

BCWS Community Resiliency Investment Program



Crown Land Wildfire Risk Reduction Program Management Standards and Administration Guide: 2026 – 2027

Table of Contents

1. CLWRR Program Administration.....	3
2. Project Allocation	3
New for 2026/27: Program Planning, Tracking, and Reporting in ReMi*	4
3. CLWRR Administrative Roles and Responsibilities	4
CLWRR Program Team - BCWS Prevention HQ.....	4
Business Area Management Team.....	5
District Lead or Designate (IIS support if requested).....	5
Project Lead	5
Integrated Investment Specialist (FOR)/Designate (BC Parks and MRB)	6
Finance Teams (CSNR or non-FOR equivalent).....	6
4. Salary and Overhead Allocations and Eligible Positions.....	7
5. Salary and Overhead Spending and Recoveries	8
6. Government Transfers: Shared Cost Arrangements (SCAs) and Grants.....	9
7. Direct Award Contracts	10
8. Indigenous and Cultural Service Gifts	10
9. Defining Projects vs Activities, and Progress Reporting	11
10. CLWRR RESULTS Codes and Reporting	12
RESULTS Codes	12
RESULTS Reporting*	12
11. WUI WRR Plan Reporting and Submissions	12
12. CFS Project Codes	13
13. Performance Tracking throughout the Year.....	14
14. Financial Forecasting and Reporting – Finance Teams.....	15

15. Financial Forecasting – BCWS.....	15
16. Journal Voucher Processing – WRR Projects	16
17. Journal Voucher Process – Salaries and Overhead	17
18. Reporting on Core Funded FTE positions and Winter Auxiliary Hires.....	17
19. End of Fiscal Year.....	18
20. Surplus/Uncommitted Funds	18
21. Request for Re-allocation of Funds	19
22. Requests for Additional Funding	19
23. Activating New Projects/Activities mid-fiscal Year	20
Process to activate new project/activity listed in existing, approved AOP	20
Process to activate a fully new project/activity*	21
24. Documentation Management and Legal Responsibilities	22
Appendix A: Finance Coding and Recovery Resources	23
Allocation and Recoveries: Overview by Business Area	23
Business Area Expense Coding: FM/CRx Projects.....	24
Example Recovery JV with Coding.....	24
CLWRR Salary and Overhead Project Codes and Recoveries	25
JV Coding (BCWS-side) by Business Area and Expense Category.....	26

Asterisks indicate sections with significant changes for the 2026/27 fiscal year.

Be sure to review these sections for updates.

1. CLWRR Program Administration

The primary goal of the Crown Land Wildfire Risk Reduction (CLWRR) program is to reduce the risk to communities by planning and investing in various fuel management activities on Crown Land forests. These investments will result in communities which are better prepared for, and more resilient to, wildfires and their impacts. This goal can only be achieved through integration, collaboration and co-ordination between Land Managers and the agency responsible for wildfire management, the BC Wildfire Service (BCWS).

This guide aims to clarify fiscal management and project performance tracking processes for the 2026/2027 fiscal year. Any changes to the instructions below will be communicated by email and the CLWRR MS Teams channel and related calls. Further CLWRR Program resources can be found on the Wildfire Risk Reduction Intranet site: [CLWRR Program Management Standards and Guidance - BC Wildfire Service](#).

2. Project Allocation

As the BC Wildfire Service has received delegated authority under the Fire Management vote, the BCWS will retain the budget on the Crown Land Wildfire Risk Reduction (CLWRR) Program. Through the notional allocations, the BCWS authorizes expenditures for approved projects in the Annual Operating Plans (AOP) for work undertaken by the Land Manager.

For 2026/2027, a notional allocation has been provided to each of the eight Regions of the Ministry of Forests (FOR), as well as to BC Parks, Mountain Resorts Branch (MRB) and Water, Land and Resource Stewardship (WLRs), to lead and work collaboratively with the BCWS, other Land Managers, and Indigenous Communities, to develop and implement the 2026/2027 CLWRR Program.

In 2026/2027, the CLWRR Program will have two funding streams:

- a) Fuels Management (FM)
- b) Cultural and Prescribed Fire (CRx Fire)

Where the AOP total estimated cost is greater than the allocation, Business Areas (region/branch receiving the funding) **are expected to manage spending within their allocation.** Additional funding may be requested and approved throughout the year if required, and will be allocated based on priority of projects.

Due to the fluid nature of CLWRR projects (e.g. dependence on environmental conditions for certain treatments), and timing of AOP development vs allocation/budget announcements, it is expected that Business Areas may over-plan funds/number of activities in their initial planning. When funds are formally allocated, Business Areas are expected to adjust their plans to match the allocation amount. If they still have time and capacity to undertake CLWRR work after their allocation has been fully committed, they can submit a request for additional funds.

New for 2026/27: Program Planning, Tracking, and Reporting in ReMi*

As of 2026/27, the CLWRR program will no longer rely on Excel files for AOPs or performance tracking and reporting. All program planning, tracking, and reporting will be completed within the Resilience and Mitigation Planner (ReMi) Wildfire One database. The [ReMi Planner Training and Support - BC Wildfire Service](#) Intranet page offers more information on ReMi, including training, a practice setting to strengthen learning, support contacts, and a link to the live database. The platform can also be accessed through Wildfire One.

