



STAFF REPORT

DATE: November 12, 2021

FILE: 0550-04 Board

TO: Chair and Directors,
Regional Board

FROM: David Leitch
Chief Administrative Officer

RE: EMERGENCY EVACUATION PLANNING GRANT

PURPOSE/PROBLEM

To consider applying for a Community Emergency Preparedness Fund (CEPF) Evacuation Route Planning Grant from the Union of BC Municipalities (UBCM) for updating the emergency wildfire evacuation plan for the Campbell River area.

EXECUTIVE SUMMARY

The CEPF is a suite of funding programs intended to enhance the resiliency of local governments and their residents in responding to emergencies. The intent of this funding stream is to support eligible applicants to develop evacuation route plans for communities that would otherwise be challenged to successfully undertake an evacuation operation during an emergency. Eligible applicants can submit one application per intake, or as a partnering applicant in a regional application. The grant program can contribute up to 100% of the costs of eligible activities to a maximum of \$25,000 for each local government or First Nation included in the application. The application's deadline is November 19, 2021.

It is suggested that the Regional District consider the submission of a sub-regional application to include the City of Campbell River, Electoral Area D and southern portion of Electoral Area A (see attached map). The purpose of the application would be to seek funding assistance for the development of traffic simulation models to be used for investigating evacuation scenarios and evacuation durations for high-risk wildfire areas identified in the study area


If successful, it is anticipated that the project would be ongoing through 2022 with completion targeted for February 2023.

RECOMMENDATIONS

1. THAT the report from the Chief Administrative Officer be received.
2. THAT the application for financial assistance under the Community Emergency Preparedness Fund Grant for 2021 Evacuation Route Planning be authorized for submission to the Union of BC Municipalities, and

THAT the Regional District commit to overall grant management if the application is successful.

Respectfully:



David Leitch
Chief Administrative Officer

BACKGROUND/HISTORY

The decision to evacuate a population in an emergency situation is influenced by many complex factors, often under a collapsing timeframe. Planning in advance helps ensure that when the emergency occurs, authorities are better prepared to make informed decisions. The proposed project will:

- review current evacuation challenges based on demographics, geography, distance to evacuation centres, and current methods of evacuation;
- review evacuation routes and methods based on different hazard scenarios;
- consider evacuation requirements for those with special needs;
- prepare maps and spatial data for evacuation routes;
- look at personal and community re-entry scenarios;
- present the outcomes of the Evacuation Plan to residents, the City Council for Campbell River and the Regional Board;
- identify required transportation resources and planning; and
- assess and modify (if needed) the assisted transportation plans for residents without access to vehicles.

FINANCIAL IMPLICATIONS

Providing support for a CEPF grant indicates that the SRD is prepared to accept responsibility for this project and to provide overall grant management.

Items	Estimated Cost
Develop plans, checklists and resources	\$25,000
Mapping	\$8,000
Data collection and information gathering	\$8,000
Tabletop exercises for regional emergency program volunteers and staff	\$6,000
Community Presentations	\$3,000
Total	\$50,000

Table 1: Proposed budget.

LEGAL IMPLICATIONS

Section 3(1)(f) of BC Reg.380/95 (*Local Authority Emergency Management Regulation*) requires that local authorities coordinate the provision of food, clothing, shelter, transportation, and medical services to victims of emergencies or disasters, whether that provision is made from within or outside of the local authority.

Section 6(2) of the *Emergency Program Act* states that a local authority must prepare or cause to be prepared local emergency plans respecting preparation for, response to and recovery from emergencies and disasters.

INTERGOVERNMENTAL/REGIONAL IMPLICATIONS

The City of Campbell River would be a partner applicant for this project and the subject demographic includes residents and businesses within an area comprising the greater Campbell River area extending into Electoral Area A and Electoral Area D. Staff from the City of Campbell River would be involved in the evacuation planning process.

