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**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 12, 2025**

SUBJECT **UBCM Community Emergency Preparedness Fund Grant: Volunteer and Composite Fire Departments Equipment and Training – 2025 Application**

ISSUE SUMMARY

The Capital Regional District (CRD) is applying to the Union of British Columbia Municipalities (UBCM) for grant funding for fire department equipment and training under the Community Emergency Preparedness Fund program. The CRD operates seven eligible Electoral Area (EA) fire departments. UBCM requires that all grant applications be accompanied by a motion of support from the local government.

BACKGROUND

UBCM provides funding for a range of community-based projects, including volunteer-based fire departments. A 2025 grant opportunity is available to support equipment and training for volunteer and composite (mixed paid and volunteer) fire departments. The CRD administers seven eligible fire departments through delegated-authority commissions. Improvement district and society-operated departments are eligible to apply directly to UBCM. As part of the application process, UBCM requires a motion of support to receive and manage grant funding.

Protective Services staff coordinated this grant application with seven fire departments: Port Renfrew, Shirley, Otter Point, East Sooke, Willis Point, North Galiano and South Galiano. Grant funds would permit departments to upgrade equipment, such as personal protective gear and facilitate training courses to meet the new Provincial Minimum Training Standards.

The grant request breakdown by fire service area is below. Grant funding may be pooled between fire departments to increase efficiency and reduce overhead costs.

Fire Service Area	Funding Proposal
Port Renfrew	\$30,000
Otter Point	\$30,000
North Galiano	\$30,000
East Sooke	\$30,000
Shirley	\$30,000
Willis Point	\$30,000
South Galiano	\$30,000
Total	\$210,000

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board:
That staff be instructed to apply for, negotiate, and if successful, enter into an agreement, and do all things necessary for accepting grant funds and overseeing grant management for CRD volunteer fire departments.

Alternative 2

That staff be directed to rescind the grant application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for the Fire Departments Equipment and Training program.

IMPLICATIONS

Financial Implications

The Volunteer and Composite Fire Departments Equipment and Training funding stream can contribute a maximum of 100% of the cost of eligible activities, to a maximum of \$30,000 per department. The applications presented propose 100% funding and do not include local cost sharing. Additionally, the grant will not be used to fund operational budgets but rather will be used to fund one-time projects that increase fire department capacity and resident safety.

Grants will be awarded in two payments: 50% when the signed Approval Agreement has been returned to UBCM, and the remainder when the project is complete and the final reporting requirements have been met.

CONCLUSION

The CRD supports fire prevention and response in its electoral areas. The UBCM Fire Departments Equipment and Training funding stream is an important resource to build fire department capacity in the capital region. If supported by the Board, UBCM will consider the CRD's grant application.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:

That staff be instructed to apply for, negotiate, and if successful, enter into an agreement, and do all things necessary for accepting grant funds and overseeing grant management for CRD volunteer fire departments.

Submitted by:	Shawn Carby, Senior Manager, Protective Services
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence	Varinia Somosan, CPA, CGA, Acting Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: UBCM Community Emergency Preparedness Fund: Volunteer & Composite Fire Departments Equipment & Training – 2025 Application Worksheet