2026/2027 Annual Operating Plans are available upon request from CRIProgram@gov.bc.ca. AOP Approvals occur in March, and formal copies of AOPs are downloaded for CLWRR program records. CLWRR AOPs should contain at least three years of proposed work, and can continue to be updated through the year. Live 2026/2027 AOP files can be downloaded from ReMi.

Any significant changes to a project or activity that impact the current fiscal year need to be (1) endorsed by the local fire centre, (2) supported by the relevant EA/manager, (3) approved by CLWRR program team, and (4) reflected in ReMi before implementation. This can include the reallocation of funds, cancellation of projects, activity amendments, fast-tracking an activity meant for a later year, etc. Instructions for these processes can be found in this guide.

3. CLWRR Administrative Roles and Responsibilities

CLWRR Program Team - BCWS Prevention HQ

Provides provincial coordination, administration, and reporting services for the CLWRR Program.

- Manages the financial and project administration of the CLWRR Program.
- Works collaboratively with Business Areas for required tracking and reporting.
- Reviews and approves AOPs, works collaboratively with Business Areas to manage the approved AOPs and ongoing updates.
- Manages surplus, additional funding requests, and requests for additional/new projects.
- Facilitates CFS (corporate finance system) project code and RESULTS (Reporting Silviculture Updates and Land Status Tracking System) project code assignment.
- Provides orientation on CLWRR processes and requirements to those new to the program, specific to their role/team/Business Area
- Hosts monthly CLWRR information calls and training sessions related to the CLWRR program.
- Reports on CLWRR forecasts, spending, and outcomes
 - quarterly to BCWS HQ finance team, Associate Deputy Ministers office, CLWRR Regional Executive Director Steering Committee, and BCWS Executive Leadership Team
 - annually to all the above mentioned as well as the Ministry of Forests Service Plan

BCWS HQ Finance and CLWRR Program Team

- BCWS HQ Finance receives and processes Journal Vouchers (JVs) for salaries and projects according to timelines and requirements found in this guide.
- Ensures financial and performance reporting standards are met as outlined in this guide.
- Ensures JVs are processed using the correct project codes.
- Receives and processes salary and position reporting as outlined in this guide.

Business Area Management Team

Management Teams are defined as the management personnel of a Business Area which receives an allocation.

- Manages their notional budget allocation to implement and deliver approved CLWRR funded activities.
- Allocates the CLWRR project, salary, and overhead funding.
- Reviews quarterly performance and finances with Prevention their respective Fire Center (FC) Manager or Deputy Manager, and the local program delivery team (district lead and project leads).
- Reviews the planning and implementation of CLWRR projects for their Business Area, including acting as expense authority.

District Lead or Designate (IIS support if requested)

- Leads First Nations engagement and consultation for projects, including planning and implementation.
- Communicates progress on WRR plans to the appropriate reporting structures (e.g., regional, district and BCWS management staff) throughout the planning and delivery cycle.
- Partners with other government agencies and communities to achieve the objectives outlined in the operational plan.
- Co-ordinates communication and engagement with partners (e.g., local authorities and organizations), and stakeholders.
- Proactively identifies surplus and/or project underspends and communicates them to the CLWRR Program Team and their respective finance team according to the deadlines outlined in this guide.
- Supports completion of program reporting, in accordance with this guide.

Project Lead

- Meets all policy, standards, and legal requirements for procurement of professional services and contract implementation.

- Coordinates the planning and implementation of CLWRR projects for their responsibility centre, including:
 - following proper procurement processes,
 - acting as qualified receiver,
 - financial reporting to expense authorities, and
 - monthly, quarterly, and year end project reporting to the operational lead for their branch, including RESULTS reporting.
- Proactively identifies and reports surpluses and project underspends/overspends to their Expense Authority.
- Ensures project, and RESULTS reporting is up to date by established deadlines.
- Attends monthly CLWRR calls and training sessions related to the CLWRR program, and provide any questions and concerns to the CLWRR Program Team in time for them to be added to the meeting agenda. Should any training sessions or monthly CLWRR calls be missed, it is expected that the Project Lead will review the meeting recordings and/or notes.

Integrated Investment Specialist (FOR)/Designate (BC Parks and MRB)

- Coordinates and tracks approved projects for their region.
- Coordinates and tracks any new requests for CFS project codes, as well as RESULTS project codes, and ensures necessary information is communicated to Project Leads and CSNR.
- Coordinates and/or updates progress and performance information on approved projects monthly/quarterly, and coordinates annual project reporting.
- Ensures project, financial, and RESULTS reporting is up to date by established deadlines.
- Coordinates and supports aligned BCWS projects, funded by other sources, or run by other programs (CBT, FEP, Wildfire Recovery).
- Facilitates and/or trains regional and district staff on CLWRR processes and requirements.
- Supports BCWS in the development of tools.
- Attends monthly CLWRR information calls, and training sessions related to the CLWRR program. Should any training sessions or monthly CLWRR calls be missed, it is expected that the IIS/Designate will review the meeting recordings and/or notes.

Finance Teams (CSNR or non-FOR equivalent)

- Coordinates with Business Areas to ensure financial reports and forecasts are as accurate as possible.
- Accurately forecasts CLWRR projects as per forecasting guidelines.
- Provides Financial Forecast System (FFS) reporting, as outlined in this guide, to BCWS.CWSHQFinance@gov.bc.ca, and CRIprogram@gov.bc.ca.
- In partnership with BCWS HQ, ensures accurate and timely JV processing for salaries and projects for their Business Area to the appropriate BCWS project codes, according to timelines outlined in this guide.