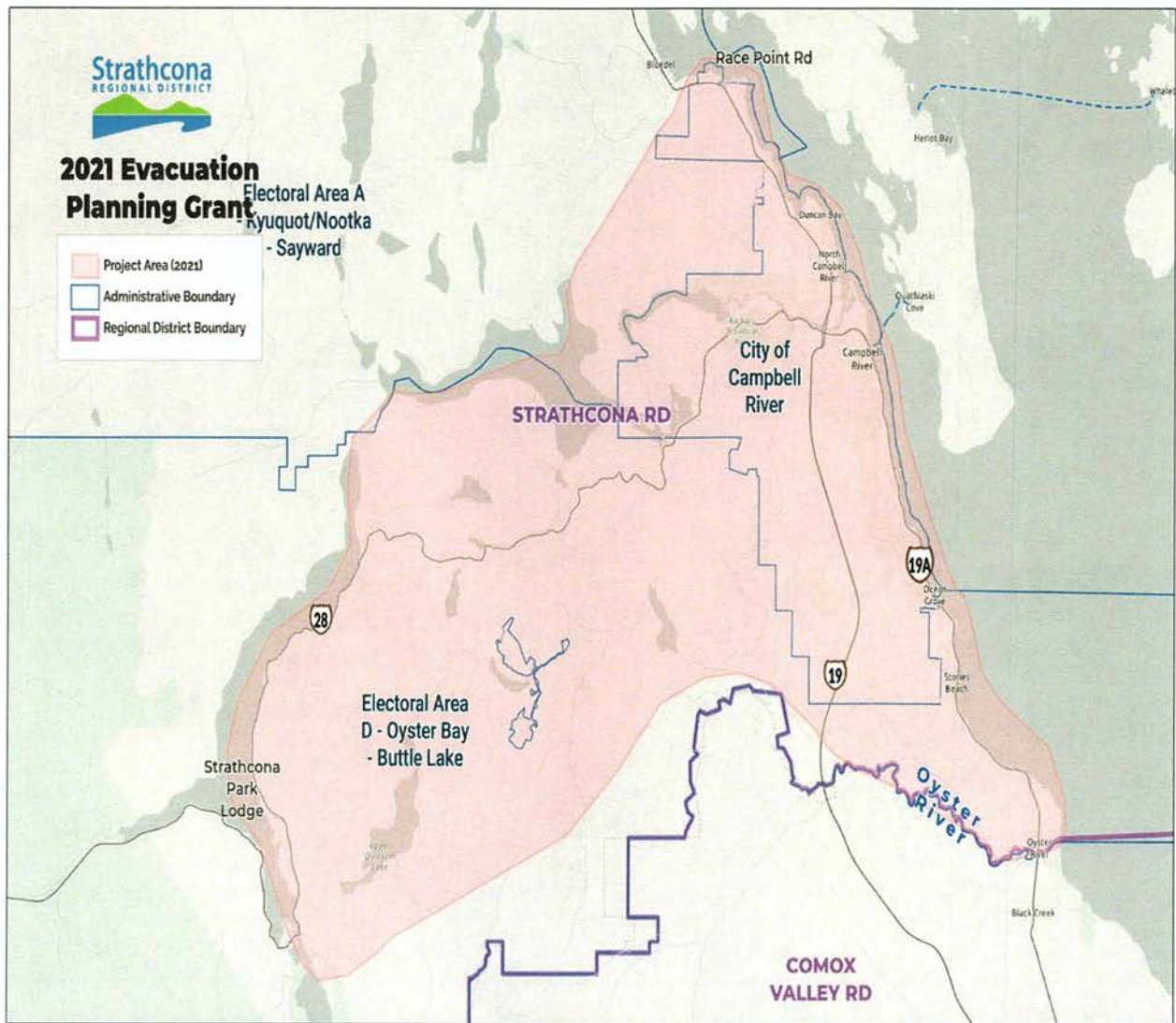
INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

Financial Services would provide overall supervision of the grant management. Protective Services would provide overall supervision of the project.

Prepared by: S. Koopman, Protective Services Coordinator

- Attachments: A: Resolution of Support from the City of Campbell River
B: SRD's CEPF Evacuation Route Planning Grant Application Form
C: CEPF Evacuation Route Plan Application Guide

MAP OF PROJECT AREA





04 Nov 2021

To Whom It May Concern:

Resolution Number: 21-0511

THAT, as part of the City's ongoing initiative in relation to the risks of wildfires and evacuation considerations, the 2021 Community Emergency Preparedness Program grant application be authorized for submission to the Union of BC Municipalities in collaboration with the Strathcona Regional District;

AND THAT the Strathcona Regional District be authorized to provide overall grant management on behalf of the City of Campbell River if the application is successful.

