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## STAFF REPORT

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**TO:** CHIEF ADMINISTRATIVE OFFICER  
**FROM:** DOUG KNOTT, FIRE CHIEF, LAKE COWICHAN FIRE DEPARTMENT  
**SUBJECT:** GRANT APPLICATION – EQUIPMENT AND TRAINING  
**MEETING DATE:** OCTOBER 14<sup>TH</sup>, 2025

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### PURPOSE

The purpose of this report is to seek Council's support, through resolution, to apply for a grant to purchase additional and much needed equipment for the Lake Cowichan Fire Department, enhancing the department's capacity to respond effectively to emergencies and maintain community safety.

### BACKGROUND

The Union of BC Municipalities' Community Emergency Preparedness Programme under the Volunteer and Composite Fire Department Equipment and Training stream has an intake for limited funds available with applications accepted up to October 31<sup>st</sup>, 2025, to include the following:

- Emergency operations centres equipment and training
- Emergency support services equipment and training
- Foundations of disaster risk reduction
- Indigenous cultural safety and cultural humility training
- Public notification and evacuation route planning
- Volunteer and composite fire departments equipment and training

### IMPLICATIONS

- a. **Financial:**  
None. The grant would provide for 100% funding for equipment up to an amount of \$30,000 for the Fire Department.

**b. Policy/Legislation:**

N/A

**c. Strategic Priority:**

This aligns with meeting the Department's equipment standards.

**d. Sustainability:**

N/A

**e. Communication:**

N/A

**f. Staffing Implication:**

N/A

**Recommendation**

That the Committee of the Whole recommend to Council that the Town of Lake Cowichan submit an application under the UBCM Community Emergency Preparedness Program (CEPP) for equipment and training for the Lake Cowichan Volunteer Fire Department, in the amount of \$30,000.

Signed:

***Doug Knott***

Doug Knott

Fire Chief, Lake Cowichan Fire Department

Concurrence:

***John Thomas***

John Thomas

Chief Administrative Officer

# Community Emergency Preparedness Fund

## Volunteer and Composite Fire Departments Equipment and Training

### 2025 Program and Application Guide

Applications will be accepted September 1, 2025 to October 31, 2025 using the [LGPS Online Application Tool](#)

This intake will have limited funds available. Due to the expected high volume of applications, it is likely that this intake will be substantially oversubscribed.

#### 1. Introduction

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The [Community Emergency Preparedness Fund](#) (CEPF) is a suite of funding streams intended to support First Nations and local governments to better prepare for disasters and reduce risks from natural hazards in a changing climate. Funding is provided by the Province of BC and is administered by the Union of BC Municipalities (UBCM).

As of August 2025, the funding streams include:

- Emergency operations centres equipment and training
- Emergency support services equipment and training
- Foundations of disaster risk reduction
- Indigenous cultural safety and cultural humility training
- Public notification and evacuation route planning
- Volunteer and composite fire departments equipment and training

Please refer to [Appendix 1](#) for definitions of terms used in this Program Guide. All defined terms are in **bold** in the program guide.

#### Background

**Fire departments** provide fire protection services in designated areas. **Fire departments** may be organized differently but all structure firefighters in BC are required to meet the published minimum training standards.

The [BC Structure Firefighter Minimum Training Standards](#) include the requirement for **fire departments** to declare their **level of service**. This applies to all local governments, Treaty First Nations, and any independent society-run **fire departments**. The training standards are not automatically adopted or applicable on federal reserve lands and, for the purpose of CEPF funding, non-Treaty First Nations are not required to declare their level of service if they are not prepared to do so. This will not impact the review or scoring of applications submitted by non-Treaty First Nations.

## Volunteer and Composite Fire Departments Equipment and Training Funding Stream

The intent of this funding stream is to enable **volunteer fire departments** and **composite fire departments** to prepare for and respond to emergencies through training and the purchase of essential equipment.

Please note that activities related to the following are not within the scope of the Volunteer and Composite Fire Departments Equipment and Training funding stream and will not be considered for funding:

- Training or equipment intended for:
  - Road rescue, including electric vehicle response training, vehicle extrication training and purchase of jaws of life, rescue struts, fire blankets, car blankets, or electric vehicle car plug
  - Search and rescue, including high angle rescue, high bank training, and low/steep slope training
  - Medical assist, including Advanced/Level 3 First Aid, CPR and First Responder training, and purchase of stretcher mule or basket stretcher
  - Aircraft rescue, including airside vehicle operator permit and AVOP-D training
  - Live burn training with Class A fuels
- Development or update of local emergency response plans, and/or maps or other materials intended for local emergency response
- Major capital items (including major fire apparatus and vehicles) or improvements, major renovations to existing facilities and/or construction of new, permanent facilities (excluding live burn training structures).

## 2. Eligible Applicants

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Eligible applicants in BC are limited to:

- First Nations (bands, modern Treaty First Nations with treaties that are in effect, and Indigenous National Governments with authority for lands and resources).
- Local governments (municipalities or regional districts).
- Legally incorporated society-run fire departments that are in good standing.
- Improvement Districts that are established to provide fire protection services.

Eligible applicants can submit one application per funding stream intake. This includes applying as a partnering applicant in a regional application.

Please note that eligible applicants must be a **fire department** as per the definitions in order to apply. Wildfire crews are not considered to be fire departments and are not eligible.

## 3. Grant Maximum

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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 \$30,000.00.

However, due to the number of **fire departments** that may be under their jurisdiction, regional districts can apply for a maximum of \$30,000.00 for each fire department that they have established a service area for in a single application.

Eligible applicants (other than regional districts) that can demonstrate geographical constraints (e.g., significant distance and/or barriers, such as mountain ranges, between reserves or communities) and a clear case for **fire department** equipment and training in each reserve or community may be eligible to exceed the funding maximum. For more information, please contact UBCM in advance of submitting an application.

The Evaluation Committee may recommend that an application be approved in part, based on available funding and the merit of the proposed project.

To ensure transparency and accountability in the expenditure of public funds, all other contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the funding. This includes any other grant funding and any revenue that is generated from activities that are funded by the CEPP.

#### 4. Eligible Projects

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To qualify for funding, proposed activities must enable **volunteer fire departments** and **composite fire departments** to prepare for and respond to emergencies through training and the purchase of essential equipment.

