

Community Emergency Preparedness Fund

Public Notification and Evacuation Route Planning

2025 Application Worksheet

Please complete and return the worksheet with all the required attachments form by **April 25, 2025**. Applicants will be advised of the status of their application within 90 days of the application deadline.

All questions must be answered by typing directly in this form. **As all questions are reviewed and scored as part of the adjudication process, please do not leave any questions blank.**

If you have any questions, contact cepf@ubcm.ca or (604) 270-8226 ext. 220.

SECTION 1: Primary Applicant Information

First Nation or Local Government Name:
Capital Regional District

File Number*:
LGPS-11861

**Refer to the LGPS Online Application Form submission confirmation email*

SECTION 2: Detailed Project Information

- Proposed Activities.** What specific activities will be undertaken as part of the proposed project? Please refer to Sections 4 and 6 of the *Program and Application Guide* for eligibility.

The Capital Regional District (CRD) would undertake a comprehensive review of our current Evacuation Planning Guides for each electoral area (EA)- Salt Spring Island, Southern Gulf Islands, and Juan de Fuca. These guides have not been reviewed or updated since June of 2020. The CRD would also undertake evacuation mapping for each area, with focus on higher risk communities first. One of these projects would be a detailed evacuation route mapping project in Port Renfrew, in collaboration with Pacheedaht First Nation. This area is at an increased risk for multiple hazards, including tsunamis. This mapping would increase evacuation planning efforts and provide detailed information imperative during an evacuation. Public workshops would also be held in order to engage the community in this evacuation planning, and highlighting the tools that are available.

- Evidence and Rationale.** What is the rationale and evidence for undertaking this project? This may include evidence of local hazards (e.g., as identified in the local Emergency Plan); threat levels (e.g., as identified in Hazard, Risk, and Vulnerability Analysis; Community Wildfire Resiliency Plan; and/or flood risk assessments) and previous emergencies (e.g., evacuations that were ordered, notifications were issued).

The rationale for this project is rooted in the need to update the outdated information since the plans were originally written in 2020 and take into account any changes we have seen from the Emergency and Disaster Management Act, such as the need for

Indigenous consultation. Additionally, due to the increase in frequency of events due to climate change, and the remote nature of the CRD EAs, further evacuation planning is required. The CRD also requires additional mapping resources in our higher risk communities to ensure in-depth planning and resilience within these areas.

3. Alignment with Recommended Content. Refer to Table 1 in the *Program and Application Guide* and describe the extent to which the content identified in the guide will be included in the proposed project.

These plans will be in alignment with the recommended content, including:

1. Identification and capacity of available routes in each area within the electoral areas.
2. Availability of warning systems, including tsunami sirens and other emergency notification tools available.
3. Identification of additional factors impacting the functionality of evacuation routes such as the remote nature of the electoral areas.

4. Engagement with First Nations and/or Indigenous Organizations. In the following questions, please identify the specific bands, Treaty First Nations, and/or Indigenous organizations as well as the specific traditional territory, reserve, or other First Nations' land that may be impacted by the proposed project.

- a) Which First Nations and/or Indigenous organizations were proactively engaged as part of the development of this application?

Pacheedaht First Nations' Emergency Services team has been engaged in the preliminary discussions on this planning and mapping initiative for the Port Renfrew area.

- b) Which First Nations and/or Indigenous organizations will participate in the proposed activities and what specific role will they play?

Pacheedaht First Nations will be engaged during the evacuation planning review and evacuation mapping. As their Traditional Territory is located in our Juan de Fuca electoral area, specifically in Port Renfrew and Jordan River, it is imperative the CRD engages them in this form of planning. Port Renfrew will specifically be looked at as it is an isolated, at risk community and engagement with Pacheedaht will increase our resiliency in the area.

- c) Please indicate the extent to which staff and/or elected officials have undertaken Indigenous Cultural Safety and Cultural Humility Training.

Staff working on this project have undergone Cultural Perspectives Training from the Indigenous Perspectives Society.

☐ If applicable, evidence of support for the proposed activities from First Nations and/or Indigenous organizations has been submitted with this application. This could be in the form of a letter, email, or other correspondence.