I hereby certify that the above is a true copy of a resolution of Council of the City of Campbell River passed at its 01 Nov 2021 Regular Council Meeting.

A handwritten signature in blue ink, appearing to read "E. Brovold", is written above a horizontal line.

Elle Brovold,
Corporate Officer

Legislative Services

301 St. Ann's Road, Campbell River, B.C. V9W 4C7
Telephone: 250.286.5700; Fax: 250.286.5760

Community Emergency Preparedness Fund

Evacuation Route Planning

2021 Application Form

Please complete and return the application form by **November 19, 2021**.

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>
Name of Local Government or First Nation: Strathcona Regional District	Date of Application: November 19/2021
Contact Person*: Shaun Koopman	Position: Protective Services Coordinator
Phone: 250-830-6702	E-mail: skoopman@srd.ca

** Contact person must be an authorized representative of the applicant (i.e. staff person 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 2 in the Program & Application Guide for eligibility.</p> <p>City of Campbell River</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> <p>The City of Campbell River is bounded on the south and west by Electoral Area D and on the north by Electoral Area A, all of which area forms a single contiguous network of access routes to and from the main population centre.</p>

SECTION 3: Project Information

3. Project Information

- A. Project Title: Campbell River Area - Wildfire Evacuation Planning and Training
- B. Proposed start and end dates. Start: February 20, 2022 End: December 1, 2022

4. Project Cost & Grant Request:

- a. Total proposed project budget: \$50,000.00 Total proposed grant request: \$50,000.00
- b. Have you applied for or received funding for this project from other sources (e.g. EMBC, National Disaster Mitigation Program, Canada Community-Building Fund or other)? If yes, please indicate the source and the amount of funding received or applied for.

N/A

- c. Does this proposal build on other recent projects in your region? If yes, please describe.

This project will build on the City of Campbell River's 2020 Community Wildfire Protection Plan, Electoral Area A's 2020 Community Wildfire Protection Plan and Electoral Area D's (soon to be completed) 2021 Community Wildfire Protection Plan.

- d. Does this proposal relate to other current proposals in your region? If yes, please describe.

N/A

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

The project will be a collaboration between the Strathcona Regional District and the City of Campbell River. The goals of this project are to:

1. Study and develop a plan for a mass evacuation of the Campbell River area;
2. Produce a study of lessons learned from other communities that have coordinated mass wildfire evacuations; and
3. Develop flowcharts, checklists and ESS & EOC resources that can be utilized.

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

The proposed modernized wildfire evacuation plan will provide guidance on the possible major effects of a wildfire:

- *Casualties
- *Deaths
- *Trapped, stranded and/or missing people
- *Public health issues and concerns
- *Mass outpatient care
- *Mass hospitalization
- *Overburdening of health care facilities and workers

- *Shelter-In-Place of people and animals
- *Evacuation and/or relocation of people and animals
- *Explosions and/or fire hazards
- *Incident sites unsafe or inaccessible to responders
- *Shortage of water for firefighting capabilities
- *Dangerous goods/hazardous materials spills, escaping gases and/or nuclear waste
- *Decontamination issues
- *Disruption and/or damage to critical infrastructure (roads, bridges, docks, utilities, water, sewer and drainage systems)
- *Disruption of Travel (road, air and/or water)
- *Disruption of Communications Disruption of Utilities (Power and Heat – long-term)
- *Extensive damage to public and private property
- *Jurisdictional issues
- *Disruption and economic effect on government, business and/or public

SECTION 4: Detailed Project Information

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

This project will:

