

FireSmart™ Canada Neighbourhood Recognition Program (FCNRP)

Neighbourhood Champion user role

Welcome to the FireSmart Canada Neighbourhood Recognition Program electronic application system.

We are pleased to provide you with this written guidance to assist you with the application process. Please be sure to review the [video](#) and instructions prior to proceeding to the website.

It is important to note, the Neighbourhood Champion (NC) is responsible for uploading and/or completing all forms except the Hazard Assessment, which will be uploaded/entered by the Local FireSmart Representative (LFR). Your LFR is not able to submit/upload any of the other required documents from his or her account.

Setting up your account:

1. Please visit <https://neighbourhoodrecognition.firesmartcanada.ca/> to create your account and login to the application system.
2. **What is your neighbourhood name?** This should be the most suitable name for your small neighbourhood; it does not need to be an officially recognized town/city name, rather it should be a name that best describes your small area.
3. **Select your province and your location.** For your location, if your exact town or community is not listed, please choose the closest one to your location. Our initial list consists of towns/cities across Canada, along with BC First Nations, regional districts in BC, and municipalities in Alberta. This selection will narrow the search of the LFRs in your area.
BC residents: Start by choosing your regional district. If your LFR doesn't appear in the list, hit the back button on your browser and select the closest listed city or town to your area and check the LFR list presented. If you do not see the LFR listed, please contact [FireSmart Canada](#).
Alberta residents: Start by choosing your local municipality for your location.
All other provinces and territories: Select the name of the closest town or city to your community. FireSmart Canada will publish a list of Recognized FireSmart Neighbourhoods on its website; please check "Public Neighbourhood" if you want your neighbourhood to appear in this list. Click Submit.

The next page will show a list of local LFRs in your area. Choose your Local FireSmart Representative. As mentioned above, if the person you are looking for is not in the list, please contact [FireSmart Canada](#). Select the LFR of your choice.

This portal walks you through all the steps that need to be taken to become a Recognized FireSmart Neighbourhood. If you haven't started, the portal guides you through each specific step. In many cases, by the time you log in to the portal, most of the steps have already been completed by the neighbourhood, the NC and the LFR. When you log in to the portal to upload your application and supporting documents, click through each step until you get to one that requires you to upload or complete a form.

1. **Contact your LFR and arrange a Hazard Assessment.** If you haven't completed this step, please do so now. If you have completed this step, select the "Mark Complete" button and move on to the next step.
2. **Assembling your neighbourhood committee.** Once this has been done, select "Mark Complete", and you will be asked to upload your committee member list. You will have the option to either "Fill out a form" or upload a previously completed form from your saved documents. Select "Mark Complete".
3. **Review the assessment recommendations with your FireSmart Committee.** When this has been completed select "Mark Complete".
4. **Develop a Neighbourhood Plan:** Select "Manage" and fill out the online form or upload your saved Neighbourhood Plan from your computer. Select "Submit".

You will see the message "Waiting for hazard assessment form to be uploaded". Your LFR will have received an auto-generated email message indicating that your neighbourhood is waiting for the Hazard Assessment form to be uploaded. When your LFR completes this task, you will receive an email letting you know it has been added.

You can now log out until the Hazard Assessment form has been uploaded.

5. **Neighbourhood event.** Enter your event date, click "Submit. On "Hold FireSmart Event" read the paragraph that contains links to the Volunteer Sign Up Sheet and Volunteer & Resource Tracking sheets if you need them and click "Mark Complete".
 - **Track Volunteer Hours,** click on "Track Hours" and enter the total number of volunteer hours that were recorded for your FireSmart event. The volunteer rate is set by FireSmart Canada and will be updated annually. Enter the total of the "In-kind Resource Value" contributed to your event; this can include things like trucking to haul away debris, chain saw use (gas and equivalent value of renting one), or any other equipment or tools used for your event that were donated. In the "Message" box you can add a list of what those in-kind resources were. Click "Submit".
 - **Volunteer Sign-up Sheet,** upload the original sign-up sheet from your event. Click "Submit".
 - **Summary of your Event,** please fill in the form (preferred) or attach a written summary you have created that details addressing at least one action item identified in your Neighbourhood Plan. Please note that if you would like to submit photos of your event along with your application, this option can be found at the bottom of the Event Summary form; click "Fill Form" and scroll to the bottom of the page. You **MUST** upload the photos before hitting "Submit" on this page. To add photos, select "Manage", upload the files, then click "Submit". **Note:** there is a 10MB total file size upload restriction.
6. **Complete Neighbourhood Recognition Application.** You can either fill out the form online or upload a saved form from your computer.
7. **Sign Your Application.** At this point you can review the documents you have uploaded (you can click on the title of any of the submitted documents to view them) and then select "Provide Consent", read the information in the pop-up box, type your name as your digital signature, click on the check box, and click "Submit".
8. **Apply for Recognition.** Once you click the button, your application will be automatically sent to your LFR for review and approval. Upon approval from the LFR, your application will be sent to



the FireSmart Canada provincial/territorial liaison for approval, and finally to FireSmart Canada for approval. Once approved by FireSmart Canada you will receive an official letter of recognition and FireSmart Canada will send a “FireSmart Neighbourhood” recognition sign to your LFR that can be displayed in your neighbourhood. **NOTE:** If you are applying for a renewal, an updated year sticker will be sent.

If you have questions while using the portal, please contact FireSmart Canada by email at general@firesmartcanada.ca or by phone at 204-784-8420.