

Community Emergency Preparedness Fund Emergency Support Services 2022 Application Form

Please complete and return the application form by **January 28, 2022**. All questions are required to be answered by typing directly in this form. If you have any questions, contact cepf@ubcm.ca or (250) 387-4470.

SECTION 1: Applicant Information	AP <i>(for administrative use only)</i>
Local Government or First Nation Applicant: The Capital Regional District	Date of Application: January 28 th , 2022
Contact Person*: Paul Wechselberger	Position: Electoral Area Emergency Services Coordinator
Phone: 250 360 3096	E-mail: pwechselberger@crd.bc.ca

** Contact person must be an authorized representative of the applicant (i.e. staff member or elected official).*

SECTION 2: For <u>Regional Projects Only</u>
<p>1. Identification of Partnering Applicants. For all regional projects, please list all of the partnering eligible applicants included in this application. Refer to Section 4 in the Program & Application Guide for eligibility.</p>
<p>2. Rationale for Regional Projects. Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.</p>

SECTION 3: Project Information
<p>3. Project Information</p> <p style="margin-left: 20px;">A. Project Title: ESS Modernization Project</p> <p style="margin-left: 20px;">B. Proposed start and end dates. Start: March 1st 2022 End: March 1st 2023</p>

4. Project Cost & Grant Request:

Total proposed project cost: \$22,502.40 Total proposed grant request: \$22,502.40

Have you applied for or received funding for this project from other sources? If yes, please indicate the source and the amount of funding received or applied for.

No

5. Project Summary. Provide a brief summary of your project in 150 words or less.

This project is designed to update critical elements in the CRD's ESS program in Southern Gulf Islands (SGI), Salt Spring Island (SSI), and the Juan de Fuca (JDF) Electoral Areas (EA). The three categories of this project are:

- Increase registration of local business supplier and billet host families
- Issue volunteers ESS apparel and ESS personnel vehicle identification plates
- Procure ESS reception centre signage kits

These initiatives will improve the region's ability to house evacuees in their home community, improve ESS volunteer identification and public visibility, and increase capacity to effectively activate group lodging in areas with limited alternative accommodation options for evacuees.

6. Emergency Plan. Describe the extent to which the proposed project will specifically support recommendations or requirements identified in the local Emergency Plan.

This project will specifically support level 1, 2, and 3 ESS requirements outlined in the Capital Regional District's Emergency Plan as legislated in the Emergency Program Act.

By registering accommodation suppliers and billet host families in the community, residents can be housed in their communities when evacuated which is advantageous for recovery. This project also meets JDF, SGI, and SSI's need for ESS accommodation if isolated from the capital region by a closure of Highway 14 (JDF) or BC Ferries outage (SGI and SSI). By improving ESS accommodation options residents evacuated can be housed locally even if the electoral areas becomes isolated.

Improved signage will increase accessibility of CRD ESS support to residents in level 2 and 3 ESS activations.

CRD ESS volunteers must be identified and their safety ensured during an activation of a level 1, 2, or 3 event. Procuring relevant and identifiable apparel will ensure their safety and program visibility during an emergency response outlined in the local Emergency Plan.

SECTION 4: Detailed Project Information

7. Proposed Activities. What specific activities will be undertaken as part of the proposed project? Refer to Section 6 of the Program & Application Guide for eligibility.

Increase registration of local business suppliers and billet host families

Hire a local ESS technical specialist contractor to support the project. CRD staff do not have capacity to cover the additional workload associated with delivering this project.

1. Document existing supplier agreements in JDF, SGI, and SSI
2. Identify ESS service gaps in all three EAs and determine what types of suppliers are needed. Assess all ESS suppliers for accessibility to evacuees with disabilities, mobility challenges, or transportation barriers.
 - a. Assess accommodation options for hotel/motels and billet host families.
3. Work with the Emergency Program Coordinators from SGI, SSI, and JDF to develop supplier and billet host family registration plan. Determine how to use ERA to improve and modernize how the ESS program is delivered in the CRD Electoral Areas.
4. Update Electoral Emergency Plans with new policy for supplier and billet host family registration, communication, and training
5. Conduct outreach and training to register suppliers and billet host families in all three areas.
6. Consult Pacheedaht First Nation, PEMO, and the District of Sooke on updated supplier list and plans.
7. Suppliers are recognized for their support of the ESS program with a certificate of recognition.

Issue volunteer ESS apparel and ESS personnel vehicle identification plates

Apparel and personnel vehicle identification license plates will ensure ESS responder safety and identification during an emergency with the secondary benefit of promoting awareness of the Emergency program in the community and boosting volunteer pride in the ESS program.

1. Purchase 11 jackets for ESS responders. Jacket features include weatherproofing, ESS volunteer identification, and high visibility for safety.
 - b. Purchase 48 vests for ESS responders to wear when deployed to group lodging centre. Vest features will include ESS volunteer identification and are designed for comfort and warmth in a reception centre.
2. Purchase 25 ESS personnel vehicle identification licence plates

Procure ESS reception centre signage kits

1. Procure four reception centre sign kits to deploy in communities to establish group lodging sites.

8. Modernization of local ESS programs. How will the proposed activities support the modernization of the local ESS program? Will the Evacuee Registration & Assistance (ERA) Tool be implemented?

