Community Resiliency Investment Program

Crown Land Wildfire Risk Reduction

Program Management Standards and Administration Guide: 2024 – 2025

Rexin prescribed burn, Rock Creek, BC 2024

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Asterisks indicate sections with significant changes for the 2024/25 fiscal year. Be sure to review these important changes.

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 financial management and project performance tracking processes for the 2024/2025 fiscal year. Any changes to the instructions below will be communicated by CRIprogram@gov.bc.ca and saved to the Wildfire Risk Reduction webpage: 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 2024/2025, 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 2025 CLWRR Program.

In 2024/2025, the CLWRR Program will have two funding streams:

   a) Fuels Management (FM)
   b) Cultural and Prescribed Fire (C&Rx Fire)

Approved 2024/2025 Annual Operating Plans: 2024/2025 CLWRR Annual Operating Plans (AOPs)

NOTE**:**

   • Projects within the AOPs are subject to change throughout the year. All updates to the AOPs are done through the performance tracking spreadsheets. This can include the reallocation of funds, cancellation of projects, addition of projects, etc.

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

3.   Administrative Roles and Responsibilities

<u>CLWRR Leadership Team - BCWS Prevention HQ</u>

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

- Manages the financial and project administration of the CLWRR Program.
- Works collaboratively with FOR, WLRS, BC Parks and MRB for required tracking and reporting.
- Is responsible for managing the approved AOPs and ongoing updates.
- Is responsible for managing surplus, additional funding requests, and requests for additional/new projects.
- Assigns CFS project codes.
- Is responsible for provincial reporting and forecasting of the CLWRR Program as a whole.
- Hosts monthly Wildfire Risk Reduction Community of Practice (CoP) calls and training sessions related to the CLWRR program.

<u>Management Team</u>

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 the BCWS Fire Centre Manager (FOR/WLRS), with the Deputy Manager, and Prevention (BC Parks and MRB) or designates.
- Reviews the planning and implementation of CLWRR projects for their Business Area, including acting as expense authority.

<u>District Lead or Designate (IIS support if requested)</u>

- 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 or communities to achieve the objectives outlined in the operational plan.
- Co-ordinates communication and engagement with partners (e.g. local authorities), and stakeholders.
- Proactively identifies surplus and/or project underspends.

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:
    o following proper procurement processes,
    o acting as qualified receiver,
    o financial reporting to expense authorities, and
    o monthly and year end project reporting to the operational lead for their branch.
- Proactively identifies and reports surpluses and project underspends/overspends to their Expense Authority.
- Attends monthly CLWRR CoP calls and training sessions related to the CLWRR program.

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

- Coordinates and tracks approved projects for their region.
- Coordinates and tracks any new requests for Corporate Financial System (CFS) project codes, and Reporting Silviculture Updates and Land Status Tracking System (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, and coordinates annual project reporting.
- 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 CoP calls, and training sessions related to the CLWRR program.

Project Lead and Integrated Investment Specialist (IIS)

- Coordinates and/or assists their Business Area with financial tracking and designation of allocations between projects, underspends/overspends, and return of surplus to the BCWS.
- Ensures project, financial, and RESULTS reporting is up to date by established deadlines.
- Leads AOP development for their BA and provide Land Manager priorities and endorsement consistent with the prioritization criteria in the CLWRR Planning Guide.
- Attends monthly CLWRR Community of Practice calls, and training sessions relating to the CLWRR program.

<u>BCWS Business Manager</u>

- Ensures financial and performance reporting standards are met as outlined in this guide.
- Ensures Journal Voucher (JV) processing for the salaries and projects for the Regions (FOR/LWRS) within their Fire Centre according to the CLWRR Program Guide.
- Ensures JVs are processed using the correct project codes.
- Provides reports to the Fire Centre Manager/designate, for review with the Regional Management Team.
- Ensures financial salary and project reporting is submitted to the CRI Program.

