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## Regional Community to Community Forum Program

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### 2011/12 Program & Application Guide (Fall)

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#### 1. What is a Regional Community to Community Forum?

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##### Background

In January 1997, the Union of British Columbia Municipalities (UBCM) and the First Nations Summit (FNS) jointly organized the first province-wide Community to Community (C2C) Forum. This event brought together First Nations and local governments from across BC to discuss common goals and opportunities for joint action. The success of the event was due to a spirit of goodwill and an open exchange of concerns, ideas, and constructive viewpoints. There was consensus among the participants that regional C2C Forums should be supported.

Since 1999, with continued support from the provincial Ministry of Community, Sport & Cultural Development and Indian & Northern Affairs Canada (BC Region and the Treaties and Aboriginal Government Sector), more than 340 Regional C2C Forums have been held in communities across the province.

##### Goals & Objectives

The goal of a Regional C2C Forum is to increase understanding and to improve overall relations between First Nations and local governments. The events are intended to provide a time and place for dialogue on issues of common responsibility or interest.

To qualify for funding, a C2C Forum must include dialogue between neighbouring First Nation and local government elected officials and must work toward one or more of the following objectives:

- Educating and informing the participating governments about current issues in relationships between the First Nations and local governments.
- Providing a forum for dialogue on a specific concern or topical issue.
- Strengthening relationships and fostering future co-operative action by building stronger links between First Nation and local government elected officials and staff.
- Determining opportunities for future collaboration and joint action.

## 2. The C2C Forum Grant

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Grants under the Regional C2C Forum program are modest: the maximum grant is \$5,000 and the applicant is required to provide fifty percent (50%) of the total eligible costs for the forum in cash or in-kind.

### Eligible Applicants

Funding permitting, any municipality, regional district or First Nation government (e.g. Band or Tribal Council) may apply to host a Regional C2C Forum. First time and repeat applicants (those who received funding in previous years) are eligible. The C2C Forum program is not connected to the treaty process and First Nation applicants are not required to be in the treaty process in order to participate or apply.

### Eligibility Criteria

- Events must include participation by elected officials from both First Nation(s) and local government(s).
- The date of the event or events must be set and provided to UBCM.
- Willingness of the partnering community to participate in the event must be confirmed and provided to UBCM in writing.
- The communities engaging in dialogue must be neighbouring. However, “neighbouring” may mean in the vicinity of, but not necessarily immediately adjacent to.
- Events must occur on or before March 31, 2012.

## 3. Planning an Event

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### Length and Format

Event length and format are up to the applicant. In some cases, a day-long event may be preferred to allow participants sufficient time to meet each other and work together to generate ideas and plans for future activities. In situations where the participants do not know one another, an “ice-breaker” event, such as an introductory dinner or reception, may be useful.

### Organization and Facilitation

Experience has shown that a major challenge in organizing a C2C Forum is finding adequate staff time and resources. Many previous applicants have found that contracting the services of a professional facilitator/event organizer can assist in planning and convening the forum, as well as completing the Final Report form needed to satisfy the requirements of the program.

### Topic Ideas

For information and ideas on theme areas that could be the focus of a forum, see Table 1. The following documents may also be helpful:

- *1999 – 2009 Community to Community Forum Status Report.*
- *Guide to Community to Community Forums in British Columbia.*
- Final reports of recent Regional C2C Forums held throughout the province and previous province-wide C2C Forums.

Table 1: Possible Dialogue Topics

<p><b>Relationship Building</b></p> <ul style="list-style-type: none"> <li>• Joint Council meetings</li> <li>• Regional representation</li> <li>• Protocols and agreements</li> <li>• Dispute resolution</li> <li>• History and awareness</li> <li>• Staff communications</li> </ul>	<p><b>Economic Development</b></p> <ul style="list-style-type: none"> <li>• Improving regional and local economies</li> <li>• Joint interests/initiatives</li> <li>• Community economic development</li> </ul>	<p><b>Infrastructure Planning</b></p> <ul style="list-style-type: none"> <li>• Harmonization and communication</li> <li>• Future needs assessment</li> <li>• Joint development</li> </ul>
<p><b>Land Use &amp; Resources</b></p> <ul style="list-style-type: none"> <li>• Land use planning/management</li> <li>• Sustainability planning</li> <li>• Access to resources</li> <li>• Environmental protection</li> </ul>	<p><b>Community Development</b></p> <ul style="list-style-type: none"> <li>• Age- and accessibility-friendly communities</li> <li>• Youth engagement</li> <li>• Climate action</li> <li>• Capacity building</li> </ul>	<p><b>Service Delivery</b></p> <ul style="list-style-type: none"> <li>• Harmonization of services</li> <li>• Cost effectiveness</li> <li>• Joint planning/coordination</li> </ul>

#### 4. Applying for C2C Funding

##### 2011/12 (Fall) Application Deadlines

Funding permitting, the Regional C2C program is administered over the course of the fiscal year (April 1 to March 31) and a minimum of two calls for applications are announced each year – generally in the spring and fall.