In addition, to qualify for funding, projects must be:

- A new or subsequent phase of a project (retroactive funding is not available).
- Capable of completion by the applicant within one year from the date of grant approval.
- Where applicable, eligible for required approvals, authorizations, and permits.
- Implementing full adoption of the current BC Structure Firefighter Minimum Training Standards.

#### Regional Projects

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum funding available would be based on the number of eligible applicants included in the application. It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

The **primary applicant** submitting the application for a regional project is required to submit a resolution or motion as outlined in [Section 7](#) of this guide. Each **sub-applicant** is required to submit a resolution or motion that clearly states their approval for the **primary applicant** to apply for, receive, and manage the grant funding on their behalf.

#### 5. Requirements for Funding

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As part of both the development of the application package and the delivery of the **approved project**, local governments are encouraged to proactively engage with local First Nations and Indigenous organizations, such as Friendship Centres and Métis Chartered Communities. Engagement by local governments both locally and regionally can help build relationships with First Nations, benefit both communities, and enhance reconciliation. More information on engagement best practices is available [here](#).

As part of the Approval Agreement, approved applicants must agree to the following requirements for funding:

- Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use, or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference.
- Where applicable, the Qualified Professionals that manage the proposed project must be subject matter experts and any professional activities must be developed and signed by a qualified professional as per the *Professional Governance Act*.

## 6. Eligible and Ineligible Costs and Activities

### Eligible Costs and Activities

First Nation and local government applicants are encouraged to review the [2026 FireSmart Community Funding and Supports](#) program guide before completing this application. Depending on wildfire risk, FireSmart funding can provide up to \$200,000 for eligible activities.

Local Government applicants are encouraged to review the [Community Works Fund \(Canada Community-Building Fund\)](#) program materials. Under the new agreement, new and retrofit/modernization of fire halls and fire stations are eligible under CWF, as well as the acquisition of a fire truck (as a stand-alone project).

Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Eligible costs and activities are limited to Table 1 and must be cost-effective and in accordance with declared level of service.

**Table 1: Activities Eligible for Funding**

1. **Purchase of new or replacement essential equipment** to enable eligible **fire departments** to meet the needs of the community and the current [British Columbia Structure Firefighter Minimum Training Standards](#) in accordance with declared level of service.

*For the purpose of CEPF funding, if minor renovations of a firehall are proposed, the firehall must be a **First Nation owned building** or **publicly owned building** or an asset owned by the **primary applicant** or a **sub-applicant**.*

*Applicants are advised to review the [Occupational Health & Safety Regulation](#) in relation to first aid and the provision of personal protective clothing and equipment for employees.*

- Equipment required to support response to structure fire (other than major fire apparatus) limited to personal protective clothing and equipment identified in [Appendix 2](#).
- Fire-related training props to assist with in-house training, including live burn training structures (limited to live burning using Class B fuels only).
- Equipment required to support response to interface fires, limited to wildland firefighting personal protective equipment and equipment identified in [Appendix 3](#).
- Minor renovations (wiring, plumbing, cabling, installation of shelving, etc.) to support installation of eligible equipment.

#### 2. Training

*For all virtual courses, eligible costs include course fee, required course materials, and travel (including accommodations and per diems) only if required for internet connection or access to necessary technology. For all in-person courses, eligible costs include course fee, required course materials, and travel (including accommodations and per diems).*

*Staff wages and costs related to back-filling positions are not eligible for funding.*

*If approved applicants attend training provided through the Office of the Fire Commissioner or the Provincial Emergency Management Training Program only travel costs (including accommodations and per diems) will be eligible for funding.*

*Approved applicants are required to use qualified trainers and are encouraged to identify local providers for training.*

- All courses and functions defined in the current [British Columbia Structure Firefighter Minimum Training Standards](#) in accordance with declared level of service.
- Mental Wellness (e.g., Resilient Minds™, Critical Incident Stress Management)
- Incident Command System (relevant levels in accordance with declared level of service)
- Basic/Level 1 and Intermediate/Level 2 First Aid training
- Indigenous Cultural Safety and Cultural Humility Training, in alignment with the current [CEPF funding stream](#)
- Cross training required to support response to interface fires limited to:
  - [Wildfire Risk Reduction Basics Course](#) (free, online course for non-forest professionals that provides an introduction to the key concepts to minimize the negative impacts of wildfires in BC).
  - [FireSmart BC Wildfire Resiliency and Training Summit](#) (only eligible conference).
  - [Fire Life & Safety Educator](#) (public education course for fire safety education).
  - [ICS-100](#) (Incident Command System - introduction to an effective system for command, control, and coordination of response at an emergency site; available online).
  - [S-100](#) Basic fire suppression and safety and S-100A (annual refresher).
  - [S-185](#) Fire entrapment avoidance and safety (general knowledge course on wildfire safety and entrapment avoidance for local governments, contract crews, and First Nations).
  - [SPP-WFF1 Wildland Firefighter Level 1](#) (includes S-100, S-185).
  - [S-231 Engine Boss](#) (training for structure defense program in a WUI event).
  - [SPP-115](#) (training for structure protection unit crews) and WSPP-FF1(train the trainer).

### **Additional Eligible Costs and Activities**

The following expenditures are also eligible provided they relate directly to the eligible activities identified in [Table 1](#):

- Incremental applicant staff costs (e.g., creating a new position or adding new responsibilities to an existing position). Eligible expenses include wages/salary, mandatory employment related costs as required by federal or provincial law, and other employment related costs as required by the approved applicant.
- Incremental administrative and/or operating costs that are directly related to eligible activities (e.g., lease and insurance costs for storage of equipment).
- Consultant/contractor costs. Please note: if you intend to hire a qualified professional to support proposed activities, professional consultant rates will only be considered for activities that represent respective professions. For other activities (e.g., planning events) consultant rates are expected to be commensurate with the type of activity being undertaken.
- Identification/incorporation of community and cultural values. This includes seeking advice from Indigenous Knowledge Holders and other experts (e.g., health authorities, First Nations Health Authority, etc.) and the community (e.g., equity-denied populations, Indigenous organizations, such as Friendship Centres and Métis Chartered Communities, Indigenous Nations, local governments, agricultural sector, critical infrastructure owners, etc.).
- Honoraria for cultural leaders, Elders, Indigenous knowledge keepers, and/or cultural keepers when they are scheduled to speak, present, or teach. Note: these honoraria should reflect the role of Indigenous Peoples as subject matter experts and be equitable to consultant rates.
- Costs related to local cultural protocols (e.g., gifts, cultural ceremonies).
- Honoraria for equity-denied populations or service organizations that support equity-denied populations.
- Translation costs and the development of culturally appropriate education, awareness, or engagement materials.