<u>Corporate Services Natural Resources (CSNR), Financial Planning and Reporting</u>

- Accurately forecasts CLWRR projects as per forecasting guidelines.
- Provides Financial Forecast System (FFS) reporting, as outlined in this guide, to the Fire Centre Business Manager, <u>CRIprogram@gov.bc.ca,</u> and their Integrated Investment Specialist (FOR).
- In partnership with BCWS, ensures accurate and timely JV processing for salaries and projects for their Business Area to the appropriate BCWS project codes.

NOTE: FOR/WLRS will work with their respective Fire Centre Business Managers, while BC Parks and MRB will coordinate with the CLWRR leadership team.

4.   Salary and Overhead Allocation*

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 now 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.

- **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 4-months in length, for the following eligible positions: STO21 and STO18. These salaries are based on $29,000 per four-month position, with $500 for overhead per position.

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)

Salary and Overhead Funding Updates for 2024/25*

Based on feedback and recommendations from our partners, there are changes in how salaries and overhead are allocated and recovered this fiscal year:

- Ministry of Forests: Overhead is now included in core position funding. Core position and incremental salaries have been allocated via budget transfer. Salary and overhead for Winter Auxiliaries will be recovered through a Journal Voucher, based on actual positions hired.

- 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.

- 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 the CLWRR leadership team at CRIprogram@gov.bc.ca
if you have any questions about these changes.

5. **Government Transfers – Shared Cost Arrangements and Grants**

All government transfers must be pre-approved by the BCWS and will be recoverable through the Journal Voucher process. Below is a link to the CSNR website which highlights the process for a government transfer.

- **Grant**: The Province decides on the project, how much, to whom and when. The Province does NOT control or participate in the ongoing activities.
- **Shared Cost Arrangement**: expenditure funds for a project which may be shared. The Province has significant control over how the funds are spent. There are Schedules A and B which indicate services and financial arrangements.
- Government Transfer Payment Overview Webpage

6. **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

7.   Project Definition and Management

For assigning RESULTS and CFS codes, a project will be broken down to the activity level and by proximity of each project. Moving from one activity to the next is considered a NEW PROJECT and will require new coding as they are considered two separate projects, e.g., completing a prescription then moving to operational treatment counts as a new project and requires new codes.

However, when working with multiple treatment units (of the same activity type) near or adjacent to one another, one project code can be assigned.

Fuel Management Projects
- Integrated Fuel Management Planning
- WUI WRR Plan/Tactical Plan (currently, CFS only)
- Prescription
  - Including assessments/surveys and modifications to the prescription for maintenance.
- Operational Treatment
  - by treatment unit – e.g., Nicole's Creek TU1. If multiple treatments are being completed at one time, Nicole's Creek TU 1 to 3.
  - This includes maintenance treatments.
- Administration **–** where possible, all surveys and assessments should be part of the prescription costs.
  - Project Management
  - Multiple Project Surveys and/or Assessments

Cultural and Prescribed Fire Projects
- Engagement
  - Knowledge Development Activity
  - Cultural and Prescribed Fire Scoping Engagement
  - Indigenous Knowledge or Traditional Use Information
  - Landscape Level Fuel Management Prescription <500 Hectares
  - Landscape Level Prescription Scoping & Feasibility Assessment
- Planning
  - Burn Plan Development
  - Prescription Development (not prioritized in Fuel Management stream)
- Implementation
  - Pre-Burn Fuel Management (not prioritized in Fuel Management Stream)
  - Prescribed Fire Effects Monitoring
  - Burn Preparation Activities
  - Burn Day Activities
  - Post-Burn Activities

NOTE: Once assigned a project code, DO NOT change the project name. It is critical that the project name stays the same throughout the lifecycle of the project. The project name and codes will be active throughout the lifecycle of that project. When moving into a maintenance project, the Project Activity changes, but the project name and code does not.

8.   CLWRR 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 the BCWS after a new project has been approved and actioned.