4. Salary and Overhead Allocations and Eligible Positions

The core full-time funded positions, incremental salaries, and winter auxiliary positions are considered ongoing positions and will be reviewed annually. The overhead funding provided is to support the program and staff development, as well as planning and delivery of the CLWRR Program, including support to the Integrated Investments Specialists.

- Eligible **core funded positions** are: STO27/LSO3, STO24/LSO2, STO 21, and STO 18. Business Areas are allocated \$110,000 per core position, which as of 2024/25 includes overhead.
 - This is based on the average of approved WRR core positions (STO24-3); the breakdown is as follows: salary of \$80,662, benefits of \$20,488, and overhead of \$8,850.
 - Position number, title, and current incumbent will be reported on, to support accurate forecasting and surplus identification.
- **Incremental salaries** are for staff time and support positions related to CLWRR program delivery, e.g., LSO3/STO27, LOS2/STO24, STO21, and STO18 staff, as well as GIS, procurement, authorizations, biologists, First Nations engagement, etc.
 - Allocations are based on 3% of the target Fuels Management projects allocation, consistent with prior year allocations.
- **Winter Auxiliary** hires are four months in length, for the following eligible positions: STO21 and STO18. Other positions may be considered upon approval.
 - **Four-month term must end by March 31, 2026.**
 - These allocations are based on \$29,000 per four-month position, with \$500 for overhead per position.
 - The intention of these positions is that they will be offered to BC Wildfire Service seasonal employees first before being offered more broadly. **Recovery based on actuals, and not to exceed allocation.**
 - Position number, title, and current incumbent will be reported on, to support accurate forecasting and surplus identification.

Business Areas will follow all financial policies and controls:

- Core Policy & Procedures Manual - Province of British Columbia
- Expenditure Management Controls - Corporate Services for the Natural Resource Ministries (CSNR)

5. Salary and Overhead Spending and Recoveries

Based on feedback and recommendations from our partners, there are changes in how salaries and overhead are allocated and recovered as of 2024/25:

- Ministry of Forests: Overhead is now included in core position funding. Core position and incremental salaries have been allocated via budget transfer. **Be aware that due to the current fiscal challenges, we may need to review this approach for next fiscal year.** Salary and overhead for Winter Auxiliaries will be recovered through a Journal Voucher, based on actual positions hired, not to exceed allocated amounts.
- Mountain Resorts Branch and BC Parks: Overhead is now included in funding for core positions. Core position and incremental salaries can be recovered through a Journal Voucher once allocation letters have been finalized. The Winter Auxiliaries salaries will be recovered through a Journal Voucher, based on actual positions hired, not to exceed allocated amounts.
- WLRS – Kootenay-Boundary Region: Overhead can be recovered through a Journal Voucher once allocation letters have been received.

General overhead – i.e., overhead costs not directly related to project delivery - **is no longer a separate allocation** (aside from WLRS-KBR): **it is now incorporated into the core salary allocations**, and covers costs such as:

- Field staff equipment, snowshoes, gaiters, headlamps, PPE, tools, PSD balls, Burn Fuel
- Travel expenses for general WRR training, overtime related to CLWRR projects, meetings, and workshops
- Core staff overhead expenses directly related to CLWRR – i.e., office furniture, supplies, and expenses
- Support for the Integrated Investment Specialists to attend meetings, travel, and additional support directly related to CLWRR program.

Overhead directly related to project delivery remains the same as in previous years and must be expensed to the BCWS-assigned CLWRR project code for that project. Some examples include: reasonable costs to access the activity sites; project related business and meeting expenses; reasonable equipment-use costs, including helicopter costs to deliver activity goals; and travel costs to attend planning meetings.

Please reach out to CRlprogram@gov.bc.ca if you have any questions about salary and overhead allocations, eligible positions, spending, or recoveries.

6. Government Transfers: Shared Cost Arrangements (SCAs) and Grants

All government transfers must be reviewed by BCWS before they are initiated, and will be recoverable through the Journal Voucher process. Procurement coding and expense authorities (EAs) listed need to reflect the Business Area's EAs and budget codes, i.e. they cannot be BCWS HQ codes or EAs.

Email your request for government transfer forms to CRlprogram@gov.bc.ca for review before submitting to your procurement team. The CLWRR team and BCWS HQ finance team will review coding, EA, and note the amount of the SCA for internal forecasting under the relevant STOB. The CLWRR team will acknowledge receipt and advise if there are any concerns.

Alternatives to standard contracts exist and can be a better tool in a small number of cases. Be aware:

- not all government transfer types are equal - refer to CSNR resources and work with your local procurement team to understand your options and the best fit for your scenario;
- these alternatives take months to prepare and have approved;
- both Grants and Shared Cost As require reporting from the funding recipient; and
- in cases of up-front payment, ensure all parties are aware that funding may need to be recovered from the recipient if deliverables are not met.

For more information see the [Government Transfer Payment Overview Webpage](#) and [Types of Government Transfers Webpage](#).