- Presentation to Band Council, Treaty First Nation government, local government Council or Board, or community organizations, etc.
- Where applicable, costs related to required approvals, authorizations, and permits.
- Public information costs (e.g., workshops, printed materials) that align with the intent of the funding stream and provide benefit to the community at large.
- Examination fees for eligible training courses.

### Ineligible Costs and Activities

Please note that activities related to the following are not within the scope of the Volunteer and Composite Fire Departments Equipment and Training funding stream and will not be considered for funding:

- Training or equipment intended for:
  - Road rescue, including electric vehicle response training, vehicle extrication training, and purchase of jaws of life, rescue struts, fire blankets, car blankets, or electric vehicle car plug
  - Search and rescue, including high angle rescue, high bank training, and low/steep slope training
  - Medical assist, including Advanced/Level 3 First Aid, CPR and First Responder training, and purchase of stretcher mule or basket stretcher
  - Aircraft rescue, including airside vehicle operator permit and AVOP-D training
  - Live burn training with Class A fuels
- Development or update of local emergency response plans, and/or maps or other materials intended for local emergency response
- Major capital items (including major fire apparatus and vehicles) or improvements, major renovations to existing facilities and/or construction of new, permanent facilities (excluding live burn training structures).

Further, any activity that is not outlined in [Table 1](#) or is not directly connected to activities approved in the application is not eligible for grant funding. This includes:

- Any training not identified in current [BC Structure Firefighter Minimum Training Standards](#) and/or in [Table 1](#).
- Any equipment that is not identified in [Table 2](#) or [Table 3](#).
- Routine or ongoing operating costs or activities (e.g., heating, cooling, and lighting; security; software or service subscriptions; membership fees) that are not incremental to the project or not directly related to eligible activities.
- Routine or ongoing planning costs or planning activities that are not incremental to the project.
- Regular salaries and/or benefits of **primary applicant** or **sub-applicant(s)** staff or partners.
- Duplication of recently developed information, maps, or imagery (e.g., LiDAR that is currently available through the [Open LiDAR Data Portal](#)) provided the information remains accurate.
- Project-related fees payable to the **primary applicant** or **sub-applicant(s)** (e.g., permit fees).
- Costs related to individual or household preparedness, including the purchase of emergency supplies (e.g., first aid kits, evacuation supplies).
- Development of curriculum for Kindergarten to Grade 12 education.
- Purchase of promotional items, door/raffle prizes, give-away items, and/or gifts for community members (except costs related to local cultural protocols).
- Use of a fire department during an emergency.
- Training provided and paid for by the Office of the Fire Commissioner or the [Provincial Emergency Management Training Program](#) (if travel costs are incurred, they are eligible).

- Purchase of first aid kits and/or first aid training that are required to meet Occupational Health and Safety Regulation requirements for a workplace/employer and/or intended for occupational first aid, disaster first aid, and/or wilderness first aid.
- Conferences (except the [FireSmart BC Wildfire Resiliency and Training Summit](#)).
- Trailers and/or canopies for utility vehicles.

## 7. Application Requirements and Process

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The [LGPS Online Application Tool](#) is required to be used. Refer to [Appendix 4](#) for full information.

### Application Deadline

The application deadline is October 31, 2025. Applicants will be advised of the status of their application within 120 days of the application deadline.

### Required Application Contents

The OFC and GeoBC respect and are committed to the First Nations principles of OCAP®. Any product, data, or information which may include Indigenous knowledge as identified by the applicant may be submitted at the discretion of the applicant.

All applicants are required to complete the [LGPS Online Application Form](#) and submit an electronic copy of the following:

- Completed Application Worksheet and all required attachments
- Evidence of declared service level (e.g., bylaw, resolution)
- Detailed budget:
  - Indicating the proposed expenditures from CEPF in alignment with the proposed activities outlined in the Application Worksheet (including a clear separation of proposed activities and costs related to structure fire and activities and costs related to interface fire).
  - Although additional funding or support is not required, any other grant funding or **in-kind contributions** must be identified.
  - Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#).

If the applicant is a local government, First Nation, or improvement district, they must also submit:

- Band Council, Treaty First Nation, or local government resolution **OR** a letter of support from Band Manager, CAO, or CFO for applications that are from a single applicant and request less than \$50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant management. All regional applications, or applications requesting more than \$50,000 in funding, will require resolutions to be submitted.

If the applicant is a legally incorporated society-run fire department, they must also submit:

- Board of Directors motion indicating support for the current proposed activities and willingness to provide overall grant management; and
- Current Certificate of Good Standing.

For regional projects only:

- Band Council, Treaty First Nation, or local government resolution from the **primary applicant**, indicating support for the current proposed activities and willingness to provide overall grant management; and,
- Band Council, Treaty First Nation, or local government resolution from each **sub-applicant** that clearly states their approval for the **primary applicant** to apply for, receive, and manage the grant funding on their behalf. Resolutions from **sub-applicants** must include this language.

## Submission of Applications

Applications are required to be submitted in two steps prior to the application deadline:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.
2. Application Worksheet: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

Refer to [Appendix 4](#) for the information that will be required to be submitted during each step, including all application questions.

Worksheets and required attachments should be submitted as Word, Excel, or PDF files. Total file size for email attachments cannot exceed 20 MB.

All materials should be submitted to Local Government Program Services, Union of BC Municipalities by email: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)

## Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application contents have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

As required, the Evaluation Committee will assess and score all eligible applications. Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

Higher application review scores will be given to projects that:

- Are from applicants that have not received funding under the Volunteer and Composite Fire Departments Equipment and Training funding stream or have received minimal funding from the funding stream.
- Align with the intent of the Volunteer and Composite Fire Departments Equipment and Training funding stream:
  - Clearly demonstrate how the proposed project is essential to the resiliency of volunteer and composite fire departments in preparing for and responding to emergencies, based on the declared level of service.
  - Support eligible fire departments with limited resources that impede the ability to purchase essential equipment and/or obtain training.
- Provide training to specifically address the mental and physical health and wellbeing of eligible fire department staff and volunteers.
- Demonstrate partnerships, transferability, or mutual aid with neighbouring jurisdictions.
- Contribute to a comprehensive, cooperative, and regional approach and benefits.
- Are cost-effective. In cases where costs are higher than expected, the Evaluation Committee may recommend that a project be approved at a lower grant amount.