The second application deadline for the 2011/12 program is Friday, October 7, 2011. Applicants will be notified of the status of their application by October 28, 2011.

##### Application Requirements

The Application Form must be completed and submitted with the required attachments. This form is available on the UBCM website and a sample completed Application Form is included as Appendix A.

Send applications as an e-mail attachment to [lgps@ubcm.ca](mailto:lgps@ubcm.ca). All attachments should be sent as Word or PDF files and your e-mail should note "RC2C Forum Program Application" in the subject header.

##### Information on the Budget

An itemized draft budget must be submitted with the Application Form and indicate that a minimum of 50% of the total eligible event cost will be covered by the applicant (in cash or in-kind).

Please review the following important considerations before completing the budget and submit a budget in the same format as the sample budget below:

- An in-kind contribution is one for which no money is paid directly, such the use of facilities.
- Travel expenses will only be paid for travel between communities, not within communities. Mileage estimates are required for vehicle travel.
- Gifts are not eligible expenditures and honoraria for elders will be considered only when the elder is a scheduled speaker. If honoraria are included in the budget, please provide a description of the role(s) of the recipients of the honoraria in the forum.
- Cultural performances are not eligible expenditures.

- If the application is for more than one event, itemized budgets are required for each separate event.

Table 2: Sample Budget

<b>Budgeted Expenditures</b>	C2C Funding Request	Applicant Contribution (cash or in-kind)
Event organization (invitations, agendas, staff time, etc)		\$750
Dinner for 75 people at \$25/person	\$1,875	
Facilitation services	\$1,000	\$500
Guest Speakers	\$250	\$400
Facilities Rental		\$800
Transportation (80 km)	\$25	
Preparation of materials – printing costs for informational materials		\$300
Final report production and printing		\$550
Contingency	\$150	
<b>TOTAL</b>	<b>\$3,300.00</b>	<b>\$3,300.00</b>

Budgets are approved as part of the application and any significant changes to a budget must be approved before an event takes place. Applicants are responsible for any cost over-runs unless a new budget is submitted and approved before an event takes place.

## **5. Approval Process**

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When an application is received, UBCM staff will review it to ensure it is complete. UBCM and the First Nations Summit will then review all complete applications.

Funding permitting, once a Regional C2C Forum application is approved fifty percent (50%) of the total approved grant will be sent to the applicant with the Terms & Conditions of the grant. An Information Brochure will also be sent for distribution at the event.

## **6. Submitting Your Final Report**

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In order to receive the final payment of the grant, the Final Report Form must be completed and submitted with the required attachments within 30 days of C2C events, and no later than April 30, 2012.

Financial summaries should be submitted in the same format as the sample summary below.

Please submit all documents as Word or PDF files and all digital photos or images as JPEG files.

Table 3: Sample Financial Summary

<b>Expenditures</b>	<b>Budgeted</b>	<b>Actual</b>
Event organization (invitations, agendas, staff time, etc)	\$750	\$625
Dinner for 75 people at \$25/person	\$1,875	\$1,575
Facilitation services	\$1,500	\$1,500
Guest Speakers	\$650	\$650
Facilities Rental	\$800	\$800
Transportation (80 km)	\$25	\$55
Preparation of materials – printing costs for informational materials	\$300	\$250
Final report production and printing	\$550	\$550
Contingency	\$150	
<b>TOTAL</b>	<b>\$6,600.00</b>	<b>\$6,005.00</b>

Please note that 'Contingency' is not an eligible final expense and any expenditures made from the funds allocated to contingency in the budget should be allocated to the appropriate line item in the financial summary.

