



## STAFF REPORT

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**DATE:** January 22, 2021

**FILE:** 0550-04 Board

**TO:** Chair and Directors,  
Regional Board

**FROM:** David Leitch  
Chief Administrative Officer

**RE:** GRANT OPPORTUNITY: EMERGENCY SUPPORT SERVICES

### **PURPOSE/PROBLEM**

To consider submitting a regional application with member municipalities and First Nations to the 2021 Community Emergency Preparedness Fund (CEPF) Emergency Support Services (ESS) grant from the Union of BC Municipalities. The Regional District intends to use this regional application to procure Group Lodging supplies and enhance the ability to provide ESS through the Evacuee Registration Assistance tool by procuring IT equipment.

### **EXECUTIVE SUMMARY**

The CEPF is a suite of funding programs intended to enhance the resiliency of local governments and First Nations in responding to emergencies. The intent of this funding stream is to support eligible applicants to build local capacity to provide emergency support services through training, volunteer recruitment and retention, and the purchase of equipment. The grant program can contribute up to 100% of the cost of eligible activities to a maximum of \$25,000 per applicant. All local governments (municipalities and regional districts) and First Nations (bands and Treaty First Nations) in BC can submit one application per intake. The deadline for the next intake is January 29, 2020. Funding requests from two or more eligible project applicants for regional projects may be submitted as a single application for eligible, collaborative projects. The maximum funding available would be based on the number of eligible applicants included in the application.

This is the fourth and final intake of this grant and the UBCM have informed staff that since most municipalities and First Nations in the Strathcona Regional District have previously received this grant that a regional application would have a higher chance of being successful. It is proposed that the Regional District apply for funding assistance for purchasing the supplies outlined below. If successful, the funding would help the Regional District to deliver a more effective response through its ESS teams.

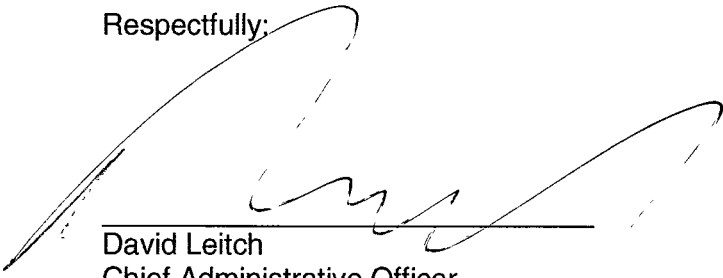
The proposal currently before the Board is that the Regional District coordinate grant activities on behalf of all local government and first nations entities that have requested inclusion in this regional process.

### **RECOMMENDATIONS**

1. THAT the report from the Chief Administrative Officer be received.
2. THAT an application to the 2021 Emergency Support Services grant program for enhancing emergency response on behalf of the local government and First Nations entities identified in the January 22, 2021 report from the Chief Administrative Officer be approved, and

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

Respectfully;



David Leitch  
Chief Administrative Officer

**BACKGROUND/HISTORY**

Emergency Support Services (ESS) is an emergency response program made up of dedicated individuals who share a common goal of assisting people in an emergency. It is one of several organizations operated under the Public Safety Lifeline Volunteer program. Services provided may include food, lodging, clothing, emotional support, information about the crisis, and family reunification. This program depends on volunteers to plan and provide these services, including:

- Identifying locations for reception centres and group lodging;
- Finding other volunteers;
- Working with local businesses, service organizations and government agencies;
- Housing and feeding people forced from their homes;
- Providing services to people who are unable to leave their homes; and
- Supporting other emergency responders.

People forced from their homes in an emergency may be directed to group lodging facilities when commercial lodging is either not appropriate or unavailable. Group lodging is a safe place where people can go to:

- Sleep and eat;
- Receive specialized care, including multicultural services and transportation; and
- Obtain health services such as first aid and emotional support.

The Province is updating the Emergency Support Services (ESS) program through a project that is digitizing and modernizing ESS delivery. The ESS Modernization Project includes updates to branding, legislation, policies, processes, training and development of the online Evacuee Registration and Assistance (ERA) tool. ERA is an online tool created to improve the overall delivery of ESS for all user groups including evacuees, responders, suppliers and government staff. Modernizing the ESS program will ensure timely access to supports and services for those who need help during a disaster.

**POLICY ANALYSIS**

It is suggested that the most appropriate use for a grant under this program would be to:

1. Develop the following ESS resources:
  - group lodging guidelines incorporating the cultural sensitivities of the Laih-Kwil-Tach, Nuu-chah-nulth and Tla'amin people; and
  - picture dictionaries of existing ESS resources to better serve evacuees with low level of literacy.
2. Support ESS modernization by:
  - procuring laptops and tablets for a regional ESS team trained in the ERA tool;

- enhancing the wire fidelity (wifi) at the Quadra Island Community Centre; and
  - procuring regional cellphone signal boosters.
3. Procure the following group lodging supplies:
- seacans for storage;
  - cots and blankets;
  - 50-year shelf life water;
  - radios;
  - first aid supplies; and
  - 25-year shelf life dehydrated food rations.