- **Grants**
 - The Province decides on the project, how much, to whom and when.
 - The Province does NOT control or participate in the ongoing activities.
 - The Province is not the direct beneficiary of the deliverables intended under the funding.
 - Require reporting from the recipient.
 - Uses STOB 77 which requires approval by Treasury Board and DM – plan accordingly.
- **Shared Cost Arrangements**
 - Consist of expenditure funds for a project which may be shared.
 - The Province has significant control over how the funds are spent.
 - Includes Schedules A and B which indicate services and financial arrangements.
 - Require reporting from the recipient.
 - Shared Cost Arrangements paid 100% up front must be approved by Treasury Board.
 - Uses STOB 80 which requires CFS and DM approval, and draws from a shared STOB 80 allocation
 - connect with your finance team to inquire about STOB 80 room and spending,
 - ensure BCWS has STOB 80 room for recovering costs, and
 - budget time for the approval processes.

7. Direct Award Contracts

CPPM policy 6.3.2.39.d lists the criteria where a contract may be awarded without competition. The nature of the contract services will determine which criteria is most applicable. The two most common criteria associated with First Nation communities are:

- Another Government Organization (CPPM Policy 6.3.2.39.d.i)
- Sole Source (CPPM Policy 6.3.2.39.d.ii)

Contact CSNR.ContractSupport@gov.bc.ca to confirm all direct award contracts meet policy requirements. CSNR's [Procurement Open Mic](#) online seminars are a great resource and include two sessions (June 2023 and October 2023) regarding direct award justification. These seminars are mandatory viewing for all staff pursuing a direct award contract.

8. Indigenous and Cultural Service Gifts

Payments for speaking or cultural services, which are part of a meeting or event, can be provided to individuals, such as Indigenous Peoples, who provide a blessing or prayer to start a gathering. This is a cultural exchange, and the Province will reciprocate with a gift, often of cash.

Staff should speak with leadership from the Indigenous communities they are working with about the customs and protocols unique to their gift-giving tradition.

Key information and processes related to Indigenous financial activities can be found here:

- [CSNR Indigenous Financial Information](#)
- [Quick Guide Indigenous Cultural Service Requests Gifts.pdf](#)
- [Reference Guidelines Indigenous Cultural Service Requests Gifts.pdf](#)

9. Defining Projects vs Activities, and Progress Reporting

The project is defined as the geographical site where WRR work is taking place, e.g. “Nicole Mountain” – title should indicate FM or CRx where applicable. Activities occurring on that site will share CFS codes according to funding stream. For example:

- All Fuel Management activities that are part of “*Nicole Mountain FM*” would use CFS project code 719C000.
- All Cultural and Prescribed Fire activities that are part of “*Nicole Mountain CRx*” would use CFS project code 719P999.

Exception: WUI WRR Planning CFS codes are grouped by district or even region, to avoid CFS codes only being active and useful for a single fiscal year or two. For example, if three WUI WRR Plans were to be prepared for North Island District, all three projects, with distinct names, would share a “DNI WUI WRR Planning” CFS code.

See section 12 for more details on CFS project codes.

NOTE: The project name should stay the same throughout the lifecycle of the project. Also, if you have an initiative that spans a large area, such as a WUI WRR Plan, email CRIprogram@gov.bc.ca to address project definition and codes together with the CLWRR Program Team.

Although multiple activities for a given project will now share a single project name and code, **each activity must be tracked and reported on independently**. These single activities can have unique names listed under “Fiscal Activity Name” in ReMi, e.g. “Nicole Mountain – 26/27 OT TU4”. CLWRR activity categories can be found in the CLWRR Planning Guide, found here: [CLWRR Program Management Standards and Guidance - BC Wildfire Service](#).

For RESULTS reportable activities occurring on the same site, WRR RESULTS Project ID will also be shared across funding streams.

10. CLWRR RESULTS Codes and Reporting

RESULTS Codes

Reporting Silviculture Updates and Land Status Tracking System (RESULTS) project numbers will be assigned at the beginning of the year for NEW projects. These new RESULTS project numbers will be assigned by BCWS after a new project has been approved and actioned.

There are two types of codes issued under RESULTS:

- BCWS issued WRR RESULTS Project Code (e.g. WRSE0180)
- RESULTS generated Opening ID (e.g. 98734702882)

The BCWS WRR Project Code is what will be reflected in project/activity records in ReMi.

Multiple WRR activities supporting a single prescription may share the same WRR RESULTS Project Code as that prescription. WRR RESULTS Project codes are assigned by BCWS for each project. Email CRIprogram@gov.bc.ca if you notice a RESULTS reportable activity is missing a RESULTS code.

RESULTS Reporting*

RESULTS reporting is a requirement for the CLWRR program. Completed wildfire risk reduction prescriptions and operational treatment activities must be reported in RESULTS, in accordance with [FPPR sec 86](#) following the current [RESULTS Information Submission Specifications \(RISS\): Government Funded Activities](#) data requirements. Wildfire Risk Reduction activities must be submitted to RESULTS by May 31 (for activities completed by March 31).

New for 2026/27: BCWS HQ no longer contracts a third party to input and submit information into the RESULTS application. **Project Leads are now responsible for ensuring that all RESULTS reporting is completed**, including the accuracy and completeness of the data entered into the system. BCWS HQ will continue to provide guidance and webinars to support Project Leads with the RESULTS data submission process.

11. WUI WRR Plan Reporting and Submissions

Submission of completed WUI WRR plans is a requirement under the CLWRR program. Final deliverables, including the spatial geodatabase, report, PDF maps, and output table, must be submitted to BCWS Headquarters by **April 30** (for plans completed by March 31).

To support Project Leads with the data submission process, BCWS HQ will provide guidance materials and host webinars.