RESULTS codes are assigned to individual projects and cannot be combined with other activities. RESULTS codes are assigned for each project activity as follows:

RESULTS Application Access - Province of British Columbia

9.   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 "activity" has a CFS code assigned, however, one CFS code can be assigned to a group of projects providing all projects within the group are the same activity (e.g., Prescription Development) and are within the same wildfire protection area. Example:

Fiscal Year	Project Name	CFS #	RESULTS #	Allocation
2019/2020	City of Nicole Tactical Plan	719C001	WRNIC001	$ 75,000
2020/2021	Nicole Mountain Prescription	719C002	WRNIC002	$ 50,000
2021/2022	Nicole Mountain TU 1	719C003	WRNIC003	$ 120,000
2022/2023	Nicole Mountain TU 2	719C004	WRNIC004	$ 80,000
2022/2023	Nicole Mountain TU 3 and TU 4	719C005	WRNIC005	$ 250,000
Fiscal Year	**Project Name**	**CFS #**	**RESULTS #**	**Allocation**
2019/2020	City of Nicole Tactical Plan	719C001	WRNIC001	$ 75,000
2020/2021	Nicole Mountain Prescription		WRNIC002	$ 50,000
2020/2021	Andrew Mountain Prescription	719C002	WRNIC006	$ 50,000
2020/2021	Kelly Mountain Prescription		WRNIC007	$ 50,000

NOTE: When grouping projects to one CFS code, each Business Area <u>must</u> report individually on project performance activities and financial forecast and actuals.

10.   Activation of New CFS and RESULTS Project Numbers

Responsibility:	Integrated Investment Specialist and/or Project Lead
Process:	**Email:** CRIprogram@gov.bc.ca
	RECOMMENDED: CC to Financial Analyst, and others as determined by Business Area
	Subject: CLWRR Project Code Request – District Identifier (MRB/BC Parks)
	Project Name:
	Project Activity:
	Project Allocation: $
	Please ensure to update your CSNR Financial Analyst and Performance Tracker.

NOTE:

- Projects with the same Activity carrying over from previous years will maintain their existing RESULTS and CFS Project Codes. Changing the Activity or adding a new treatment unit will require a new project code.
- WLRS, BC Parks and MRB will have ministry specific financial project numbers. Each agency will need to ensure these correspond to allocated BCWS project numbers. Please follow the request process above.

11.   Performance Tracking*

Responsibility:	Integrated Investment Specialist and/or Project Lead
Documentation:	Project Performance Tracking files (2024_2025 CLWRR Performance Reporting)
Process:	Project Lead/Integrated Investment Specialist or designate will complete **ALL** mandatory columns in the Performance Tracking spreadsheet. See • **Risk:** Risk level of project not being complete. • **Phase:** The current phase of the project. • **Project Forecast to March 31st:** Enter the total anticipated project cost for full Fiscal Year, based on the knowledge available at the time of the reporting deadline. • **Successes/Challenges/Progress:** Any additional information which will advise where the project is at, and which might be valuable to minister/media requests, e.g., expected start date, reasons for delays, etc. • **Holding/Buffer Account:** this row can be used to identify surplus/uncommitted funds. Optional. • **Surplus/Additional Funding Tracking:** When a surplus is declared and/or additional funding is approved.
Key Dates:	• Orientation and Q&A sessions hosted by CLWRR leadership team, offered in advance of the reporting deadline. • Quarterly reporting due dates, as outlined in the Performance Tracking Workbook: July 15th, October 15th, and January 15th. • A "Year End Project Status and Forecast" report is due annually on March 7th. • A "Year End Project Update" for the full fiscal year is due April 30th. • Ad Hoc reports may be requested throughout the year, depending on requests for information.