**FINANCIAL IMPLICATIONS**

The Regional District would be required amend the 2021-2025 Financial Plan to provide an additional \$1,500 per year to continue to fund the enhanced WiFi support at the Quadra Island Community Centre.

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

<b>Proposed Budget - Group Lodging Supplies</b>	<b>Quantity</b>	<b>Estimated Cost</b>
8' x 20' insulated sea can	3	\$23,600
Installation of equipment to enhance wifi capacity at quadra island community centre		\$7,500
laptops to support regional ess		\$7,500
Teton XXL Cot 7ft x 1.5ft x 3.3ft	90	\$14,580
Shelter Logic 6ft. x 12ft. x 8ft.	16	\$12,000
Mobile cellphone reception boosters	2	\$4,000
12ft wide x 20ft deep x 12ft high mobile enclosed shelter	5	\$3,500
12ft wide x 15ft deep x 8ft high mobile enclosed shelter	4	\$1,200
Blankets	160	\$1,200
Handheld Radios	10	\$1,000
tablets to support regional ess	5	\$2,500
Canned emergency water – 50-year shelf life	85 packs of 24	\$4,700
develop ess group lodging guidelines incorporating cultural sensitivities of the laich-kwil-tach, tla'amin and nuu-chah-nulth peoples		\$4,000
develop resources for ess volunteers assisting low literacy evacuees		\$2,000
dehydrated food rations – 25-year shelf life	10 packs of 120 servings each	\$5,300
Siding and sandbags for stand-up tents	6	\$800
First aid supplies		\$600
Water Purification Tablets (50 per package)	54	\$810
Solar powered radios	4	\$400
	<b>Total</b>	<b>\$102,240</b>

Table 1: Proposed budget for group lodging supplies.

**LEGAL IMPLICATIONS**

Section 2(3)(f) of BC Reg.380/95 (*Local Authority Emergency Management Regulation*) requires that local authorities coordinate the provision of flood, clothing and shelter to victims of

emergencies and disasters. The provision of these items is made possible by the efforts of Emergency Support Services volunteers.

**INTERDEPARTMENTAL INVOLVEMENT**

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

**INTERGOVERNMENTAL/REGIONAL IMPLICATIONS**

Moving forward with a regional approach presents an opportunity to build closer relationships with local government and First Nation entities. The following have passed resolutions in support of this regional grant application:

- City of Campbell River
- Ehattesaht Chinehkint First Nation
- Village of Tahsis
- We Wai Kai First Nation
- Wei Wai Kum First Nation

***Prepared by: S. Koopman, Protective Services Coordinator***

Attachments: A: Resolution from Ehattesaht Chinehkint First Nation  
B: Resolution from the Village of Tahsis  
C: Resolution from We Wai Kai First Nation  
D: Resolution from Wei Wai Kum First Nation  
E: UBCM CEPF ESS grant application guide  
F: Regional District's application submission

Attachment A – Resolution from Ehattesaht Chinehkint First Nation

*The Council speaks first for the children and secondly for the elders.*



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**BAND COUNCIL RESOLUTION**

December 9, 2020

**WHEREAS:**

Ehattesaht Chief and Council would like to partner with the Strathcona Regional District to procure group lodging supplies for the Ehattesaht

**THEREFORE, BE IT RESOLVED**

Ehattesaht Chief and Council support the Strathcona Regional District's application to the 2021 Community Emergency Preparedness Fund Emergency Support Services grant

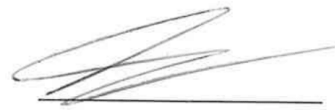
**and that**

Ehattesaht Chief and Council authorizes the Strathcona Regional District to oversee grant management on behalf of the Ehattesaht if the grant application is successful.

**QUORUM** is 3 members of Chief & Council

  
\_\_\_\_\_  
Chief Simon John

  
\_\_\_\_\_  
Councillor Tim John

  
\_\_\_\_\_  
Councillor Ernie Smith

**Phone: (250) 761 – 4155**

P.O. Box 59 Zeballos, B.C. V0P 2A0

**E-Mail:**

**admin@ehatis.ca**

*The Council will endeavor to make a better life for all its members.*

Attachment B – Resolution from the Village of Tahsis



*Village of Tahsis*

**Certified and True Copy of the Minutes of the Tahsis Council January 5, 2021  
Regular Meeting**

**Report to Council Re: UBCM 2021 Emergency Support Services Grant**

**Fowler/Elder: VOT 0026/2021**

**THAT** an application for financial assistance under the Community Emergency Preparedness Fund Emergency Support Services grant be authorized for submission to the UBCM in collaboration with the Strathcona Regional District; and

**THAT** the Village of Tahsis authorizes the Strathcona Regional District to receive and manage the funds on behalf of the Village of Tahsis if the application is successful.

**CARRIED**

**Certified as Correct this 8<sup>th</sup> Day of January 2021**

A handwritten signature in black ink, appearing to be "Mark Tatchell", written in a cursive style.