## 7. Contact Information

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For information on the C2C Forum program, the application or selection process, final reporting, or to submit an application or final report please contact:

Local Government Program Services  
 Union of BC Municipalities  
 525 Government Street  
 Victoria, BC, V8V 0A8  
 Tel: (250) 356-5134  
 Email: lgps@ubcm.ca

For information on the C2C Forum program or the First Nations Summit please contact:

Colin Braker  
 First Nations Summit  
 #1200 - 100 Park Royal South  
 West Vancouver, BC V7T 1A2  
 Tel: (604) 926-9903  
 Email: cbraker@fns.bc.ca

## Appendix A: Sample Application Form

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### First Nations Summit & UBCM



## 2011/12 Regional Community to Community Forum



FIRST NATIONS SUMMIT

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

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## 2011/12 APPLICATION FORM (Fall)

Please complete and return this by **Friday, October 7, 2011** for forums to be held before March 31, 2012. Thank you in advance for your cooperation. Please type directly in this form or print and complete. Use additional space or pages wherever required.

Questions? Contact UBCM at [lgps@ubcm.ca](mailto:lgps@ubcm.ca) or (250) 356-5134.

### Applicant Information

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**Applicant:** Regional District of Beverly Hills, BC

**Mailing Address:** 123 Beverly Road,  
Pleasantville, BC, V2V 2V2

**Contact Person:** John Smith

**Position:** Director of Planning

**Phone:** (250) 123-1234

**E-mail:** [john.smith@rdbh.bc.ca](mailto:john.smith@rdbh.bc.ca)

**1. DESCRIPTION.** Please provide a description of the proposed event. If more than one event is proposed, please include a rationale for multiple events and a description of each event.

As this event will be the first time for local government and First Nations community leaders within the RDBH to meet as one group, an "ice breaker" dinner is proposed. Following this, we will break into smaller groups to discuss a series of questions on common concerns, how our organizations operate and how we can communicate better.

**2. OBJECTIVES.** Please describe what you hope the forum will achieve.

The main objective of the first C2C Forum is to establish communication between First Nations and local governments in our region. Included will be discussion on areas of common concern, activities and functions (how we operate), and protocol for effective communications (between both elected officials and staff).

SAMPLE

**3. PROPOSED PARTICIPANTS.** Please attach an additional page if required.

- First Nation(s): Redwood Tribal Council, Fern First Nation, Blackford First Nation
- Local Government(s): RDBH, District of Blackford, City of Pleasantville and Town of Beverly
- Other Participants: Blackford Health Authority, Pleasantville Community Association

**4. DATE(S).** Please note: funding will not be advanced until date is set.

We have tentatively scheduled the forum for February 1, 2012.

**5. INTENDED OUTCOMES & DELIVERABLES** (e.g. plans for future meeting dates, future joint action/collaboration, next steps, etc.)

Outcomes that are expected include: a plan for future meetings; identification of common areas of interest and next steps; and a greater understanding of each entity's function, goals and values.

**6. COMMUNICATION PLANS.** Each application must identify which of the following strategies will be utilized to meet the C2C Forum Program communication requirement:

- Report at meeting of full band council, municipal council and/or regional district board.
- Posting of event materials on respective websites and UBCM website.
- Release of news release and/or reports to the media.
- Other: The proceedings of the event will be recorded in a report, which will be sent to UBCM upon completion. A news release will be sent to our local newspaper, *The Town Crier* after the event.

**7. CONFIRMATION OF PARTNERS.**

*Please attach written confirmation from each invited local government and/or First Nation that their elected leaders have agreed to attend the planned C2C Forum. Confirmation can be in the form of a letter or e-mail and a council or band resolution is not required. Written confirmations can be submitted after the application, but are needed in order for grant approval.*

**8. BUDGET.** Amount of Request: \$3,300.00

*Please review the 'Information on the Budget' in Section 4 of the Program & Application Guide and submit a budget in the same format as the sample budget. Attach the completed budget to this application.*

**9. REPEAT APPLICANTS ONLY.** Repeat applicants must include all the information required by first time applicants (sections 1 – 7 above) as well as the following information:

**Date of Last Forum:** June 2, 2010

**Progress:** *Please describe any improvements in the First Nation/local government relationship since your last C2C event and how the proposed event would build on the results of previous forums.*

Since our last event in 2009, the RD and the First Nation have continued discussions on servicing. The First Nation participated in the City's annual festival and we set up a joint committee to look at regional recreation needs. Our proposed event will help us identify new opportunities for partnering.

SAMPLE