



*CANADIAN INTERAGENCY FOREST FIRE CENTRE INC.
CENTRE INTERSERVICES DES FEUX DE FORÊT DU CANADA INC.*

ANNUAL REPORT 2022-2023

April 1, 2023

Contents

| | |
|--|----|
| Corporate Profile..... | 3 |
| CIFFC..... | 3 |
| Structure..... | 3 |
| Members | 3 |
| Board of Directors | 3 |
| Management Committee | 4 |
| Executive Committee | 4 |
| CIFFC Vision* | 4 |
| CIFFC Mission*..... | 4 |
| CIFFC Values* | 4 |
| Executive Director’s Message | 5 |
| Fire Centre Operations..... | 6 |
| Seasonal Summary | 6 |
| Coordination Centre..... | 6 |
| Resource Exchanges | 6 |
| FireSmart Canada..... | 7 |
| Corporate Services | 8 |
| Accounting and Finance | 8 |
| Communications..... | 8 |
| Fire Science..... | 9 |
| Information Systems Management..... | 9 |
| Equity, Diversity, and Inclusion | 10 |
| 2022/2023 Administration and Finance | 11 |



CANADIAN INTERAGENCY FOREST FIRE CENTRE
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April 1, 2023

To the members of the Canadian Interagency Forest Fire Centre Inc. Board of Directors;

On behalf of the CIFFC Management Committee, I am pleased to present this Annual Report of the Canadian Interagency Forest Fire Centre, for the year ending March 31, 2023.

A handwritten signature in black ink, appearing to read 'Kim Connors', is positioned above the printed name.

Kim Connors
Executive Director

Corporate Profile

CIFFC

The Canadian Interagency Forest Fire Centre Inc. (CIFFC) is a federal letters patent non-profit corporation and is operated by all ten provinces, two territories, and the federal government. CIFFC coordinates resource sharing within Canada and internationally, and supports prevention and mitigation activities across the country through the FireSmart Canada brand. The organization is supported by sixteen staff positions, 14 of which are currently filled. CIFFC welcomed three new permanent staff members in 2022: Magda Zachara, FireSmart Program Manager; Quentin Spila, FireSmart Technical Coordinator; and Marieke deRoos, Communications Officer. Heather Simpson also joined CIFFC to fill the role of Fire Science Manager while Maria Sharpe was on maternity leave. In early 2023, Leah Coulombe was promoted to the position of A/Fire Centre Coordinator as a result of her keen interest and involvement in CIFFC's operations efforts.

Structure

The corporate structure is comprised of four levels of management that direct and are responsible for the operations of the corporation. The highest level of management is the Member Representatives comprised of appointees from the member agencies of CIFFC; the second level is the Board of Directors, normally comprised of Assistant Deputy Ministers responsible for wildland fire management who are appointed by the Member Representatives; the third level is the Management Committee, which is normally comprised of Directors responsible for wildland fire management and are appointed by the Board of Directors; and the fourth level of management is the Executive Director who is appointed by the Management Committee.

Members

The Members represent the owners of CIFFC. They are required to meet once per year and their meetings are normally chaired by the Chair of the Board of Directors. They are responsible for approving the actions of the Board of Directors, changes to the Bylaws, and any other business the Members may wish to entertain.

Board of Directors

The appointment of the Chair and Vice Chair of the Board of Directors (BoD) occurs at the annual meeting traditionally held each autumn. The Board was led by the Chair from Ontario from January through December 2022, and on January 1, 2023, Alberta assumed the role of Chair as per the rotation schedule.

The BoD meets at least twice per year and is responsible at a corporate level to review and, if appropriate, approve policies, business and strategic plans, annual work plans, annual reports, annual budgets, appointment of auditors, auditor reports, and any other items as requested by the Members.