12. Year End Performance Reporting

Responsibility:	Integrated Investment Specialist and/or Project Lead
Documentation:	Project Tracking (2024_2025 CLWRR Performance Reporting)
Process:	Project Lead/Integrated Investment Specialist, or designate, will complete the required columns in the spreadsheet.
Notes:	- Ensure each project is reported separately, and that projects do not include more than one activity type. - Ensure year end spending totals are reported by project. - Confirm nearest community. - Complete year end reporting, including: - Year End Project Status: **100% Complete:** Project activity is 100% Complete (and ready to be submitted into RESULTS, if applicable activity). **Substantially Complete:** Project activity is complete except actual pile disposal. Add rationale and expected completion date in comments. **In Progress**: Some work completed, but project will be continued in the next year. Add expected completion date. **Deferred:** Project was planned, but no work was completed. Project will be moved to the next year's AOP. Add rationale and expected start date in comments. **Cancelled:** No work was completed. Project is cancelled. Add rationale in comments. - Total Hectares 100% Completed: - Enter number of hectares if project (activity) is 100% Complete and it will be entered into RESULTS. - In a multiple treatment project, if an area was 100% complete, enter hectares in 100% Complete, and enter partially treated Ha in the Partially Completed Ha column. - If a project is "Substantially Complete", meaning the project is completed *except* the actual pile disposal, enter the number of hectares under "Ha 100% Completed." Add comments regarding what is incomplete, and expected completion date, e.g., "Pile burning outstanding, to be completed spring 2025". - Total Hectares Partially Completed: - Designed to reflect completed work, even though the project isn't 100% complete and ready for RESULTS reporting, e.g., Planned to prune/brush 10 hectares but only completed 8.5 hectares. The project status would be "In Progress", enter 8.5 hectares in "Ha Partially Completed" column.

13.   Financial Forecasting and Reporting – CSNR

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/Financial Planning and Reporting (MRB)
Documentation:	FFS17 by Project Code
Process:	- Quarterly starting the 2nd Quarter by the 11th day of the following month. - Final year end report, by BCWS project code, due April 30th. - CSNR will email the FFS17 to: CRIprogram@gov.bc.ca BCWS Business Manager (FOR/WLRS ONLY) Integrated Investment Specialist (FOR ONLY)

14.   Financial Forecasting – BCWS

Responsibility:	BCWS Business Managers; CLWRR leadership team; BCWS HQ Finance
Documentation:	Fire Centre Business Manager and CLWRR leadership team.
Process:	Fire Centres will submit project and salary level financial reporting and forecast to CRIprogram@gov.bc.ba - Quarterly starting the 2nd Quarter by the 11th day of the following month. - Final year end report by BCWS project code, due April 30th.

15.   Journal Voucher Processing – WRR Projects*

Responsibility:	CSNR/Financial Analysts BCWS – Fire Centre Corporate Wildfire Services (FOR/WLRS) BCWS - HQ Finance (BC Parks and MRB)
Documentation:	Journal Vouchers will be processed using the BCWS assigned project codes. • Account Analysis Report by Project Code • Applicable back-up
Process:	Regional Operations – CSNR: email JVs, with supporting documentation, to the Fire Centre Business Manager MRB and BC Parks: email JV with supporting documentation to BCWS.CWSHQFIN@gov.bc.ca cc CRIprogram@gov.bc.ca • ***NEW FOR 2024/25:*** Fuels Management projects are coded to 128.71498.**42000**.STOB.PROJECT (42100 service line no longer to be used for this) • C&Rx Fire projects are coded to 128.71498.**42000**.STOB.PROJECT
Key Date(s):	Quarterly JVs are recommended; however, JVs can be processed at any time throughout the year.

16.   Journal Voucher Process – Salaries and Overhead, when required*

See Section 4 for 2024/25 updates on salary and overhead funding.

Responsibility:	CSNR/Other Financial Agency BCWS – Fire Centre Corporate Wildfire Services (FOR/WLRS) BCWS - HQ Finance (BC Parks and MRB)
Documentation:	Applicable back-up.
Process:	• Journal Vouchers for salaries and overhead 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. • Surplus Salaries and General Overhead of more than 25% must be returned to BCWS no later than January 15, 2025.
Key Date(s):	Quarterly JVs are recommended; however, JVs can be processed at any time throughout the year.

17.   Salary and Overhead Project Codes*

NEW FOR 2024/25:

- **Refer to section 4** for a reminder of changes to salary and overhead funding, spending, and recovery for the 2024/25 CLWRR program.

- NEW CODING FOR SALARIES & OVERHEAD: **128.71498.42000.STOB.71PBF__**
  (Service line 42100 is no longer to be used for this.)

- NEW PROJECT CODES: Until now, multiple business areas shared salary and overhead project codes. To facilitate more efficient and accurate tracking and reporting of spending, each business area now has a unique project code for salary and overhead recoveries.

