

## Community Emergency Preparedness Fund

# Emergency Support Services Equipment and Training

## 2025 Application Worksheet

Please complete and return the worksheet with all required attachments by **January 31, 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](mailto: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-11547

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

### SECTION 2: Detailed Project Information

**1. Location of Proposed Activities.** For the purpose of CEPF funding, if minor renovations of group lodging facilities or reception centres are proposed, the facilities must be located in a First Nation owned building or publicly owned building or an asset owned by the primary applicant or a sub-applicant:

- ☐ Facility is located in a First Nations owned building (buildings owned by a Treaty First Nation or a First Nation band).
- ☒ Facility is located in a publicly owned building (buildings owned by a local government or public institution, such as health authority or school district).
- ☒ Asset (e.g., trailer for mobile ESS) is owned by the primary applicant or sub-applicant.

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

- a) Purchase of equipment and supplies, including installation of and training for eligible equipment.

To support the continued growth and operational capacity of our ESS program, we propose the purchase of essential equipment and supplies to enhance the effectiveness of reception centres and group lodging services.

Key activities include:

1. Reception Centre Operations – Procurement of critical supplies to support the efficient setup and operation of reception centres, including vests, name tags, signage, office supplies, grab-and-go kits, extension cords, and power bars.
2. Group Lodging Support – Replenishment and expansion of essential resources to improve group lodging capabilities, including comfort kits, hygiene kits, cots, bedding, pet supplies, and infant and child-specific provisions.
3. Technology and Modernization – Acquisition of laptops for the Salt Spring Island ESS team to enhance digital record-keeping, improve response coordination, and support the ongoing modernization of ESS operations.
4. Storage and Logistics – Purchase of storage containers to securely house eligible supplies and equipment, ensuring readiness for rapid deployment when needed.

Each of these activities will contribute to the overall resilience and efficiency of our ESS program, ensuring we are well-equipped to support our community in times of emergency.

b) Training (where possible, please list specific courses) and exercises.

Our training activities are directly aligned with the needs of our Emergency Management Program and the desired service delivery levels for volunteers. Given our goal to maintain the recommended minimum staffing levels for the ESS program, we will offer a comprehensive suite of training courses throughout the year. These courses aim to ensure our volunteers are well-prepared to respond effectively to emergencies. The specific courses we intend to offer include:

- Introduction to ESS (EMRG-1600 Online): This online course provides new volunteers with a foundational understanding of the ESS program and its operations.
- ESS Level 1 (EMRG-1607): This in-depth training is designed to equip volunteers with the necessary skills for ESS service delivery at the basic level, including handling client needs during emergencies.
- ESS-Introduction to Group Lodging (EMRG-1612 Online): A specialized course for volunteers involved in managing group lodging facilities during emergencies, available online for flexibility.
- ESS-Introduction to Reception Centres (EMRG-1610 Online): This course covers the basics of setting up and operating reception centers to support evacuees and displaced individuals.
- ICS Level 100 (EMRG-1200): This course will help volunteers understand the Incident Command System (ICS), a critical framework for managing emergencies.
- ERA Training: Evacuee Registration and Assistance training will be offered to ensure volunteers are prepared to assist virtually and across jurisdictions.
- Cultural Perspectives Training: We recognize the importance of cultural competency in emergency response, and this training will equip volunteers to engage effectively with diverse populations.

Additionally, we are planning two joint exercises for ESS volunteers and Indigenous partners. These will focus on Reception Centre/Warming Centre operations and

Evacuee Registration and Assistance (ERA) procedures, providing hands-on practice to enhance skills, coordination, and collaboration in real-life scenarios.

These training activities, along with the exercises, will be held quarterly, with additional sessions planned as needed based on volunteer demand and availability. Our goal is to ensure that all volunteers are equipped with the knowledge and skills necessary to support the community during emergencies and contribute to the overall success of the Emergency Management Program.

c) Volunteer recognition and retention.

We recognize and appreciate our volunteers through a variety of ongoing initiatives designed to encourage engagement and long-term commitment. Our established practices include small appreciation gifts, volunteer appreciation events, training incentives, and outfitting for the ESS na and ERA team.

To further strengthen retention, we plan to introduce additional recognition strategies, such as formal letters of appreciation, to acknowledge volunteers' contributions in a meaningful way. These initiatives align with our broader goal of increasing both recruitment and retention within our ESS programs..