12. CFS Project Codes

Corporate Financial System (CFS) project codes will be assigned at the beginning of the year to new projects in the approved AOPs. New CFS codes will be assigned by BCWS when a new project has been approved and actioned.

Every project has a CFS code assigned, however, one CFS code be used for all the activities in that particular project (see section 9 for project vs activity definitions).

Example:

Fiscal Year	Project Name	Fiscal Activity Name	CFS #	RESULTS #	Cost
25/26	Nicole Mountain FM	25/26 Arch Assessment	719C123	N/A	\$75,000
26/27	Nicole Mountain FM	26/27 Prescription Dev	719C123	WRNIC001	\$50,000

Exception: WUI WRR Planning CFS codes are grouped by district or even region, to avoid CFS codes only being active and useful for a single fiscal year or two. For example, if three WUI WRR Plans were to be prepared for North Island District, all three projects, with distinct CLWRR project names, would share a “DNI WUI WRR Planning” CFS Code.

NOTE: Although multiple activities for a given project will now share a single CFS code, each activity must be tracked and reported on independently in ReMi.

Activities carrying over from previous years will maintain their existing RESULTS and CFS Project Codes.

WLRS, BC Parks and MRB may have ministry-specific financial project numbers. Each agency will need to ensure these correspond to allocated BCWS project numbers, and/or that JVs reflect the corresponding recovery project codes (i.e. BCWS CFS project codes).

Reach out CRIPROGRAM@gov.bc.ca for questions or support regarding CFS project codes for CLWRR.

13. Performance Tracking throughout the Year

Responsibility	Integrated Investment Specialist and/or Project Lead, with support from respective Business Area finance team
Documentation	Project Performance Tracking files (available for download from ReMi)
Process	<p>Project Lead/Integrated Investment Specialist or designate will complete <u>ALL</u> mandatory reporting fields in the ReMi Planner platform by the established deadlines. See ReMi Training and support materials for guidance, or reach out to CRIprogram@gov.bc.ca.</p> <p>Ensure each activity is reported separately, and that line items do not include more than one activity type. Connect with your finance team regularly to ensure forecasts are reflecting most recent project spending developments, and to complete year-end financial reporting entries together.</p> <p><i>NOTE: CLWRR Program Team will complete tracking of surplus declarations, additional funding, cross-stream transfers.</i></p>
Key Dates	<ul style="list-style-type: none"> • Quarter 1 reporting optional, due July 15th • Quarter 2 and 3 reporting due October 15th, and January 15th, respectively • Mid-Q4 update due March 7th. • Year end reporting due April 30th. • Ad Hoc reports may be requested throughout the year, depending on requests for information. <p>Reporting webinars/work bees are offered in advance of each reporting deadline, and general orientation sessions available on request. Reach out to CRIprogram@gov.bc.ca for questions or support.</p>

14. Financial Forecasting and Reporting – Finance Teams

A financial forecast of the CLWRR allocation must follow the CSNR Financial Forecasting Guidelines. Responsibilities Centres forecast “Planned” activities to a general project code; however, committed funds (“In Progress” and “Encumbered”) and “Actuals” are to be committed against the individual project code.

NOTE: This does not replace internal reporting requirements.

Responsibility	CSNR (FOR)/Finance team (non-FOR)
Documentation	FOR: one FFS09 report by CLWRR project code, for all regions, from April 1 to end of reporting period. Non-FOR: general ledger report by CFS project code, indicating actuals spent, encumbered, in-progress commitments, from April 1 to end of reporting period.
Process	CSNR/finance team to send report to: CRIprogram@gov.bc.ca BCWS.CWSHQFinance@gov.bc.ca
Key Date(s)	To be submitted quarterly at Jun 30, Sep 30, and Dec 31 to reflect spending/ commitments as of those dates, and monthly thereafter for Jan 31, Feb 28, and Mar 31. <ul style="list-style-type: none"> • Due by the eighth business day of the following month for each reporting period. • Final year end financial report, by BCWS project code, due April 30th.

15. Financial Forecasting – BCWS

Responsibility	CLWRR Program Team, BCWS HQ Finance
Documentation	FFS09 from CSNR, equivalent reports from non-FOR Business Areas), and ReMi Performance Update reports
Process	HQ Finance will meet with CLWRR Project Team to confirm forecasted spending across BAs and spending categories.
Key Date(s)	Monthly starting September, by 4 th business day of the month.

16. Journal Voucher Processing – WRR Projects

Responsibility	CSNR/Financial Analysts CLWRR Program Team BCWS - HQ Finance
Documentation	Journal Vouchers will be processed using the BCWS assigned project codes. <ul style="list-style-type: none"> • Account Analysis Report by Project Code • Applicable back-up
Process	<p>FOR Regional Operations – CSNR: email JVs, with supporting documentation, to BCWS.CWSHQFIN@gov.bc.ca and cc: CRIprogram@gov.bc.ca</p> <p>WLRS, MRB and BC Parks finance teams: email JV, with supporting documentation, to BCWS.CWSHQFIN@gov.bc.ca and cc: CRIprogram@gov.bc.ca</p> <p style="text-align: center;"><i><u>Refer to Appendix A for detailed instructions, coding, and examples.</u></i></p> <p>BCWS HQ Finance may adjust JVs at our discretion to balance our spending between Ministry Operations/Preparedness Vote (30) and Fire Management Vote (31) budgets.</p>
Key Date(s)	JVs are to be processed quarterly at Jun 30, Sep 30, and Dec 31 to recover balances as of those dates, and monthly thereafter for Jan 31, Feb 28, and Mar 31. Final reconciliation JVs to be processed by end of ADJ1.