Management Committee

Similar to corporate boards, the Management Committee (MC) is comprised of representatives from each of the member agencies and CIFFC's Executive Director. In addition, the MC also has one representative each from Parks Canada, Department of National Defense – Canadian Forces Fire Marshall (DND), and Société de protection des forêts contre le feu (SOPFEU). The MC is normally chaired by the Chair of the Executive Committee, holds an annual general meeting in February of each year, and has as many virtual meetings throughout the year as required. The MC is responsible through the Executive Director to manage the day-to-day operations of CIFFC, authorize expenditures, and prepare relevant documents for BoD approval.

Executive Committee

The Executive Committee is appointed by and reports to the BoD. This Committee is comprised of four MC appointees who serve on a rotational basis. Membership on the Executive Committee is continuous for the Federal government. Parks Canada, DND, and SOPFEU are not entitled to participate in the Executive Committee. The Executive Committee manages, through the Executive Director, the human resource duties of the corporation and any associated policies and directives, the Manual of Administration, and the associated investments of the CIFFC Pension Plan. Appointees to the Executive Committee for the 2022 calendar year were NS – Chair, CA – Vice Chair, NT – Past Chair, ON – Member at Large.

CIFFC Vision*

To be the global leader of safe wildland fire resource sharing, cooperation and mutual aid.

CIFFC Mission*

To provide timely, effective and efficient support to member agencies for the enhancement of national wildland fire preparedness, safety and response capability while fostering a culture of continuous improvement in wildland fire management programs and policies by facilitating interagency and international cooperation.

CIFFC Values*

CIFFC's organizational value statements are an important strategic component, particularly in an interagency corporation. These values provide guidance for performance and conduct; they form the foundation of the CIFFC cooperative network. CIFFC values:

- a safety-first attitude and culture in ourselves and our workforce;
- excellence and efficiency in all activities;
- the maximization of combined benefits to all member agencies;
- transparent, consultative, and fiscally responsible decision making;
- environmentally and socially responsible business practices;
- integrity and respect in all dealings among member agencies, staff, clients, and partners;
- resolution of issues through discussion and cooperation to achieve common goals; and,
- ownership of work and responsibility for decisions.

Executive Director's Message

On behalf of the Management Committee, I am pleased to present the Canadian Interagency Forest Fire Centre Inc. (CIFFC) 2022-2023 Annual Report to the Board of Directors. This report highlights significant activities and progress of CIFFC for the fiscal year 2022-2023.

The CIFFC Board of Directors held the annual meeting of the corporation virtually on November 25, 2022. The Management Committee held their in-person annual meeting April 26-28, 2022, adhering to strict COVID-19 safety protocols, following a reduced agenda in February prior to fiscal year-end. At their April meeting, the MC agreed on a revised meeting schedule to more effectively manage their important work. Beginning in 2023, the face-to-face MC AGM will be held the last week of September.

CIFFC staff, the Board of Directors, and the Management Committee met in Vancouver June 7-9, 2022 to discuss priorities, goals, and objectives to scope a renewed CIFFC Strategic Plan. With the help of Virtus, a highly experienced consulting firm, CIFFC has drafted a progressive new Strategic Plan which is currently under review.

With more robust CIFFC staffing now in place, prevention and mitigation work under the FireSmart Canada brand has been able to ramp up significantly. Tremendous efforts are being put towards improvement of FireSmart Canada communications, enhancement of engagement with stakeholders, and further development of FireSmart programs and tools vital to wildland fire prevention and mitigation activities at a national level. To ensure consistency within our technology and systems, all CIFFC applications and websites associated with its FireSmart Canada program have been migrated to CIFFC's current support platforms.

CIFFC was fortunate to hire three new staff in 2022 who will be key members of the team: Magda Zachara as FireSmart Program Manager, Quentin Spila as FireSmart Technical Coordinator, and Marieke deRoos as Communications Officer. We look forward to hiring our second Coordinator for the FireSmart Canada program next year, and further enhancing our capacity to serve our members and communities across the country.