### 3. Alignment with Funding Stream.

a) Describe how your activities align with the intent of the funding stream (build local capacity to provide emergency support services through ESS volunteer/responder recruitment, retention and training, and the purchase of ESS equipment).

Our streams of activities are directly intended to build local capacity, by focusing on recruitment and retention through providing educational and recognition opportunities.

b) How will the proposed activities support the modernization of the local ESS program? Will the Evacuee Registration and Assistance (ERA) Tool be implemented?

The Evacuee Registration and Assistance (ERA) tool was implemented in 2023. The CRD virtual ERA team continues to grow and refresh its training to support the provision of immediate aid in a disaster. Supporting this growth facilitates a modern and flexible ESS delivery system throughout the region.

c) Describe how the proposed project will increase emergency response capacity as a host community.

By focusing on increasing the number of trained volunteers in the ESS program, and the agility provided by the ERA tool and ESS program, the CRD is directly increasing its ability to respond as a host community.

### 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?

The CRD engaged with Pacheedaht First Nation to understand their needs for ESS training, exercises and resources.

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

The CRD plans to host a Reception Centre or Warming Centre training exercise in collaboration with Pacheedaht in Port Renfrew. This exercise will allow the CRD and Pacheedaht to work in conjunction with one another to increase resilience, build relationships, and prepare for an event.

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

The grant administrator for the CRD, and Emergency Program Manager have taken a number of cultural safety and humility training courses provided through the provincial government such as a Kairos blanket exercise, and courses like Building Capacity in Indigenous relations, IGBA+, and cultural agility.

☐ *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.

The 2024 UBCM CEPF ESS Grant was used to enhance the Electoral Area virtual ERA team, providing the ability to respond to emergencies locally and cross jurisdictionally. The 2025 UBCM CEPF ESS grant would enhance CRD's ability for provision of cross jurisdictional support through increases in trained resources, equipment, and maintaining its current volunteer pool through recognition and support.

☐ *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. Comprehensive, cooperative, regional approach and benefits.** Describe how your project will contribute to a comprehensive, cooperative, and regional approach to ESS. What regional benefits will result from this project?

The 2025 UBCM CEPF ESS grant would continue the recruitment and training of volunteers required for a regional approach to ESS both virtually and in person. The volume and skillset of our ESS pool directly influences the CRD's ability to support a regional approach to ESS. Further, opportunities for collaboration with partners during training or exercises will be explored.

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

### SECTION 3: Required Attachments

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

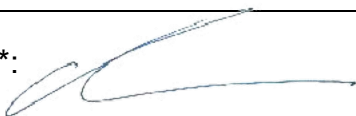
**SECTION 4: Signature** This worksheet is required to be signed by an authorized representative of the applicant (i.e., staff member or elected official). Please note all application materials will be shared with the Province of BC.

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: 2025/01/29

*\*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](mailto:cepf@ubcm.ca)**

**Please note “2025-ESS” in the subject line.**

## Financial Summary

Name of Applicant	Capital Regional District
Funding Program/Stream	CEPF ESS Equipment & Training
Project Name/Application #	LGPS-11547

### FINANCIAL SUMMARY

The financial summary is required to be submitted as part of the final report package and should align with the approved budget (or approved amended budget). For each actual expense, provide a calculation that explains how the cost was determined. For example, for incremental staffing provide the wage and actual hours of work; for the purchase of items, provide the quantity and unit price. Additional rows can be added as needed.

Actual Expenses	Calculation	Total Cost
Comfort kits	1,000	\$1,000.00
Reception centre supplies	1,000	\$1,000.00
Cultural sensitivity training	5,000	\$5,000.00
JIBC ICS Level 100 training	4,600	\$4,600.00
JIBC Reception Centre training	4,600	\$4,600.00
JIBC ERA for responders training	4,600	\$4,600.00
JIBC Group Lodging training	4,600	\$4,600.00
Emergency water treatment systems/storage for reception centre in Southern Gulf Islands	1,000	\$1,000.00
Collapsible water tank container for reception centre in Southern Gulf Islands	500	\$500.00
ESS reception centre/warming centre joint exercise	5,000	\$5,000.00
ESS exercise for Gulf Islands	5,000	\$5,000.00
Volunteer recognition and recruitment	3,100	\$3,100.00
<b>Total:</b>		<b>\$40,000.00</b>