As required, the Evaluation Committee may consider the provincial, regional, and urban/rural distribution of proposed projects, and previous CEPF funding. Recommendations will be made on a priority basis. All funding decisions will be made by UBCM.

UBCM will share all applications with the Province of BC
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## 8. Grant Management and Applicant Responsibilities

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Grants are awarded to approved applicants only. The approved applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Approved applicants are responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

### Notice of Funding Decision and Payments

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded.

The Approval Agreement is required to be signed and returned to UBCM within 30 days.

Grants are 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.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

### Progress Payments

To request a progress payment, approved applicants are required to submit the [Interim Report Form](#). The form will require the following information:

- Description of activities completed to date.
- Description of funds expended to date; (applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#)).
- Written rationale for receiving a progress payment.

### Changes to Approved Projects (Amendment Requests)

Approved grants are specific to the project as identified in the approved application, and grant funds are not transferable to other projects. Generally speaking, this means funds cannot be transferred to an activity that was not included in the approved application or to a new or expanded location.

Approval from UBCM and/or the Evaluation Committee will be required for any variation from the **approved project**. Depending on the complexity of the proposed amendment, requests may take up to 120 days to review.

To propose changes to an **approved project**, applicants are required to submit the [Interim Report Form](#). If UBCM determines the amendment is eligible for consideration, applicants will be required to submit:

- An amended application package, including updated Application Worksheet, detailed budget (applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#)), required attachments, and an updated resolution/letter of support/motion.
- For regional projects only, evidence of support from **sub-applicant(s)** for proposed amendments will be required.
- Written rationale for proposed changes to activities and/or expenditures.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

## Extensions to Project End Date

All approved activities are required to be completed within the time frame identified in the approval agreement and all extensions beyond this date must be requested in writing and be approved by UBCM.

The [Interim Report Form](#) will be required to be submitted for all extension requests over six months. Extensions will not exceed one year from the date of the original final report deadline.

## Recognition of Funding and Funders

When recognizing funding, please state that the Volunteer and Composite Fire Departments Equipment and Training funding stream is administered by the Union of BC Municipalities and funded by the Province of BC. UBCM is active on X, Bluesky, LinkedIn, and Facebook. When possible, please mention or tag UBCM on social media posts that are related to projects that are funded by programs that UBCM administers.

Guidelines on using the BC logo, including downloadable files, are available [here](#).

## 9. Final Report Requirements and Process

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All funded activities must be completed within one year of notification of funding approval and the final reports are due within 30 days of project completion.

The OFC and GeoBC respect and are committed to the First Nations principles of OCAP®. Any product, data, or information which may include Indigenous knowledge as identified by the applicant may be submitted at the discretion of the applicant.

### Final Reports

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form with all required attachments.
- Detailed financial summary that indicates the actual expenditures from CEPF and other sources (if applicable) and that aligns with the actual activities outlined in the Final Report Form. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#).
- Examples of any materials that were produced with grant funding.
- Photos of funded activities and/or completed projects.
- Links to media directly related to the funded project.

### Submission of Reports

Reports should be submitted as Word, Excel, or PDF files. Total file size for email attachments cannot exceed 20 MB.

All reports should be submitted to Local Government Program Services, Union of BC Municipalities by email: [cepf@ubcm.ca](mailto:cepf@ubcm.ca).

### Review of Final Reports

UBCM will review all final reports to ensure the required report contents have been submitted.

UBCM will share all applications with the Province of BC.
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## 10. Additional Information

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Union of BC Municipalities

Email: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)

Phone: 604-270-8226 ext. 220

## Appendix 1: Definitions

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Please refer to the [CEPF Definitions](#) for defined terms used throughout the CEPF program and application materials.

The following definitions apply to the Volunteer and Composite Fire Departments Equipment and Training funding stream.

**Approved project:** Activities included in the approved application and costs included in the approved budget.

**Career fire department:** A fire department that has a complete roster of fulltime members that ensure that the fire services required by the local government can be provided to the residents of a defined fire protection area. Any roster of volunteers within the department is not essential to the ability of the fire department to function in their service provision. The volunteer roster is strictly for succession or an introductory path of community members to assist in fire services and only there for surge capacity if ever needed.

**Composite fire department:** A fire department that has a mixture of fulltime paid members and volunteers (unpaid, honorarium, or paid on call). The capability of the department is fully dependent on the volunteer roster for the department to provide the required fire services to residents of a defined fire protection area.

**Fire department:** A department established and operated as a local authority service responsible for the prevention or suppression of fires in a defined fire protection area by a local authority or a board, or commission of a registered society having the responsibility for the management or conduct of work or services through a service agreement, or equivalent of any of the above.

**In-kind contributions:** The use of resources of the approved primary applicant or sub-applicant(s) for the development or implementation of the approved project. For example, the use of meeting rooms owned by the approved primary applicant or sub-applicant(s) can be an in-kind contribution.

**Level of service:** The determination and declaration of a service level (*exterior, interior, and full-service*) for a local government fire department is intended to assist in the development of a training program for their structure firefighters. The training program is expected to enable the department personnel that attends a fire scene will have the skills and abilities to safely and effectively deliver fire services of the declared service level.

**Primary applicant:** Eligible applicant that is the primary contact for the application and that is responsible for project oversight, grant management and all reporting requirements.

**Sub-applicant(s):** In the case of regional projects, the sub-applicants are eligible applicants that are included in an approved application.

**Volunteer fire department:** A fire department that has a complete roster of volunteers (unpaid, honorarium, or paid on call) members that are available either on a scheduled rotation or on-call to provide the fire services of the department for the residents of a defined fire protection area.

## Appendix 2: Funding Requirements for Equipment Required to Support Response to Structure Fire

Eligible costs and activities required to support response to structure fire are limited to Table 2 and must be cost-effective and in accordance with declared level of service.

For additional information regarding apparatus, the Underwriters' Laboratories of Canada Standard, ULC S515 should be referenced. This Standard may be purchased from the Underwriters' Laboratories of Canada.