- Result in the update of an Evacuation Route Plan which identifies and addresses existing challenges to successfully implement an evacuation in the event of an emergency, such as:
 - Identification and capacity of available routes
 - Methods of evacuation (e.g. personal and commercial vehicles, boats, helicopters, etc.)
 - Modes of transportation (water, air and road) including active transportation (e.g. walking, biking, etc.)
 - Anticipated speed of progression of local hazards (wildfire and flooding)
 - Other factors that impact the functionality of evacuation routes
- Be a new project (retroactive funding is not available)
- Be capable of completion by the applicant within one year from the date of grant approval
- Be in alignment with the provincial Evacuation Operational Guidelines

8. Evidence & Rationale. What is the rationale and evidence for undertaking this project? This may include local hazards identified in the Emergency Plan; threat levels identified in Hazard Risk and Vulnerability Analysis, Community Wildfire Protection/Resiliency Plans, and/or Flood Risk Assessments; and previous emergencies where evacuations were ordered.

Both the City of Campbell River and Strathcona Regional District's HRVA identifies a wildland urban interface fire as a severe and likely threat.

The City of Campbell River's 2020 Community Wildfire Protection Plan recommended developing a wildfire specific evacuation plan.

9. Existing Challenges. How will the proposed project identify and address existing challenges to successful evacuations in the event of emergencies. Refer to Section 6 of the Program and Application Guide.

The size and demographics of the Campbell River area will have a significant impact on evacuation planning; it allows the local authority to determine resource requirements and identify vulnerable populations. The challenge is to tailor the protective actions to best address a variety of factors, including a community's demographics, location, infrastructure, resources, authorities, and decision-making processes. Understanding the unique challenges and needs of all sectors of the population will assist in the development of strategies to ensure these groups are well supported during evacuations and emergencies.

To minimize traffic congestion and decrease clearance times, mobile message boards and signage along evacuation routes can inform self-evacuees of traffic hazards, the location of welcome centers and information points, shelters, fueling exits, and hospitals. When planning for traffic management, jurisdictions should identify challenges of overlapping routes for different modes of transportation and consider whether additional or specific resources may help address these considerations. Effective traffic management allows a jurisdiction to evacuate more people from a community in an efficient manner, which reduces the burden on jurisdiction personnel and resources

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

The project will consider how to use the Strathcona Regional District's existing ESS personnel and resources in a community evacuation in order to guide ESS activities during the evacuation with the aim of safe and efficient evacuation support from the evacuating community to reception at host communities.

11. Transferability. Describe the extent to which the proposed project may be transferable to other local governments and/or First Nations.

Many of the goals of this project are to develop tangible outcomes that are directly applicable to other local governments such as developing flowcharts, checklists and EOC resources that can be utilized.

12. Monitoring & Performance Measures. Describe how the project will be monitored and what performance measurements will be used (e.g. work progress reports, timeline review, resource planning, procurement plan and roll out, etc.).

1. Schedule - keeping to the original timeline.

2. Quality - There will be bi-monthly project quality reviews. The quality review will evaluate whether the project meets the standards set out in the grant rationale and proposed activities.

3. Stakeholder Satisfaction - Our wider team – our stakeholders – are essential in getting much of the work done. There will be consistent check-ins to find out how they are feeling about the project and what could be happening differently.

4. Performance - We will assess that the benefits our community receives are still realistic and that the solution developed to address the proposed problems are realistic and optimal.

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

The following lessons learned from after action report are recommended in the Cariboo Regional District's (CRD) 2017 Wildfires After Action Report as well as the Addressing the New Normal: 21st Century Disaster Management in British Columbia.

-RCMP needs to work in collaboration with local governments, SAR and stakeholders with local knowledge to clearly define the evacuation process, standards and improved road block access and egress. – stated in both CRD AAR & Abbott.

-Identify and pre-plan procedures and create tools to support local governments– CRD AAR and Abbott.

-Creation of tracking and record management for livestock evacuations – CRD AAR and Abbott

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: Shaun Koopman	Title: Protective Services Coordinator
Signature*: <i>*A certified electronic or original signature is required</i>	Date: November 19/2021

Submit applications to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

Community Emergency Preparedness Fund

Evacuation Route Planning

2021 Program & Application Guide

1. Introduction

The [Community Emergency Preparedness Fund](#) (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments, First Nations and communities in responding to emergencies. Funding is provided by the Province of BC and is administered by Union of BC Municipalities (UBCM).