17. Journal Voucher Process – Salaries and Overhead

Responsibility	CSNR/Financial Analysts CLWRR Program Team BCWS - HQ Finance
Documentation	Applicable back-up.
Process	<p>See Section 4 for summary of salary and overhead funding and recoveries. Refer to Appendix A for detailed guidance on allocations and recovery coding.</p> <ul style="list-style-type: none"> Journal Vouchers for salaries and overhead, where applicable, can be processed through a one-time recovery after allocation letters are finalized. Winter Auxiliaries will be processed based on actual salary expenses, with appropriate back-up documentation. <u>Surplus Salaries and General Overhead</u> of more than 25% must be declared to BCWS no later than January 15, 2025.
Key Date(s)	JVs are to be processed quarterly at Jun 30, Sep 30, and Dec 31 to recover balances as of those dates, and monthly thereafter for Jan 31, Feb 28, and Mar 31. Final reconciliation JVs to be processed by end of ADJ1.

18. Reporting on Core Funded FTE positions and Winter Auxiliary Hires

Core funded FTE position number, title, and current incumbent will be reported on quarterly for Q1, Q2, and Q3, and monthly thereafter through Q4 to align with JV deadlines. This is to better track spending and staffing gaps, given current hiring restrictions.

- To support this, finance reporting can include salary and overhead project codes. Business Area Management Team email updates on staffing gaps and hiring initiatives for the positions in question are also critical in this regard.

Winter Auxiliary (Waux) position number, title and current incumbent will continue to be reported on in Q3 and Q4, to support accurate forecasting and surplus identification. CLWRR Program Team will issue a call for Waux hiring updates to Business Areas in the winter. Email updates along with financial reports reflecting Waux hires will support this reporting.

19. End of Fiscal Year

- JVs are to be sent to processed quarterly at Jun 30, Sep 30, and Dec 31 to recover balances as of those dates, and monthly thereafter for Jan 31, Feb 28, and Mar 31. **Final reconciliation JVs to be processed by end of ADJ1.**
 - email JVs, with supporting documentation, to BCWS.CWSHQFIN@gov.bc.ca and cc: CRlprogram@gov.bc.ca
- To assist in meeting FYE deadlines, Journal Vouchers for all completed projects must be submitted upon completion of the project.
 - Email all outstanding JVs by the fiscal year end guidelines established by the Financial Services Branch (FSB).
- To ensure efficient year end processing, CSNR and BCWS CWS will collaborate on fiscal year end guidelines and timeframes, as established by FSB.
- If you have received goods/services from a supplier and are waiting on an invoice beyond March 31, follow FSB accrual guidelines and email the CRlprogram@gov.bc.ca as soon early as possible to advise.

20. Surplus/Uncommitted Funds

Project Leads, IISs, and Business Area finance teams play an integral supporting role in surplus identification, through financial tracking and progress updates within their respective teams. When identified to the Business Area Management Team and District Lead (or non-FOR Designate), surplus funding must be declared, with approval by an Expense Authority, and emailed to CRlprogram@gov.bc.ca. Surplus will be reallocated to the highest priority projects provincially.

IIS (or non-FOR equivalent) to send in declaration, as soon as surplus is determined, but **no later than January 15th**.

Email: CRlprogram@gov.bc.ca, **cc:** CSNR Finance Manager/Analyst, EA, District Lead

Subject: CLWRR Surplus – Business Area

Include: amount of surplus being returned, rationale for surplus, confirmation of EA approval.

21. Request for Re-allocation of Funds

Re-allocation of Fuel Management or Cultural and Prescribed Fire funds to another region (within the Area or another Area) requires CLWRR Program Team approval. There will be no reallocation of funds to projects or activities which do not meet the objectives of CLWRR Program.

The notional allocation is to be utilized within the original approved funding stream throughout each district within the region to an approved project.

- When reallocating funds, Business Area to ensure the Financial Analyst responsible for their financial reporting is advised of the changes to ensure accurate financial forecasts and reports, and connect with CLWRR Program Team to ensure performance tracking file is updated accordingly.

NOTE: Where an alternate project within the funding stream is not available, surplus funding may be reallocated to the other stream for a given Business Area. *Rationale must be documented and supported by the local fire centre and provided to BCWS HQ at CRlprogram@gov.bc.ca for review and approval by the CLWRR Program Team and CRx HQ.*

22. Requests for Additional Funding

Email requests for additional funding can be made to the CRlprogram@gov.bc.ca email if/when it is determined additional funding is required. Approval of the applicable Management Team must accompany requests, as well as confirmation that current allocation is fully encumbered/spent – e.g. FFS17 financial report/general ledger by project, showing actuals spent, encumbrances, and committed/in-progress funds.

When surplus program funds are identified, the additional funding will be allocated to priority projects. There is no assurance that a request for additional funding will be approved.

Email: CRlprogram@gov.bc.ca, Business Area Management Team, and IIS (FOR/WLRS)

Subject: CLWRR Additional Funding – Region, BC Parks Region, MRB, WLRS

Additional Funding Request: \$

Plan for Additional Funding:

Rationale for request: e.g. level of regional funds committed, priority of projects to be funded, etc.

Example: Additional funding required for Nicole's Creek TU 1 (Project Name, Fiscal/Activity name, and activity type) – this will help prioritize additional funding allocations.