<b>Category</b>	<b>Item</b>
Minimum Equipment Carried by Water Tenders (Mobile Water Supply)	2.7 kg axe, either pick-head or flathead
	2 m or longer pike pole or plaster hook
	Portable hand lights
	Approved dry chemical portable fire extinguisher with a minimum 80-B:C rating
	9.5 L or larger water extinguisher
	SCBA complying with CSA Z94.4 "Selection, Use and Care of Respirators", but not less than two, mounted or stored in containers supplied by the SCBA manufacturer
	Spare SCBA cylinder for each SCBA carried, each mounted or stored in a specially designed storage space
	First aid kit (only if required in addition to requirements of the Occupational Health and Safety Regulation)
	Combination spanner wrenches
	Hydrant wrench
	Minimum of 60 m of 65 mm or larger fire hose
	Double female adapter for 65 mm or larger fire hose
	Double male adapter for 65 mm or larger fire hose
	Wheel chocks each designed to hold the firefighting apparatus when loaded to its maximum in-service weight, when on a 10% grade with the transmission in neutral and the parking brake released, shall be mounted in readily accessible locations
	If none of the pump intakes are valved, a hose appliance that is equipped with one or more gated intakes with female swivel connection(s) compatible with the supply hose used on one side and a swivel connection with pump intake threads on the other side shall be carried. Any intake connection 90 mm or larger shall include a pressure relief device
	Rubber mallet for use on suction hose connections shall be carried in a bracket fastened to the apparatus
If the mobile water supply firefighting apparatus is equipped with a fire pump: Portable collapsible water tank of at least 5600 L capacity Portable pump with gasoline-driven engine	

Category	Item
Mobile Water Supply Fire Fighting Apparatus equipped with Fire Pump <i>Along with the minimum equipment noted above, the following shall be added</i>	6.1 m of smooth-bore hard suction hose of size appropriate to the pump or 4.6 m of soft suction
	120 m of 38 mm, 45 mm, or 50 mm fire hose
	Combination spray nozzles, 360 L/min minimum
Additional Equipment Recommended for Mobile Water Supply	One traffic vest for each seating position, each vest to comply with ANSI/ISEA 207, Standard for High-Visibility Public Safety Vests, and have a five-point breakaway feature that includes two at the shoulders, two at the sides, and one at the front
	Five fluorescent orange traffic cones not less than 28 in. (711 mm) in height, each equipped with a 6 in. (152 mm) retroreflective white band no more than 4 in. (102 mm) from the top of the cone, and an additional 4 in. (102 mm) retroreflective white band 2 in. (51 mm) below the 6 in. (152 mm) band
	Five illuminated warning devices such as highway flares, unless the five fluorescent orange traffic cones have illuminating capabilities
	2 ½ in (65 mm) Hydrant gate valve
	Shovel pointed, long handle
	Hose straps
	38 m length of utility rope with a minimum breaking strength of 2268 kg
	Portable pump
	Low level strainer for use with portable tanks
	Toolbox with hammers, wrenches, screwdrivers, and other assorted tools
	Water transfer device to be used between portable tanks
	Required Equipment for an Engine
2.7 kg flathead axe, with unpainted wooden handle	
1.8 m pike pole or plaster hook	
2.4 m or longer pike pole	
Portable hand lights	
Approved dry chemical portable fire extinguisher with a minimum 80-B:C rating	
9.5 L or larger water extinguisher	
Self-contained breathing apparatus (SCBA) complying with CSA Z94.4 “Selection, Use and Care of Respirators”, for each assigned seating position, but not less than four, mounted or stored in containers supplied by the SCBA manufacturer	
Spare SCBA cylinder for each SCBA carried, each mounted or stored in a specially designed storage space	
First aid kit (only if required in addition to requirements of the Occupational Health and Safety Regulation)	
Combination spanner wrenches	

Category	Item
Required Equipment for an Engine - <i>continued</i>	Hydrant wrenches
	65 mm double female adapter
	65 mm double male adapter
	Rubber mallet, suitable for use on suction hose connections
	Salvage covers, 3.7 m X 4.3 m
	Wheel chocks each designed to hold the firefighting apparatus when loaded to its maximum in-service weight, when on a 10% grade with the transmission in neutral and the parking brake released, shall be mounted in readily accessible locations
	For supply hose not using sexless couplings: additional double female adapter and double male adapter required. Adapters sized to fit fire hoses 65 mm or larger and mounted in brackets fastened to the firefighting apparatus
	If none of the pump intakes are valved, a hose appliance that is equipped with one or more gated intakes with female swivel connection(s) compatible with the supply hose used on one side and a swivel connection with pump intake threads on the other side shall be carried. Any intake connection 90 mm or larger shall include a pressure relief device
	Straight ladder with roof hooks
	Extension ladder
	Attic ladder NOTE: Purchaser should specify a greater length such as 9 or 10 m as being more useful in most cases
	120 m of 38 mm, 45 mm, or 50 mm fire hose
	360 m of 65 mm or larger fire hose
	Combination spray nozzle, 750 L/min minimum
	Combination spray nozzle, 360 L/min
	Playpipe with shut off and 25 mm, 29 mm, and 32 mm tips
	Additional of either a combination spray nozzle, 750 L/min minimum or playpipe with shut off and 25 mm, 29 mm, and 32 mm tips
	Quick Connect deluge gun
Additional Equipment Recommended for Engines (According to level of service)	Crowbar, 1 m minimum
	Pair insulated bolt cutters with 11 mm minimum cut
	Halligan-type tool with brackets
	2 ½ in (65 mm) hydrant gate valve
	Reducing gated wye, to fit hose used
	Hose straps
	38 m length of utility rope with a minimum breaking strength of 2268 kg
	3000 W (minimum) portable generator
	500 W portable lights