As of September 2021, the funding streams include:

- Evacuation route planning
- Emergency support services
- Emergency operations centres and training

Background

Efficient and safe evacuation routes are needed for the movement of people, livestock, animals and personal property from an area of imminent or actual threat to an area of safety.

As noted in BC Evacuation Operational Guidelines (2009), “depending on the nature and scope of the event, evacuations may be limited to a single building or affect a large area such as a whole community. Successful and detailed planning is the key to effectively executed evacuations when an event occurs that requires these actions.”

Evacuation Route Planning Funding Stream

The intent of this funding stream is to support eligible applicants to develop Evacuation Route Plans that provide information for local governments, First Nations and community members on the recommended evacuation routes for the community in the event of an emergency.

Evacuation Route Plans are required to include available routes, methods of evacuation, modes of transportation, anticipated speed of progression of local hazards, availability of early warning systems or emergency notification tools, and other factors that impact the functionality of evacuation routes.

2. Eligible Applicants

All local governments (municipalities and regional districts) and all First Nations (bands and Treaty First Nations) in BC are eligible to apply.

Eligible applicants can submit one application per intake, including regional applications or participation as a partnering applicant in a regional application.

3. Grant Maximum

The Evacuation Route Planning funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$25,000.00.

In order 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 Community Emergency Preparedness Fund.

4. Eligible Projects

To be eligible for funding, applications must demonstrate the extent to which the proposed project will provide information for local governments, First Nations and community members on the recommended evacuation routes for the community in the event of an emergency.

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

- Result in the completion or update of an Evacuation Route Plan which identifies and addresses existing challenges to successfully implement an evacuation in the event of an emergency, such as:
 - Identification and capacity of available routes
 - Methods of evacuation (e.g. personal and commercial vehicles, boats, helicopters, etc.)
 - Modes of transportation (rail, water, air and road) including active transportation (e.g. walking, biking, etc.)
 - Anticipated speed of progression of local hazards (i.e. wildfire, tsunami, flood, etc.)
 - Availability of early warning systems or other emergency notification tools
 - Other factors that impact the functionality of evacuation routes
- Be a new project (retroactive funding is not available)
- Be capable of completion by the applicant within one year from the date of grant approval
- Be in alignment with the provincial [Evacuation Operational Guide, 2021 ed.](#)

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 as outlined in Section 7 of this guide. Each partnering applicant is required to submit a resolution 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

As part of the approval agreement, approved projects must meet the following requirements for funding:

- Any in-person activities, meetings, or events must meet public health orders and/or guidance in relation to COVID-19.
- 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.

6. Eligible & Ineligible Costs & Activities

Eligible Costs & Activities

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 activities must result in the completion of a new or updated Evacuation Route Plan, be cost-effective, and are limited to:

- Preparation of maps, spatial data, and metadata (where applicable must meet [Specifications for LiDAR for the Province of British Columbia](#) and if applicable the [Specifications for the Production of Digital Elevation Models for the Province of British Columbia](#))

Approved applicants are required to grant the Province of British Columbia free and clear access and distribution rights, specifically a perpetual, royalty-free, non-exclusive, worldwide license to use, reproduce, modify and distribute, any and all of the spatial data products acquired/produced using CEFP funding.

- Exercises required to inform or test the Evacuation Route Plan
- Presentation of the Evacuation Route Plan to Council, Board, Band Council or Treaty First Nation government, community organizations, etc.
- Amendments to relevant local plans, bylaws or policies that are specific to evacuation route planning (e.g. Official Community Plan, land use plans, engineering and public works bylaws or policies)

Additional Eligible Costs & Activities

In addition to the activities identified above, the following expenditures are also eligible provided they relate directly to eligible activities:

- Incremental applicant staff and administration costs
- Consultant costs
- Public information costs

Ineligible Costs & Activities

Any activity that is not outlined above or is not directly connected to activities approved in the application is ineligible for grant funding. This includes:

- Routine or ongoing operating costs or activities (i.e. heating and lighting; security; software or service subscriptions or membership fees)
- Routine or ongoing planning costs or planning activities that are not incremental to the project.
- Development or amendment of plans, maps or other materials intended for local emergency response
- Activities, training or exercises for local emergency response
- Capital or infrastructure expenditures (i.e. road design or construction)
- Costs associated with an actual evacuation event
- Costs related to developing or submitting the application package

7. Application Requirements & Process

Application Deadline

The application deadline is November 19, 2021. Applicants will be advised of the status of their application within 90 days of the application deadline.