This year, we also employed Heather Simpson to act as Fire Science Manager while Maria Sharpe was on maternity leave after welcoming her first child, Rosemarie. Heather continued to progress the Fire Science rebrand, as well as work related to CIFFC's Equity, Diversity, and Inclusion framework. We remain dedicated to supporting a progressive, inclusive wildland fire community in Canada.

I continue to be humbled to be a part of this dynamic CIFFC team. Watching the evolution of CIFFC and the wildland community at large is an inspiration, and I wish you all the best in the coming year.



Kim Connors

Canadian Interagency Forest Fire Centre Inc.

Fire Centre Operations

Seasonal Summary

Although there were periods of significant fire activity across the country in 2022, the fire season was relatively quiet for CIFFC. Nationally, the number of fire starts was on par with the 10-year average while the total area burned was down 40% from the 10-year average. The Northwest Territories had 708,916 hectares burned, representing 42% of the total area burned in Canada in 2022. From May through September, nine of the 13 CIFFC member agencies requested resources through the Coordination Centre. The first mobilization occurred on May 11, and all resources were demobilized by October 4.

Further details regarding the fire season can be found in the annual Canada Report at <https://www.cifc.ca/publications/canada-reports>.

Coordination Centre

The Coordination Centre continued to adjust and refine the staffing model for the Duty Officer function as well as the CIFFC-Representative (CREP) and Inter-Agency Resource Representative (IARR) roles. A combination of permanent CIFFC staff, contract staff, and member agency staff were utilized in these functions to ensure an uninterrupted, professional level of service delivery to our member agencies and international partners.

Resource Exchanges

From May 11 until September 18, CIFFC processed 65 Resource Orders, deploying 414 Sustained Action firefighters, 259 Initial Attack firefighters, and 107 Overhead personnel. Moreover, 35 aircraft, 1,060 lengths of fire hose, 29 medium pumps, and 500 sprinkler heads were mobilized through CIFFC. The contracted Canadian North passenger jet flew 2 missions moving 220 total personnel over the course of the season.

As there were sufficient resources available domestically in 2022, no assistance from CIFFC's international partners was required. This was only the third time the Canada/United States Reciprocal Forest Fire Fighting Arrangement was not used to import resources to Canada since the agreement was signed in 1982.

Despite external assistance being unnecessary this year, CIFFC remains committed to building strong relationships with international partners. Climate change will continue to challenge suppression and response, and external resource needs will undoubtedly continue to increase in the future.

FireSmart Canada

2022 was a building year for CIFFC's FireSmart Canada program. Staffing the Division as outlined last year is nearly complete, negating the need for several external contractors. The FireSmart Canada Committee, consisting of agency prevention and mitigation managers, and three new working groups are being established to support and coordinate FireSmart activities across Canada.

The FireSmart Canada team held individual meetings with all member agencies, with the exception of Newfoundland and Labrador, to discuss FireSmart strategy at a national level. Agency engagement has been promising, with several increasing their commitment and staffing specific to FireSmart, while others engage CIFFC to assist in their broader prevention and mitigation programs.

On behalf of CIFFC, FireSmart Canada staff also collaborated with several external organizations with the focus of building and strengthening relationships with community partners. Collaborations include:

- Canadian Red Cross
- Canadian Home Builders Association
- Fire Investigators Association
- Institute for Catastrophic Loss Reduction
- Indigenous Services Canada
- National Research Council
- NRCan Greener Homes Initiative
- Public Safety Canada

FireSmart Canada programs that support risk reduction are being improved and developed. The primary programs are:

1. Local FireSmart Representative (LFR) Training
 - The Program Implementation Working Group initiated a Task Team to explore adjustments to LFR training and roles, leading to a Framework of FireSmart Programs and Training Roadmap.
2. Neighborhood Recognition Program (NRP)
 - The NRP Portal was launched and operational in September 2022.
3. Home Partners Advanced Home Assessment Program
 - A new Advanced Home Assessment Task Team was formed and meets bi-weekly to evaluate the program and application, and to provide feedback on the development of new Local Program Coordinator training.
4. Wildfire Community Preparedness Day
 - Prep Day has grown to over 300 applications and 230 awards. The number of awards in the spring of 2023 reflect the hard work of the CIFFC Team throughout 2022.