<b>Category</b>	<b>Item</b>
Additional Equipment Recommended for Engines (According to level of service) - <i>continued</i>	Cord reels with a minimum 61 m cord on each, compatible with lights, and generator
	Toolbox with hammers, wrenches, screwdrivers, and other assorted tools
	Fire brooms
	Hose clamp
	Metal rakes
	Long handle, pointed shovel
	Scoop shovel
	Additional 38 mm hose and nozzles for rural service
	Additional self-contained breathing apparatus (SCBA) sufficient that each fire fighter fighting interior fires shall be equipped, along with one spare bottle per SCBA
	Saws (chain, electric, cordless, circular, reciprocating, etc.) in support of RIT
	Drills (power or cordless)
Incident Command Equipment	Radios
	ICS Command Boards
	Pocket multi-tool (i.e., Leatherman tool)
	Binoculars or similar
	Map books (primarily backroads or trails knowledge)
Training items <i>All live fire devices must be limited to Class B fuels to limit exposures to firefighters</i>	Digital Fire simulator
	Smoke generator
	Palmer dollhouse
	Manuals and workbooks (e.g., International Fire Service Training Association)
Additional items <i>The following expenditures are also eligible provided they relate directly to eligible activities</i>	Personal alert safety systems (Now included in SCBA)
	Decontamination washing machine and dryer
	Auto-inflating PFD (limited to use near a body of water where fire suppression on water is provided)
	Hydrant appliances
	Piercing nozzle kit
	Standpipe connections for interior operations
	PPV fan with strap
	Jet syphon for hard suction (for mobile water tender operations)
	Thermal Imaging camera
Portable 4 gas monitor	

### Appendix 3: Funding Requirements for FireSmart Structure Protection Units

Eligible costs and activities for FireSmart Structure Protection Units are limited to Table 3 and must be cost-effective.

The purchase of equipment for FireSmart Structure Protection should be in support of the completion of a FireSmart Structural Protection Unit (SPU), a Structure Protection Community Assessment, and training of structural protection personnel.

Renovation and/or repair of SPUs and leasing of SPUs or equipment is not eligible for funding.

For more information on the trailer requirements and Structure Protection Community Assessments, please contact the Structure Protection Coordination Office at [spco@gov.bc.ca](mailto:spco@gov.bc.ca)

Table 3 provides specifications for eligible equipment and recommended quantities. Approved applicants can determine the amount and type of equipment to be purchased annually based on what is needed locally or regionally to enhance capacity.

<b>Table 3: Eligible Costs and Activities for FireSmart Structure Protection Units</b>			
<b>Category</b>	<b>Item</b>	<b>Description</b>	<b>Recommended Quantity</b>
Pump Tool Kit boxes	Each box contains all the items in the SPU Pump Toolbox Content list below.		6
Pumps	High Pressure Mark 3 / Watson and Wick 375	Either: 6 Mark 3's / Watson or Wicks <b>or</b> 5 Mark 3's / Watsons or Wicks and 1 BB 4	6
Suction Hoses	2"/ 51mm Suction hose x 10' / 3.2m	With aluminum foot valve and strainer	7
Fuel Cans	Fuel Cans	25 Litre Jerry Cans	12
Fuel Lines	Fuel Lines	Single Can	8 single lines total; 1 in each pump box and 2 spares
Fuel Lines, extra	Extra Fuel lines	Dual fuel line for pumps	7
Berms	Portable Berms	4' x 4' for pump site containment	2
Hose, BCT = BC Thread (see hose specifications below)	2.5" / 64mm diameter Non-percolating	50' / 15.2m BCT couplings 300 psi, 2100 kPa to BCWS specifications	20
Hose, QC = Quick Couple (see hose specifications below)	1.5" / 38mm diameter percolating	100' / 30.5m QC 300 psi to BCWS specifications 2100 kPa	25
	1.5" / 38mm diameter percolating	50' / 15.2m QC 300 psi to BCWS specifications 2100 kPa	50

Category	Item	Description	Recommended Quantity
Hose, GHT = Garden Hose Thread (see hose specifications below)	Econo 5/8" / 16mm or 3/4" / 19mm diameter hose	50' / 15.2m with 3/4" / 19mm GHT couplings 300 psi 2100 kPa	150
	Econo 5/8" / 16mm or 3/4" diameter hose	25' / 7.62m or 30' / 9.1m with 3/4" 19mm GHT couplings 300 psi 2100 kPa	100
Nozzles	3/4" / 19mm GHT thread	Brass	5
Valves	1.5" / 38mm	3 way QC with shutoff	30
Sprinklers	Roof butterfly 1/2" / 13mm head	39.5" / 1m overall length aluminum pole with 3/4" / 19mm M x FGHT threads (4.3 USGPM / 19.5 LPM @ 50 psi / 345 kPa = 26' / 7.9m wetted radius)	30
	Washing Machine Hoses	5' or 6'	15
	End Caps	3/4" FGHT	15
	Impact Sprinkler	Large 1" / 25mm or 3/4" / 19mm, 1/2" / 13mm steel dual step spike, brass head, full circle impact 7/32" / 5.6mm nozzle, 7.8 USGPM / 35.5 LPM @ 50 psi / 345 kPa = 55' / 16.8m wetted radius), or 3/16" / 4.8mm nozzle, 5.8 USGPM / 26.4 LPM @ 50 psi / 345 kPa = 51' / 15.5m wetted radius	50 (up to 25 can be offset sprinklers if have 50% as step spike, also can substitute medium for large)
	Impact Sprinkler	Small 1/2" / 13mm, steel dual step spike, brass head, full circle impact 5/32" / 4mm nozzle, 4.3 USGPM / 9.5 LPM 50 psi / 345 kPa = 41' / 12.5 m wetted radius) or	50 up to 25 can be offset sprinklers if have 50% as step spike; can substitute medium sprinklers for small but smaller nozzles are required
	Impact Sprinkler (Cont'd)	7/64" / 2.8mm nozzle, 2.0 USGPM / 9.1 LPM @ 50 psi / 345 kPa = 36' / 11 m wetted radius	(see above)
	WASP Gutter Mount Sprinkler	Large, 5.0 USGPM @ 50 PSI Gutter Mount	25
	WASP Gutter Mount Bracket	Fascia/Fence Brackets	25
	Painter's Pole	Adjustable 12'	1