23. Activating New Projects/Activities mid-fiscal Year

New project/activity requests can be submitted throughout the year. While most new projects/activities will involve moving fully endorsed initiatives from the approved AOP forward to the current fiscal year, there are rare instances where a completely new project/activity is initiated in the middle of the fiscal year. Both processes are outlined here.

NOTE: No new project/activity will be approved for implementation or spending by the CLWRR Program Team without (1) the new initiative entered in ReMi, (2) full endorsement from the local FC reflected in ReMi, (3) approval by the relevant EA overseeing the CLWRR spending reflected in ReMi. Also, New RESULTS and CFS codes may need to be assigned.

Notify the CLWRR team early if you are adding and implementing a new project/activity within a fiscal year – the review and approvals can take time. **Note: Implementation and spending cannot take place until CLWRR confirms approval.**

Process to activate new project/activity listed in existing, approved AOP

Email: CRIprogram@gov.bc.ca, cc: all relevant parties (FC, EA/relevant manager, IIS, project lead, CRx team if applicable, etc.)

Subject: New CLWRR Project/Activity Request, Project Title

Include:

- Confirmation activity is part of AOP and reflected in ReMi (e.g. if an existing activity from another year, note which year)
- Confirmation of full Fire Centre endorsement, and reflected in ReMi
- Amount of funding required for project, if applicable, and how this will be accommodated within the existing allocation
- Confirmation of EA is aware of and approves of the amendment (e.g. email indicating approval is helpful) and approval is reflected in ReMi

CLWRR Program Team will review, assign new codes if applicable, and confirm the new initiative is approved for implementation and spending.

Process to activate a fully new project/activity*

If a fully new project/activity, not previously included in the approved AOP, please note it as such and expect a lengthier review and approval process, as all CLWRR projects are subject to the same level of review and endorsement as those approved in the AOPs each spring.

1. Business area/district team:

- i. Ensure the new project/activity is entered in the 2026/2027 AOP (i.e. ReMi) with the same level of detail as other activities, and with **full** FC endorsement.

Note: only FC staff can indicate FC endorsement in ReMi

- ii. Send e-mail requesting approval as laid out above, with required elements listed there, as well as:
 - note that this is a NEWLY INTRODUCED project/activity, not previously included in the approved AOP, and
 - rationale for mid-year introduction of the new project/activity

2. CLWRR Program Team:

- i. Review materials - confirm CLWRR eligibility criteria are met, ReMi entry is accurate and complete, verify required elements from email and ReMi are in place for approval, send to CRx team for review if applicable.
- ii. If applicable, assign new CFS code and update master CFS code list, and flag for new RESULTS code.
- iii. Confirm by email that the project/activity is approved for CLWRR spending; add note to project/activity record that initiative was newly added.

24. Documentation Management and Legal Responsibilities

The ministry uses the Electronic Document and Records Management System (EDRMS). Currently, the CLWRR program is partially integrated with this system, mostly through financial administration. While inquiries into file storage and program tracking are occurring, the following guidance on document management should be adhered to.

All public sector employees must collect, use, disclose, store, and dispose of personal information appropriately to protect personal privacy. Information about these responsibilities and the *Freedom of Information and Protection of Privacy Act* is located on the [Privacy & Personal Information in the Public Sector webpage](#).

As the CLWRR program develops, and as staff succession and onboarding occurs, it is important to keep a clear and transparent file structure and to maintain all records which are substantive (i.e. not transitory) such as:

- Legal (e.g., to fill freedom of information requests, potential litigation)
- Evidential (e.g., to record that certain steps were taken)
- Historical (e.g., to indicate how a process has changed over time)
- Financial (e.g., to document financial transactions)

Examples would be records which: reflect decision-making (e.g., email where a project-based decision was made); contain policy or procedures (e.g., memo on a policy); call for a reply or action (e.g., notes on a grievance case); and/or document ministry business (e.g., audit notes).

Each Business Area is responsible for managing their records accordingly and are considered the Office of Primary Responsibility for the projects within their area. NOTE: If sending an email about a specific project, **include the project/activity number in the subject line.** Do not leave emails containing decisions in Outlook. This makes it hard to audit projects, find documents for legal purposes, or hand over documentation to a successor.

Appendix A: Finance Coding and Recovery Resources

This appendix is meant as a reference tool for finance teams supporting CLWRR program activities. Please reach out to the CLWRR Program Team at CRIprogram@gov.bc.ca if you have any questions about allocations, project/salary expense coding, project/salary JV coding, or financial reporting.

Allocation and Recoveries: Overview by Business Area

CLWRR funding is allocated across several categories, e.g. project spending vs salary and overhead (S&OH), etc. See Sections 2, 4 and 5 for details on eligible positions and spending. **Refer to your Business Area's allocation letter to verify amounts.**

Expenses are first incurred by the Business Area and then recovered to BCWS by JV. In certain cases, funding is allocated but no recovery is required (e.g. FOR Business Areas, core position and incremental salary allocations). The allocation summary table below will help finance teams determine when JVs are required or not for a given Business Area.