Required Application Contents

All applicants are required to submit an electronic copy of the complete application, including:

- Completed Application Form with all required attachments.
- Detailed budget for each component identified in the application that indicates the proposed expenditures from CEPF and aligns with the proposed activities outlined in the application form. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified.
- Council, Board, Band Council or Treaty First Nation resolution indicating support for the current proposed activities and willingness to provide overall grant management.
- For regional projects only: local government Council or Board resolution, Band Council resolution or Treaty 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.

<p>Resolutions from partnering applicants must include the language above</p>

Submission of Applications

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

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

Review of Applications

UBCM will perform a preliminary review of all 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.

Following this, the CEPF Evaluation Committee will assess and score all eligible applications. Higher application review scores will be given to projects that:

- Were not funded under previous intakes of the Evacuation Route Planning funding stream
- Demonstrate evidence of local hazards (e.g. as identified in the Emergency Plan); threat levels (e.g. as identified in Hazard Risk and Vulnerability Analysis, Community Wildfire Protection Plans and/or flood risk assessments) and previous emergencies (e.g. evacuations that were ordered)
- Identify and address existing challenges to successfully implement an evacuation in the event of an emergency, such as:
 - Identification and capacity of available routes
 - Methods of evacuation (e.g. personal and commercial vehicles, boats, helicopters, etc.)
 - Modes of transportation (rail, water, air and road) including active transportation (e.g. walking, biking, etc.)
 - Anticipated speed of progression of local hazards (i.e. wildfire, tsunami, flood, etc.)
 - Availability of early warning systems or other emergency notification tools

- Other factors that impact the functionality of evacuation routes
- Consider large scale Emergency Support Services scenarios
- Support recommendations or requirements identified in the local Emergency Plan
- Demonstrate transferability to other local governments and First Nations in BC
- Include in-kind or cash contributions to the project from the eligible applicant, partnering applicant(s), community partners or other grant funding
- Demonstrate cost-effectiveness

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.

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

All application materials will be shared with the Province of BC

8. Grant Management & Applicant Responsibilities

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

Applicants are also 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 & 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, and that is required to be signed and returned to UBCM within 30 days.

Grants are paid at the completion of the project and only when the final report 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:

- Description of activities completed to date
- Description of funds expended to date
- Written rationale for receiving a progress payment

Changes to Approved Projects

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from UBCM will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- Amended application package, including updated, signed application form, updated budget and an updated resolution

- Written rationale for proposed changes to activities and/or expenditures

The revised application package will then be reviewed by the CEPF Evaluation Committee.

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. Extensions will not exceed one year from the date of the original final report deadline.

9. Final Report Requirements & Process

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

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 the Community Emergency Preparedness Fund and other sources (if applicable) and that aligns with the actual activities outlined in the final report form
- Electronic copy of the completed Evacuation Route Plan
- Full size PDF maps (of all maps included in the completed plan)
- Spatial data and metadata for all maps identified above. LiDAR and orthoimagery products must meet [Specifications for LiDAR for the Province of British Columbia](#)
- Optional: photos and/or media directly related to the funded project

Approved applicants are required to grant the Province of British Columbia free and clear access and distribution rights, specifically a perpetual, royalty-free, non-exclusive, worldwide license to use, reproduce, modify and distribute, any and all of the spatial data products acquired/produced using CEPF funding.

Submission of Final Reports

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

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities E-mail: cepf@ubcm.ca

Review of Final Reports

UBCM will perform a preliminary review of all final reports to ensure the required report elements (identified above) have been submitted. Following this, all complete final reports and deliverables will be reviewed by Emergency Management BC.

All final report materials will be shared with the Province of BC

10. Additional Information

For enquiries about the application process or general enquiries about the program, please contact UBCM at cepf@ubcm.ca or (250) 387-4470.