Category	Item	Description	Recommended Quantity
Water thieves	2.5" / 64mm M x F BAT thread x 1.5" / 38mm QC	Pyrolite	15
	1.5" / 38mm QC x 3/4" / 19mm male GHT with shutoff	Pyrolite or plastic	100
Adapters	Valves, couplers, wyes	2.5" / 64mm hydrant gate valve F x M BCT	2
		2.5" / 64mm BCT double female coupling	1
		2.5" / 64mm BCT double male coupling	1
		2.5" / 64mm BCT gated wye	1
		2.5" / 64mm BCT to 1.5" 38 mm QC	5
		Hydrant wrench	2
	Miscellaneous 3/4" / 19mm GHT (Econo)	3-way 3/4" / 19mm GHT individually gated	20
		3/4" / 19mm GHT double female adaptor	25
		1.5" / 38mm QC x 3/4" / 19mm GHT male reducers	5
		1.5" / 38mm QC x 3/4" / 19mm GHT female increasers	5
		3/4" / 19mm GHT Ball valve shutoffs	10
Portable Tank (Relay Tank)	Portable tank	2500 imperial gallon / 11,365 Litre	2
	Drain valve kit	3" / 76mm M to 2" / 64mm M drain valve assembly with shutoff	2
Ladders	Extension	24' / 7.3m Grade A	1
Lighting Kit	Generator	2,500 watts minimum	1
	Halogen or LED yard light	Double head with stand or similar	2
	Extension cord	50' / 15.2m 12 gauge	2
	Power bar	Exterior Rated	1

Category	Item	Description	Recommended Quantity
Fire Fighting tools	Shovel	Spade	1
	Pulaski		1
	McLeod Tool		1
	Axe	2.5 lb / 1.1kg 28" / 71cm handle	1
	Backpack pump	5 gal / 22L collapsible	1
Impact Tool Kit	Impact driver only	With case, charger, 2 batteries, bit set	2
Two Carpenters Tool Kits boxes:  Each Tool Kit must contain these items in each box	Tool belt	4 pockets	1
	Claw hammer		1
	Pry bar	18" / 46cm	1
	Staple gun	(or hammer) with staples	1
	Pliers	Channel lock 10" / 25cm	1
	Screwdriver	Multi	1
	Wrench	Crescent 6" / 15cm	1
	Wrench	Crescent 10" / 25cm	1
	Wrench	Pipe 14" / 36cm	1
	Conduit clamps	50 – 3/8" / 9.5mm in bag 2 hole	4
	Pipe strapping	100 feet	1
	Tin snips	+ - 10" / 25cm	1
	Screws	100 – 1 3/4" / 44mm	4
	Screws	100 – 2 1/2" / 64mm	4
	Nails	50 – 2 1/2" / 64mm duplex	4
Poly	Rolls	2000 square foot 61m x 6 ml Heavy (roll is 20' x 100')	2
Sign boards	Chloroplast / Felt marking pens	2' / 61cm x 2' / 61cm blank	20
Tape	Flagging Tape Rolls	Red, orange, yellow, blue, green (2" including corresponding identification wording clearly legible "SPU" in black)	5 of each colour
	Teflon		2 rolls
	Duct		2 rolls
	Electrical		2 rolls
Rags	Rags	Box (1 kg)	2 boxes

Category	Item	Description	Recommended Quantity
Miscellaneous Tools	Rake	Leaf	1
	Broom	24" Push	1
	Cutters	Bolt 24"/ 61cm or 36" / 91cm	1
	Saw	Carpenter hand	1
	Circular saw, wood	Electric - cordless	1
Trailer Misc.	Tie down straps	15" / 38cm bungee cords	5
		20" / 51cm bungee cords	5
		30" / 76cm bungee cords	5
		Cargo shelf strap 6' / 1.8m	5
		Ratchet (Pair)	1
Rope	Poly rope -3/8"/9.5mm	500' Roll	1
Safety items	Fire extinguisher	5 lb / 2.2 kg ABC	1
	First Aid Kit	First aid kit (only if required in addition to requirements of the Occupational Health and Safety Regulation)	1
	Cones	Safety marker 18" / 46cm	2
	PFDs	Personal Floatation Devices	2
Chainsaw Kit	Chainsaw	Min. 57 cc with 20" / 51cm bar	1
	Chainsaw gas can	5 L	1
	PPE	Chaps, regular with minimum 3600tcs	1
	Tool kit	Bar wrench, grease gun, spare spark plug, chain filing gauge	1
	Files	Chain & Raker	2
		Aluminum ball back check valve for discharge side of pump QC	1
SPU Tool Box		Spark plug, spare for pump	1
		Rewind rope, spare for pump	1
		Mesh wire screen to wrap foot valve	1

		Water thief 1.5" / 38mm QC to ¾" / 19mm GHT with shutoff	1
		¾" / 19 brass nozzle	1
<b>Category</b>	<b>Item</b>	<b>Description</b>	<b>Recommended Quantity</b>
SPU Tool Box (Cont'd)		1.5" / 38mm QC 10' 3.2m high pressure (450 psi 3150 kPa) "pony" hose for tandem hookup or first length before back check valve	1
		1.5"/38mm QC nozzle, 4 in 1 multi-orifice (i.e., Hansen)	1
		Priming bucket, collapsible	1
		3-way valve with shutoff 1.5" / 38mm QC	1
		Mini grease gun for pump	1
		Tool kit appropriate for pump	1
		Hose wrench for suction hose	1
		Tandem adaptor 2" / 51mm F NPSH x 1.5" QC to run 2 pumps in series	1
		1.5" / 38mm male adaptor NPSH x QC	1
		1.5" / 38mm female adaptor NPSH x QC	1
		Single fuel line for pump	1
		Gasket kit (spares for GHT fittings, pump, suction hose, discharge hoses)	1
Miscellaneous	Machete	24" / 60cm	1
	Wheelbarrow or cart	Contractor Grade	1

As of March 2023, the following hose specification requirements must be met:

- 15 ft econo hose will no longer be accepted and hose length must be 25 foot or 30 foot.

#### **Hose description specifications – 1 ½"**

Hose must meet the following specifications:

- FIREBREAK II, percolating hose, manufactured by Mercedes Textiles Limited, is the current BCWS hose standard.

- Hose must be 38mm in diameter, 100% synthetic, percolating forestry hose and must meet ULC – S519.1-14 “Standard for Synthetic Percolating Forestry Hose”.
- Hose must be in 30.5m lengths or 15.25m and coupled with two (2) forged, external-lug quarter turn couplings, complete with face washers and must meet ULC-S551-13 “Standard for Forged External-Lug, Quick Connect Couplings and Adapters for Forestry Fire Hose”. Couplings must have ULC Stamp.
- Hose must have a 27mm long expansion ring with back up and face washers for the couplings.
- Hose will have ULC stamp, hose type identification, the year of manufacture and batch number. The identifiers are to be placed immediately after the specification marking, approximately one meter from each end of the hose in addition to being placed at the center of the hose.

### **Hose description specifications – 2 ½”**

Hose must meet the following specifications, and other manufactured hose will not be considered.