Business Area	FM/CRx Projects Allocation	Core FTEs S&OH Allocation	Incremental Salaries Allocation	Overhead Allocation	Winter Auxiliary S&OH Allocation
Northeast	JV required	No JV required	No JV required	N/A	JV required
Omineca	JV required	No JV required	No JV required	N/A	JV required
Skeena	JV required	No JV required	No JV required	N/A	JV required
Cariboo	JV required	No JV required	No JV required	N/A	JV required
Thompson Okanagan	JV required	No JV required	No JV required	N/A	JV required
Kootenay Boundary	JV required	No JV required	No JV required	N/A	JV required
South Coast	JV required	No JV required	No JV required	N/A	JV required
West Coast	JV required	No JV required	No JV required	N/A	JV required
BC Parks	JV required	JV required	JV required	N/A	JV required
Mtn Resorts Branch	JV required	JV required	JV required	N/A	JV required
WLRS - KBR	JV required	N/A	N/A	JV required	N/A
<i>N/A = no allocation for this category</i>					

Business Area Expense Coding: FM/CRx Projects

*FM and CRx projects alike are coded to **YourBU.YourRC.42111.STOB.PROJECT***

- BU=Business Unit, RC=Responsibility Center
- FM and CRx project codes follow the format 719C###, or 719P###
- Note: MRB, BC Parks, and WLRS may have a different service line than 42111. Consult with your finance team to verify.
- **Q: Where do I find the FM/CRx project codes?**
 - FOR Business Areas' CLWRR project numbers should match the BCWS CFS project codes listed in the respective Business Area's ReMi entries/reports and [CFS Project Codes Master Code List](#).
 - WLRS, BC Parks, and MRB may have ministry-specific financial project numbers on their end. Each agency will need to ensure these correspond to allocated BCWS project numbers, and/or that JVs reflect the corresponding recovery project codes (i.e. BCWS CFS project codes).
 - Refer to sections 9 and 11 for more information.

Example Recovery JV with Coding

- **CR YourBU.YourRC.42111.88##.PROJECT** (Note: SL 42111 may not apply for non-FOR Business Areas)
 - STOB 8805 for recovery of benefits
 - STOB 8807 for recovery of salaries
 - STOB 8809 for recovery of operating expenses
- **DR 128.71498.42000.ST97.PROJECT**
 - *Exception: MRB and BC Parks to use SL 42100 and ST98 for Core/Incremental Salary recoveries*

For example, if you originally coded \$12,345.00 to 128.71923.42111.7056.719C001, the recovery JV will be

CI	Rsp	Srvc	STOB	Proj	Loc	Fut	Debit	Credit
List - Text							Number	Number
128	71923	42111	8809	719C001	000000	0000		12345
128	71498	42000	7097	719C001	000000	0000	12345	

CLWRR Salary and Overhead Project Codes and Recoveries

There are three categories of CLWRR allocations that support wages: core FTE allocations, incremental salary allocations, and Winter Auxiliary allocations. They are distinct and do not always require recoveries, depending on the Business Area. **Refer to Section 4** for details on salary and overhead funding, spending, and recovery for the 2026/2027 CLWRR program, and refer to **JV guidance table on the first page of Appendix A** to verify whether your Business Area needs to submit recovery JVs to BCWS for a given allocation. Contact your District Lead, Business Area Management team, or CRlprogram@gov.bc.ca if you need to refer to your CLWRR allocation letter for details on allocation categories and amounts, or if you have any questions regarding the various categories.

BCWS-side recovery coding for salaries and overhead: 128.71498.42000.STOB.71PBF __
Exception - MRB and BC Parks Core/Incremental salary: 128.71498.42100.ST98.71PBF __
 All BCWS-side JV coding summarized in a table on the following page.

BCWS Salary project codes are listed below.

BCWS Salary and Overhead Project Code Description	BCWS Recovery Project Code
WRR Salaries and Overhead – Northwest Fire Centre	71PBF18
WRR Salaries and Overhead – Omineca	71PBF15
WRR Salaries and Overhead – Northeast	71PBF17
WRR Salaries and Overhead – West Coast	71PBF12
WRR Salaries and Overhead – South Coast	71PBF13
WRR Salaries and Overhead – Cariboo Fire Centre	71PBF09
WRR Salaries and Overhead – Kamloops Fire Centre	71PBF14
WRR Salaries and Overhead – FOR Kootenay-Boundary	71PBF19
WRR Salaries and Overhead – WLRS Kootenay-Boundary	71PBF21
WRR Salaries and Overhead – MRB	71PBF08
WRR Salaries and Overhead – BC Parks	71PBF10

JV Coding (BCWS-side) by Business Area and Expense Category

This table provides a summary of recovery coding (**BCWS-side**) for CLWRR JVs across categories and Business Areas.

Business Area	CLWRR Project Expenses (FM or CRx project alike)	Core Salary (incl. overhead), Incremental Salary	Winter Auxiliary Salary and Overhead
FOR	128.71498.42000.ST97.PROJECT	N/A – budget transfer	128.71498.42000.ST97.71PBF##
MRB	128.71498.42000.ST97.PROJECT	128.71498. 42100 .ST 98 .71PBF08	128.71498.42000.ST97.71PBF08
BC Parks	128.71498.42000.ST97.PROJECT	128.71498. 42100 .ST 98 .71PBF10	128.71498.42000.ST97.71PBF10
WLRS-KBR	128.71498.42000.ST97.PROJECT	Overhead allocation only: 128.71498.42000.ST97.71PBF21	N/A
Project code details	PROJECT = 719C### or 719P###, e.g. 719C999 <i>(Refer to ReMi entry/report or CLWRR CFS project code list)</i>	Listed above, where applicable	e.g. 71PBF12 for West Coast <i>(Refer to table on previous page)</i>