6.1.2 Payment will only be made on the basis of Receipted Costs that document the Extraordinary Cost and must be submitted to the Program Administrator by January 31, 2018.
- 6.1.3 Extraordinary costs incurred on behalf of a member or members of the industry organization will be limited, if applicable, by the payment parameters set out in Section 6 of the 2017 CANADA-BRITISH COLUMBIA WILDFIRES RECOVERY INITIATIVE FOR LIVESTOCK and Section 6 of the 2017 CANADA-BRITISH COLUMBIA WILDFIRES RECOVERY INITIATIVE FOR CROPS AND BEES.
- 6.1.4 No payment will be made for any costs paid to the industry organization by another agency, government department or third party.

7. TERMINATION OF THE PROGRAM:

The Program may be terminated or amended by British Columbia or Canada at any time, without prior notice.

8. VERIFICATION AND DECLARATIONS:

- 8.1 The Eligible Applicant agrees to supply The Program Administrator, on request, with all documentation or information required to verify and administer the Program.

- 8.2 The Eligible Applicant agrees the Program Administrator will be provided full access to any information related to the Program during audits.
- 8.3 The Program Administrator may verify any information submitted to the Program during audits.
- 8.4 The Eligible Applicant expressly authorizes the Program Administrator to obtain information from any provincial or federal government department, agency or third Party for the purposes of verifying the contents of the General Application or any Loss Schedule or any other information provided by the applicant under this Program.
- 8.5 The applicant consents to the Program Administrator releasing any information provided by the applicant or obtained as outlined in clause 8.4 to any provincial or federal government department, agency or Third Party for the purposes of verifying information provided in the General Application, or Loss Schedules, or determining the applicant's eligibility for the Program.

9. WAIVER OF LIABILITY:

The Eligible Applicant acknowledges that, Canada, the Province of British Columbia, Agriculture and Agri-Food Canada and British Columbia Ministry of Agriculture are not liable to the Eligible Applicant, administrators and assigns for personal injury, property damage, or any other damage, injury, claim or loss whatsoever arising out of this Program and the Eligible Applicant's participation in it.

10. REFUNDS/OVERPAYMENTS:

- 10.1 If it is determined by the Program Administrator, that a payment to the applicant under the Program was in contravention of these Terms and Conditions, it will be considered as a debt owing by applicant for the reasons below. Then the B.C. Minister may require the person to repay some or the entire over payment back to the Program. Until it is repaid, the amount of the payment or overpayment will be considered to be a debt owing by the applicant to Canada and British Columbia (as represented by the Business Risk Management Branch (BRMB) of the British Columbia Ministry of Agriculture).
 - 10.1.1 Was not an Eligible Applicant;
 - 10.1.2 Whose losses are not considered to be Extraordinary Costs;
 - 10.1.3 Whose losses are considered to be Extraordinary Costs but are not eligible for Payment under Section 6 of the Program;
 - 10.1.4 Was overpaid by the Program;
 - 10.1.5 Has not complied with the Terms and Conditions of the Program; or
 - 10.1.6 Provided false or misleading information in the application.
- 10.2 The applicant agrees to refund any overpayments received from the Program back to British Columbia within 30 days of notice being provided to them by the Program Administrator. The applicant's failure to refund such payment by that deadline may result in the debt for that amount being set off against money owed by British Columbia Ministry of Agriculture to the

Eligible Applicant. Interest charges for unpaid amounts will be compounded monthly based on current bank lending rates and will be added to any debt not repaid by the prescribed deadline.

11. FALSE OR MISLEADING INFORMATION:

Applicants who provide false or misleading information to the Program Administrator for the purposes of the Program forego all rights to Program payments, are liable to repay all Program payments they have received and may be subject to prosecution.

12. DEBTS TO GOVERNMENT OR THIRD PARTIES:

The B.C. Minister has the right to deduct from Program payments any amount due and owing by the applicant to British Columbia.

13. STACKING OF ASSISTANCE FOR APPLICANTS:

- 13.1 The applicant agrees, on request by the Program Administrator, to disclose other sources of financial assistance from, but not limited to, the federal, provincial, or municipal governments in respect of the Purpose of this Program, as described in Section 8.
- 13.2 If payment is made under this Program, the Program Administrator is subrogated to the Eligible Applicant's rights concerning payment from, but not limited to, the federal, provincial, or municipal governments in respect of the Purpose of this Program.
- 13.3 Payments received, including but not limited to, from the Provincial and Federal Compensation, Disaster Financial Assistance Regulation or Commercial Insurance will be deducted from the applicable Program Payments.

14. REPRESENTATIONS AND WARRANTIES:

The Eligible Applicant represents and warrants that the person signing the Program application and other Program documents is duly authorized to bind the Eligible Applicant and, in the case of a partnership, bind the partners to these Terms and Conditions on the basis of joint and several liabilities.

15. APPEALS:

- 15.1 The Program Administrator is authorized to receive, assess, verify and initiate payments relating to applications under the Program. A person who disputes a decision of the Program Administrator (the objector) has 21 calendar days from the date of payment or of notice of the decision in which to register an objection to the decision, as described in Section 15.2.
- 15.2 Objections and supporting documentation must be made in writing and received within the appeal period by the British Columbia Ministry of Agriculture at the following address:

2017 Canada – British Columbia Wildfire Assistance Initiative Appeal Committee
Business Risk Management Branch
Ministry of Agriculture
200 - 1690 Powick Rd
Kelowna BC V1X 7G5

- 15.3 The B.C. Minister will appoint an Appeals Committee to review any objections and supporting information received within the appeal period.
- 15.4 The Appeals Committee will advise the objector as to the outcome of that review.

16. CHANGES TO PROGRAM OR PROGRAM CONDITIONS:

- 16.1 The Program Administrator may correct clerical errors, mathematical errors, or omissions made in the Terms and Conditions, or in other communications pertaining to the Program, and may make any resulting changes.