- 5. Engagement with Neighbouring Jurisdictions and Affected Parties.** Identify any neighbouring jurisdictions and/or partners (e.g., equity-denied populations, pet-care organizations, organizations involved in a web of support network) you will engage with as appropriate to the project.

Rural and remote communities may want to consider engaging with regional districts and/or health authorities, and First Nation applicants may want to consider engaging with the First Nations' Emergency Services Society or the First Nations Health Authority.

Even though our electoral areas are remote in nature and not surrounding by other jurisdictions or municipalities, it is still imperative we consult with neighbouring partners and additional groups. For our Juan de Fuca electoral area, the CRD will engage with the District of Sooke, the district of Metchosin and Juan de Fuca Search and Rescue to gather any additional recommendations or resources they have that could enhance our planning.

The CRD will engage with additional agencies as well such as BC Ferries, Coast Guard, water taxi services, and BC Transit. By collaborating with these groups, we can gain a better understanding of the transportation restrictions and capabilities within our electoral areas. If these groups are able to share their plans with the CRD, this will provide additional insights that will be very beneficial to our own evacuation plans.

☐ *If applicable, evidence of support for the proposed activities from neighbouring jurisdictions or other parties has been submitted with this application. This could be in the form of a letter, email, or other correspondence.*

- 6. Climate Change.** Describe how the proposed project will consider climate change in the project methodology and include the impacts of climate change in the Evacuation Route plan and/or Public Notification plan.

Evacuation planning and subsequent mapping will take in to consideration hazards that are increasing in likelihood due to the change in our climate, specifically looking at wildfire and its increasing occurrence and intensity.

- 7. Large Scale ESS Planning.** Describe the extent to which the proposed project will consider large scale Emergency Support Services scenarios.

The evacuation planning guide and mapping will consider what would be applicable during an ESS activation during an evacuation. Included in the mapping, will be reception centre locations in our electoral areas. The planning guide will also detail important ESS contacts, reception centre locations and facilities, and address mass care needs in each electoral area.

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

Within the CRD Corporate Emergency Plan, one of the areas of responsibility identified is the public alerting and notification requirements. The CRD maintains communication channels and tools that are used in the event an evacuation is required due to an emergency or disaster. One of these tools, is our Public Alerting Notification system. In order to use this tool correctly and effectively in an emergency, the CRD can utilize the EOC Evacuation Planning Guide to ensure the flow of communication and provide situational awareness based on evacuation mapping and planning. This increases our

resiliency, and enables the CRD and its volunteers to more effectively exercise these systems and plans.

- 9. Comprehensive, cooperative, regional approach and benefits.** Describe how your project will contribute to a comprehensive, cooperative, and regional approach to Public Notification and/or Evacuation Route Planning. What regional benefits will result from this project?

This project will be shared with our partners, specifically those with shared borders with our electoral areas or those that could be impacted by an evacuation. By communicating the information we have gathered, working with transportation agencies and other external partners, and engaging First Nations, we can gain more insight into the resources and challenges faced within our communities.

- 10. Additional Information.** Please share any other information you think may help support your submission.

N/A

SECTION 3: Required Attachments

Only complete applications will be considered for funding.

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

- ☒ Band Council, Treaty First Nation, or local government resolution **OR** a letter of support from the 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, or applications requesting more than \$50,000 in funding, will require resolutions to be submitted.
- ☒ Detailed budget that indicates the proposed expenditures from CEPF and aligns with the proposed activities outlined in the Application Worksheet. 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](#).

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

SECTION 4: Signature This worksheet is required to be signed by an authorized representative of the applicant (i.e., staff member or elected official). Please note all application materials will be shared with the Province of BC.

I certify that to the best of my knowledge: (1) 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) it is understood that this project may be subject to a compliance audit under the program.

Name: Corey Anderson

Title: Manager, Emergency Programs

Signature*:

Date: April 22, 2025

**A certified digital or original signature is required.*

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

**All documents should be submitted to Local Government Program Services,
Union of BC Municipalities by email: cepf@ubcm.ca.**

Please note "2025 PNERP" in the subject line.