The ESS teams in the JDF, SGI, and SSI primarily use paper registration and referrals due to limited phone connectivity. This project will identify ways ESS responders can utilize ERA as a tool to improve evacuees access to supplier services. This project will

encourage the use of ERA, which will make registration and referrals during a larger evacuation more efficient for evacuees to be registered.

In the event of a large number of residents being evacuated from JDF, SGI, or SSI ERA will be a more effective tool for registration and referrals and will be compatible with neighbouring receiving ESS reception centers and access suppliers in the Greater Victoria Area who are primarily using ERA.

9. Capacity Building. Describe how the proposed project will increase emergency response capacity (i.e. having the physical resources and the skills to respond to emergencies) in your community.

-Increase registration of local business suppliers and billet host families

This project will improve evacuee access to ESS services in their own community. Business in SSI, SGI, and JDF have limited hours and are spread out geographically; a variety of supplier options must be available to ensure an evacuated family will be able to utilize their ESS supports. Registering billet host families will improve local accommodation options beyond hotels and motels for evacuated families that would otherwise be required to leave their community for accommodation in the Greater Victoria Area.

-Issue Volunteer ESS apparel and ESS personnel vehicle identification plates

Issuing ESS volunteers apparel and responder vehicle plates will ensure ESS volunteer safety and identify them as response personnel during an emergency. The secondary benefits of issuing these items will build program awareness in the community and improve the pride volunteers will take in their ESS team. This will indirectly support volunteer retention and recruitment and increase emergency response capacity.

-Procure ESS reception center signage kits

By procuring four reception centre signage for ESS reception centres will be easier to identify for evacuees and the registration and referral process will be improved at the centre during an emergency.

10. Host Community Capacity. Describe how the proposed project will increase emergency response capacity as a host community?

By using ERA referrals with SSI, SGI, and JDF ESS suppliers during local level one ESS situations their capacity to provide ESS services as a host community will be improved. Should JDF, SGI, and SSI become a host community for evacuees, local suppliers should be registered with the ESS program to efficiently submit referral paperwork to EMBC for reimbursement.

Improving deployable reception centre signage in the region will also improve the area's ability to set up a level 3 reception centre as a host community.

11. Transferability. Describe the extent to which the proposed project may offer transferable resources and supplies and knowledge sharing with other local governments and/or First Nations (e.g. ESS volunteers/responders, training resources, cots, blankets, etc.).

The resources associated with this project will directly benefit Pacheedaht First Nation whose ESS program is integrated with the JDF ESS program.

12. Partnerships. In addition to Question 1, if applicable, identify any partners you will collaborate with on the proposed project and specifically outline how you intend to work together and enhance mutual aid.

Pacheedaht First Nation: The JDF ESS program would work closely with Pacheedaht First Nation business and community members for supplier registration and billet host families.

Peninsula Emergency Measure Organization (PEMO) representing Sidney, North Saanich, Central Saanich: PEMO provides ESS to the Saanich Peninsula and would be the primary host community for evacuees leaving SGI or SSI. PEMO would be consulted to discuss SGI or SSI evacuees' accessing ESS supports in Sidney, Central Saanich, and North Saanich.

The District of Sooke: The District of Sooke would be consulted on this project to discuss JDF evacuees accessing ESS supports in Sooke.

13. Evaluation. How will the project be evaluated? How will performance measures and/or benchmarks be used to measure outcomes? (e.g. tracking the number of training events and recruitments, external evaluators, etc.)

Increase registration of local business suppliers and billet host families

Will be assessed by:

1. An up to date list of suppliers is created
2. New suppliers and billet host families are registered in areas where ESS service gaps exist.
3. All suppliers have been trained to process paper or ERA referrals for reimbursement

Apparel and Licence Plates

1. Apparel and licence plates are procured and distributed.

Procure Reception Centre Kits

1. Kits are procured and distributed and volunteers are trained at an event

14. Progress to Date. If you received funding under prior intakes for the Emergency Support Services funding stream, please describe the progress you have made in increasing ESS capacity through prior projects.

NA

15. Additional Information. Please share any other information you think may help support your submission.

NA

SECTION 5: Required Attachments

Only complete applications will be considered for funding.

The following separate attachments are required to be submitted as part of the application:

- Council or Board resolution, Band Council resolution or First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
- For regional projects only: Council or Board resolution, Band Council resolution or First Nation resolution from each partnering applicant that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.

SECTION 6: Signature Applications are required to be signed by an authorized representative of the applicant. Please note all application materials will be shared with the Province of BC.

I certify that: (1) to the best of my knowledge, all information is accurate, (2) the area covered by the proposed project is within the applicant's jurisdiction (or appropriate approvals are in place) and (3) we understand that this project may be subject to a compliance audit under the program.

Name: Jonathan Reimer

Title: Manager, Electoral Area Fire and
Emergency Programs

Signature*: Jonathan Reimer
Jonathan Reimer (Jan 28, 2022 15:19 PST)

A certified electronic or original signature is required.

Date: January 28, 2022

** Signatory must be an authorized representative of the applicant (i.e. staff member or elected official).*

Submit applications to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

LGPS-CEPF-2022-ESS-Application-Final

Final Audit Report

2022-01-28

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