Program participation continues to be strong in BC and Alberta, and concerted efforts are being made to strengthen and expand participation within the remaining Canadian provinces, territories and federal partners.

Corporate Services

Strategy and Planning

Following the expiry of CIFFC's 2019-2021 Strategic Plan, CIFFC engaged Virtus Consulting to aid in the development of an updated Plan. Along with CIFFC staff from each Division, the Board of Directors and Management Committee met in Vancouver for a 3-day workshop to discuss and identify CIFFC's future priorities, objectives, and goals. An updated Strategic Plan has been drafted and is in the process of review and approval.

Accounting and Finance

Upon completion of the 2021/22 audit process and with the resignation of CIFFC's contracted Controller, CIFFC transitioned accounting services for the corporation to national accounting firm, Grant Thornton LLP. CIFFC's previous independent Controller remains engaged to assist with annual budget preparations.

Communications

The Communications team focused primarily on CIFFC's Prevention and Mitigation work this year, increasing awareness of the FireSmart brand to build a strong foundation for future engagement. Key Communications improvements included:

1. A modernized FireSmart Canada Brand Style Guide to clearly illustrate appropriate use of the brand.
2. Redesigned Home Ignition Zone (HIZ) imagery and visuals for use across multiple platforms and throughout FireSmart training and resource materials.
3. Developed and designed a quarterly Local FireSmart Representative (LFR) Newsletter.
4. Refreshed promotional materials for Wildfire Community Preparedness Day, including translation of all materials in both French and English.
5. CIFFC's FireSmart Canada website was updated in coordination with the Information Systems Manager and IT contractors to more accurately reflect programs and services. A new Intelli-feu website, www.intellifeucanada.ca, was also developed to ensure equitable access for Francophone communities.
6. Social media for both CIFFC and its FireSmart Canada brand have been standardized and are managed by the Communications team, who exclusively develop, publish, and monitor content across five channels and on four platforms.

Fire Science

Fire Science work at CIFFC remained focused primarily on the implementation of the Fire Science Committee's rebrand.

The Fire Science Committee hosted several workshops and meetings to facilitate the sharing of research and knowledge exchange between CIFFC member agencies, researchers, and various external organizations. National Fire Management Conversations remain a popular initiative in this area, with six well attended webinars in 2022/23 on the following topics:

1. Integrating Strategic Risk into Fire Management Operations
2. Students of Fire
3. Indigenous Fire Practitioners
4. WildFireSat
5. What Firefighters Need to Know About Pyrocumulonimbus Clouds (PyroCB)
6. Forward Rate of Growth Sensors (FROGS)

The 2022 Wildland Fire Canada Conference (WFCC) held in Edmonton, AB boasted over 500 wildfire focused attendees from across Canada and internationally. CIFFC staff pitched in as volunteers, members of the Steering and Program Committees, and presenters. Heather Simpson discussed *Equity, Diversity, and Inclusion in Fire Management* in a fishbowl session, and Magda Zachara was a panelist for *Community Wildfire Resilience*. Several recommendations have been compiled for the next organizing committee to ensure the continued improvement and growth of the bi-annual conference.

Information Systems Management

CIFFC continues to focus on ensuring appropriate data management, and maintenance of and upgrades to CIFFC's technology assets. The office boardroom received a complete overhaul with the installation of integrated, modernized audio visual technology that works wirelessly with CIFFC's cloud-based environment, and the Coordination Centre was upgraded to function on a centralized system controlled by the Duty Officer's work station. FireSmart Canada associated applications and websites inherited from Partners in Protection have all been migrated to support platforms in use at CIFFC.