Project Code Description	2024/25 Project Codes	Retired Codes - DO NOT USE
WRR Salaries and Overhead – Northwest Fire Centre	71PBF18	N/A
WRR Salaries and Overhead - Omineca	71PBF15	formerly 71PBF16
WRR Salaries and Overhead - Northeast	71PBF17	
WRR Salaries and Overhead – West Coast	71PBF12	formerly 71PBF11
WRR Salaries and Overhead – South Coast	71PBF13	
WRR Salaries and Overhead – Cariboo Fire Centre	71PBF09	N/A
WRR Salaries and Overhead – Kamloops Fire Centre	71PBF14	N/A
WRR Salaries and Overhead - FOR Kootenay-Boundary	71PBF19	formerly 71PBF20
WRR Salaries and Overhead - WLRS Kootenay-Boundary	71PBF21	
WRR Salaries and Overhead – MRB	71PBF08	formerly 71PBF07
WRR Salaries and Overhead – BC Parks	71PBF10	

Please reach out to the CLWRR leadership team at CRIprogram@gov.bc.ca
if you have any questions about these changes.

18.   End of Fiscal Year

- To assist in meeting FYE deadlines, Journal Vouchers for all completed projects can be submitted upon completion of the project.
  o Email all outstanding JVs by the fiscal year end guidelines established by the Financial Services Branch (FSB).
- Fire Centre Corporate Wildfire Services (CWS) will collaborate with BCWS HQ Finance on fiscal year end JV processing procedures.
- If you have received goods/services from a supplier and are waiting on an invoice beyond March 31, follow FSB accrual guidelines.
- To ensure efficient year end processing, CSNR and BCWS CWS will collaborate on fiscal year end guidelines and timeframes, as established by FSB.

19.   CLWRR New Projects, Surplus, Additional Funding, and Re-allocation of Funds

All the requests in this section can be submitted throughout the year. Surplus will be reallocated to the highest priority projects provincially.

New Project Request

All new projects need be approved by the applicable Fire Centre and the CLWRR leadership team. Once a new project has been approved, add to the performance tracking sheet, and email the CRIprogram@gov.bc.ca with Fire Centre endorsement.

Email: CRIprogram@gov.bc.ca

Subject: New CLWRR Project Request, Project Title

Include:
- Fire Centre Endorsement
- Amount of funding required for project, if applicable, and how this will be accommodated within the existing allocation
- confirm project is part of AOP (e.g. from another year, noting which year)
  o *if a fully new project, please note it as such and expect a lengthier approval process; further information will be required based on activity type – as all CLWRR projects are subject to the same level of review and endorsement as those approved in the AOPs.*

NOTE: New RESULTS and CFS codes will need to be assigned.

Surplus/Uncommitted Funds

- When identified to the BCWS Business Manager, surplus funding must be declared, with approval by an Expense Authority, and emailed to CRIprogram@gov.bc.ca

Deadline: As soon as is determined, but **no later than January 15, 2025**.

Email: CRIprogram@gov.bc.ca, BCWS Business Manager (FOR/WLRS), CSNR Finance Manager/Analyst

Subject: CLWRR Surplus – Business Area

Amount of Surplus being returned: $

Rationale for Surplus:

Additional Funding Request

- Email requests for additional funding can be made to the CRIprogram@gov.bc.ca email if/when it is determined additional funding is required. Approval of the applicable Management Team must accompany requests.
- When surplus funds are identified, the additional funding will be allocated to priority projects.

Email: CRIprogram@gov.bc.ca, BCWS Business Manager, 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) – This will help prioritize additional funding allocations.

Re-allocation of Funds Request

- Re-allocation of Fuel Management or Cultural and Prescribed Fire funds to another region (within the Area or another Area) requires CLWRR Leadership 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, ensure the Financial Analyst responsible for your reporting is advised and has updated the performance tracking file.

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 CRIprogram@gov.bc.ca for review and approval by the CLWRR leadership team and C&Rx HQ.

20.   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)
- 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 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.