- Each hose end must have: aluminum coupling 2 ½” X 2 ¾” BAT, (Right/Left set) one end is the Female threaded coupling, and the other end is Male Threaded.
- FORESTGUARD II hose, manufactured by Mercedes Textiles Limited, is the current BCWS hose standard.

### **Specifications of this hose are:**

- Hose must be 64mm in diameter, 100% synthetic, non-percolating forestry hose and must meet ULC – S518.1.
- Coupled with Two (2) extruded aluminum and hard coat anodized male & Female threaded couplings - 2½” X 2¾” BAT, (Right/Left set).

## Appendix 4: LGPS Online Application Tool

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As outlined in [Section 7](#), applications are required to be submitted in two steps **prior to the application deadline**:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.
2. Application Worksheet: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

### STEP ONE: LGPS Online Application Form

The following questions are required to be answered on the LGPS Online Application Form:

1. Name of the intake of the funding program that you want to apply for (select from menu).
2. Name of the Primary Applicant (select from menu). Please note: if the name of your organization is not included in the menu, contact UBCM in order to determine eligibility and next steps.
3. Primary and secondary contact information: full name, position, email, phone.
4. Primary applicant mailing address.
5. For regional projects only: name of sub-applicant(s) and rationale for regional project.
6. Project title. Project titles should be brief but include key project activities, the area where the work will be undertaken, and the intended outcome/deliverable.
7. Proposed start and end date.
8. Estimated total project budget.
9. Estimated total grant request.
10. Other funding amount and source.
11. Project summary (provide a brief summary, no more than 500 characters).
12. Progress to date. Provide an update on the status of previously approved projects if previously funded under same funding program/funding stream.
13. Certification that the information is complete and accurate.
14. Name and email of person submitting application.

When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.

### STEP TWO: Application Worksheet and Required Attachments

#### Application Worksheet

The following questions are required to be answered on the Application Worksheet:

1. Primary Applicant Name (First Nation, Local Government, or Fire Department).
2. File Number (this can be found on the confirmation email you will receive after the LGPS Online Application Form is submitted).

3. Location of Proposed Activities. For the purpose of CEPF funding, fire halls must be a First Nation owned building or publicly owned building or owned by the primary applicant or a sub-applicant. Identify the ownership of the fire hall:
  - Fire hall is a First Nations owned building (buildings owned by a Treaty First Nation or a First Nation band).
  - Fire hall is a publicly owned building (buildings owned by a local government or public institution, such as health authority or school district).
  - Fire hall is owned by the primary applicant or sub-applicant.
  
4. Requirement to be Volunteer or Composite Fire Department. For each eligible fire department that is included in this application:
  - a) Name of each fire department.
  - b) Membership (volunteer or composite) of each department, provide details as appropriate.
  - c) Declared level of service of each department (Exterior, Interior or Full Service).

*Copies or extracts of the available evidence of declared level of service are required to be submitted with the application.*

*The BC Structure Firefighter Minimum Training Standards include the requirement for fire departments to declare their level of service. This applies to all local government, Treaty First Nation, and society-run fire departments. The training standards are not automatically applicable on federal reserve lands and, for the purpose of CEPF funding, non-Treaty First Nations are not required to declare their level of service if they are not prepared to do so. This will not impact the review or scoring of applications.*
  
5. Operating Budget(s).
  - a) Please indicate the annual operating budgets of each fire department included in this application.
  - b) Describe the extent to which the annual operating budget enables each fire department to purchase essential equipment and/or obtain training.
  
6. Proposed Activities to Support Response to Structure Fire. What specific activities will be undertaken as part of the proposed project? Refer to Sections 4, 5, and 6 of the *Program and Application Guide* for eligibility.
  - a) Purchase of essential equipment to support response to Structure Fire, including installation of and training for eligible equipment.
  - b) Training to support response to structure fires. Where possible, please list specific courses.  
*Note: training is for fire department members only and not community members.*  
*Where applicable, the detailed budget is required to include a clear separation of proposed activities and costs related to structure fire and activities and costs related to interface fire.*
  
7. Proposed Activities to Support Response to Interface Fire. What specific activities will be undertaken as part of the proposed project? Refer to Sections 4, 5, and 6 of the *Program and Application Guide* for eligibility.
  - a) Purchase of essential Interface Fire equipment, including installation of and training for eligible equipment.
  - b) Cross-training to support response to interface fires. Where possible, please list specific courses.  
*Note: training is for fire department members only and not community members.*  
*Where applicable, the detailed budget is required to include a clear separation of proposed activities and costs related to structure fire and activities and costs related to interface fire.*

8. Resiliency. Describe how the proposed project will enable volunteer fire departments and composite fire departments to prepare for and respond to emergencies through training and the purchase of essential equipment.
9. Physical and Mental Well-Being. Describe the extent to which proposed training will specifically address the mental wellbeing of eligible fire department staff and volunteers.
10. Partnerships and Transferability. Describe the extent to which the proposed project will provide partnerships, transferability, or mutual aid to neighbouring jurisdictions.
11. Additional Information. Please share any other information you think may help support your submission.

### Required Attachments

The following separate attachments are required to be submitted with the completed Application Worksheet.

All applicants are required to submit:

- Evidence of declared service level will be required (e.g. bylaw, resolution).
- Detailed budget:
  - Indicating the proposed expenditures from CEPF in alignment with the proposed activities outlined in the Application Worksheet (including a clear separation of proposed activities and costs related to structure fire and activities and costs related to interface fire).
  - Although additional funding or support is not required, any other grant funding or **in-kind contributions** must be identified.
  - Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#).

First Nation, local government, or improvement district applicants must submit:

- Band Council, Treaty First Nation, or local government resolution **OR** a letter of support from Band Manager, CAO, or CFO for applications that request less than \$50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant management. All regional applications, and applications requesting more than \$50,000 in funding, will require resolutions to be submitted.

Legally incorporated society-run fire department applicants must submit:

- Board of Directors motion indicating support for the current proposed activities and willingness to provide overall grant management; and
- Current Certificate of Good Standing.

Regional project applicants are required to submit:

- Band Council, Treaty First Nation, or local government resolution from the primary applicant, indicating support for the current proposed activities and willingness to provide overall grant management; and,
- Band Council, Treaty First Nation, or local government resolution from each sub-applicant that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf. Resolutions from sub-applicants must include this language.