Equity, Diversity, and Inclusion

In 2022, CIFFC took public steps to advance equity, diversity, and inclusion (EDI) efforts within the wildland fire community. Results of the 2020 EDI survey were released, a recording of the EDI webinar hosted by Satya Consulting was made available on CIFFC's YouTube channel, and a position statement on EDI was issued by CIFFC.

The Management Committee are signatories to the CIFFC EDI Position Statement which states:

CIFFC and its member agencies are committed to global leadership in wildland fire equity, diversity, and inclusion and ensuring a safe and healthy experience, both physically and psychologically, for all wildland fire personnel. We will not tolerate harassment, bullying, racism, or other forms of disrespectful behaviour. These behaviours hurt, undermine, and divide us, preventing forward progress towards a more equitable, diverse, and inclusive wildland fire community in Canada and around the world.

EDI virtual workshops were held over the winter months to equip wildland fire professionals with a greater awareness of today's important social issues, and provided skills-based training in EDI, intercultural competency, conflict resolution, and human rights.

Implementation of the EDI Framework was initiated by surveying CIFFC members regarding agency EDI and Workplace Harassment and Discrimination (WHD) policies, programs, training, and operations practices with the intent of comparing best practices, gaps, or shortfalls, and to identify opportunities for improvement across the country. CIFFC intends to continue implementation work in 2023 with spring workshops related to mental health and peer support programs, and defining reporting procedures for personnel on deployment.

2022/2023 Administration and Finance

CANADIAN INTERAGENCY FOREST FIRE CENTRE INC. Summary Statement of Financial Position

| As at March 31 | 2023 | 2022 |
|--|------------------|------------------|
| | \$ | \$ |
| Assets | | |
| Current Assets | | |
| Cash and bank | 4,247,359 | 3,767,791 |
| Due from members | 1,660,686 | 1,815,289 |
| Due from other organizations | 18,161 | 8,125 |
| GST receivable | 46,400 | - |
| Prepays and other | 39,183 | 37,854 |
| | <u>6,011,789</u> | <u>5,629,059</u> |
| Accrued pension asset | 179,800 | 342,500 |
| Capital assets | 128,386 | 110,682 |
| | <u>6,319,975</u> | <u>6,082,241</u> |
| Liabilities and Net Assets | | |
| Current Liabilities | | |
| Accounts payable and accrued liabilities | 308,639 | 654,713 |
| GST payable | - | 108,395 |
| Due to other organizations | 443,095 | 558,915 |
| Deferred contributions | 1,609,987 | 946,699 |
| | <u>2,361,721</u> | <u>2,268,722</u> |
| Severance and sick leave liabilities | 164,497 | 128,701 |
| | <u>2,526,218</u> | <u>2,397,423</u> |
| Net Assets | | |
| Invested in capital assets | 128,386 | 110,682 |
| Unrestricted | 3,665,371 | 3,574,136 |
| | <u>3,793,757</u> | <u>3,684,818</u> |
| | <u>6,319,975</u> | <u>6,082,241</u> |

CANADIAN INTERAGENCY FOREST FIRE CENTRE INC.
Summary Statement of Changes in Net Assets

For the year ended March 31, 2023

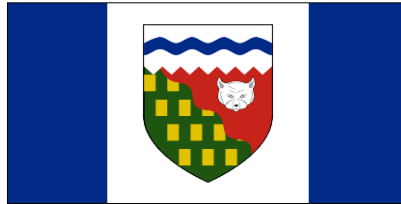
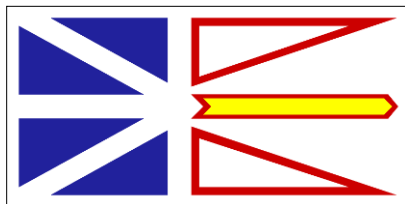
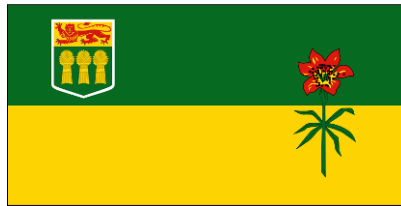
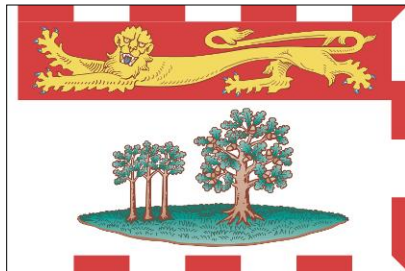
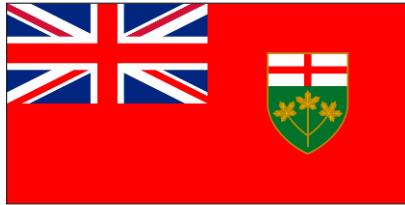
| | | | 2023 | 2022 |
|--|-------------------------------|------------------|------------------|------------------|
| | Invested in Capital Assets | Unrestricted | Total | Total |
| | \$ | \$ | \$ | \$ |
| Balance, beginning of year | 110,682 | 3,574,136 | 3,684,818 | 2,783,049 |
| Excess (deficiency) of revenue over expenses for the year | (51,765) | 387,004 | 335,239 | 1,071,069 |
| Pension plan remeasurement loss | - | (226,300) | (226,300) | (169,300) |
| Interfund transfer for capital assets acquisition | 69,469 | (69,469) | - | - |
| Balance, end of year | 128,386 | 3,665,371 | 3,793,757 | 3,684,818 |

CANADIAN INTERAGENCY FOREST FIRE CENTRE INC.
Summary Statement of Operations

| For the year ended March 31 | 2023 | 2022 |
|--|------------------|------------------|
| | \$ | \$ |
| Revenue | | |
| Membership levy | 2,433,823 | 2,003,173 |
| Contributions - Government of Canada - Natural Resources | 1,132,064 | 274,600 |
| Interest | 112,895 | 27,368 |
| Fee for services - FireSmart Canada | 88,655 | 133,019 |
| Resource exchange from members | 457,095 | 1,353,115 |
| Administration fees | | |
| Air charter | 12,007 | 192,884 |
| Other | 167 | 35,487 |
| International support | - | 31,585 |
| Other | 75,059 | 101,065 |
| | 4,311,765 | 4,152,298 |
| Expenses | | |
| Administration | | |
| Salaries and benefits | 1,432,854 | 1,157,576 |
| FireSmart | 181,068 | 305,046 |
| Pension | 162,966 | 184,744 |
| Professional services | 130,982 | 131,155 |
| Occupancy | 110,736 | 98,594 |
| Travel and conferences | 69,411 | 43,804 |
| Accounting fees | 65,133 | 80,949 |
| Office, communications and other | 59,308 | 16,693 |
| Information technology | 58,415 | 46,279 |
| Amortization | 51,765 | 55,396 |
| Technical support | 46,074 | - |
| Training | 33,028 | 15,602 |
| Telecommunications | 25,946 | 38,045 |
| Insurance | 20,342 | 16,547 |
| Advertising and promotion | 19,711 | 4,203 |
| Repairs and maintenance | 14,011 | 10,004 |
| Meals | 7,903 | 3,040 |
| Bank charges | 4,293 | 3,204 |
| | 2,493,946 | 2,210,681 |
| Resource Exchange Fund and special projects | 1,482,580 | 870,514 |
| | 3,976,526 | 3,081,195 |
| Excess of revenue over expenses before other item | 335,239 | 1,071,101 |
| Other Item | | |
| Foreign currency exchange loss | - | (32) |
| Excess of revenue over expenses for the year | 335,239 | 1,071,069 |



Progress Through Cooperation



CANADIAN INTERAGENCY FOREST FIRE CENTRE
CENTRE INTERSERVICES DES FEUX DE FORÊTS DU CANADA