Mark Tatchell, Corporate Officer

Attachment C – Resolution from We Wai Kai First Nation



Indian and Northern Affairs Canada / Affaires indiennes et du Nord Canada

**BAND COUNCIL RESOLUTION**

Chronological no. - N° consécutif
File reference no. - N° de référence du dossier

NOTE: The words "from our Band Funds" "capital" or "revenue", whichever is the case, must appear in all resolutions requesting expenditures from Band Funds

The council of the <b>WEWAIKAI NATION</b> (formerly Cape Mudge Indian Band)	Cash free balance	
	Capital account	\$ _____
Date of duly convened meeting	Day - Month -Year 23-Nov2020	Province <b>BRITISH COLUMBIA</b>
		Revenue account
		\$ _____

DO HEREBY RESOLVE:

WHEREAS: We Wai Kai First Nation Chief and Council would like to partner with the Strathcona Regional District to procure group lodging supplies for the Cape Mudge community and Quadra Island

THEREFORE, BE IT RESOLVED that We Wai Kai First Nation Chief and Council support the Strathcona Regional District's application to the 2021 Community Emergency Preparedness Fund Emergency Support Services grant and that We Wai Kai First Nation Chief and Council authorizes the Strathcona Regional District to oversee grant management on behalf of the We Wai Kai First Nation if the grant application is successful.

Quorum = 5

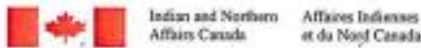
 Ted Assu (Councillor)	 Chief Brian Assu	 Ronnie Chickite (Councillor)
 Kim Duncan (Councillor)	 Daniel Billy (Councillor)	 Keith Wilson (Councillor)
 Cindy Inrig (Councillor)	 Ted Lewis (Councillor)	 (Councillor)
	 Jonathan Chickite (Councillor)	

FOR DEPARTMENTAL USE ONLY - RÉSERVÉ AU MINISTÈRE					
Expenditure - Dépenses	Authority (Indian Act Section / Autorité (Article de la Loi sur les Indiens))	Sources of funds / Source des fonds Capital / Revenu Revenu	Expenditure - Dépenses	Authority (Indian Act Section / Autorité (Article de la Loi sur les Indiens))	Sources of funds / Source des fonds Capital / Revenu Revenu
Recommending Officer - Recommandé par			Recommending Officer - Recommandé par		
Signature _____ Date _____			Signature _____ Date _____		
Approving Officer - Recommandé par			Approving Officer - Recommandé par		
Signature _____ Date _____			Signature _____ Date _____		

80-5 (12-89) 7530-21-036-8582

Canada

Attachment D – Resolution from Wei Wai Kum First Nation



Chronological No. - no consécutif
File Reference - No. de référence du dossier

BAND COUNCIL RESOLUTION  
RESOLUTION DE CONSEIL DE BANDE

NOTE: The words "From our Band Funds" "Capital" or "Revenue" whichever is the case must appear in all resolutions requesting expenditures from Band Funds.  
NOTA: Les Mots "des fonds de notre bande" "capital" ou "Revenu" selon le cas doivent paraître dans toutes les résolutions portant sur des dépenses à venir les fonds des

The council of the Le conseil de la bande indienne	CAMPBELL RIVER INDIAN BAND	Current Capital Balance Solde de capital	\$
Agency District	VANCOUVER	Committed Engage	\$
Province	BRITISH COLUMBIA	Current Revenue Balance Solde de revenu	\$
Place Nom de l'endroit	CAMPBELL RIVER	Committed Engage	\$
Date	Day - Jour      Month - Mois      AD      Year - Année		

DO HEREBY RESOLVE:

**WHEREAS:** Wei Wai Kum Chief Council would like to partner with the Strathcona Regional District to provide emergency supplies for the Wei Wai Kum First Nation

**THEREFORE, BE IT RESOLVED** that Wei Wai Kum First Nation Chief and Council support the Strathcona Regional District's application to the 2021 Community Emergency Preparedness Fund Emergency Support Services grant and that Wei Wai Kum First Nation Chief and Council authorizes the Strathcona Regional District to oversee grant management on behalf of the Wei Wai Kum First Nation if the grant application is successful.

A quorum for this Band  
Pour cette bande le quorum est  
constitué of \_\_\_\_\_  
five a \_\_\_\_\_  
Council Members  
Membres du Conseil

*[Signatures of Council Members]*  
 Councillor - Sheila Hatach  
 Councillor - James Henderson Jr.  
 Councillor - Linda Campbell  
 Councillor - Marian Atkinson  
 Councillor - Lorraine Henderson  
 Councillor - Chris Drake  
 Councillor - Tony Roberts Jr.  
 (Councillor - Conseiller)  
 (Councillor - Conseiller)

FOR DEPARTMENTAL USE ONLY - RESERVE AU MINISTÈRE

1. Band Fund Code Code du compte de bande	2. Computer Balances - Solde d'ordinateur A. Capital B. Revenue	3. Expenditure - Dépenses	4. Authority (Indian Act Section) Autorité (Article (Article de la Loi sur	5. Source of Funds Source des fonds <input type="checkbox"/> Capital <input type="checkbox"/> Revenue
6. Recommended - Recommandable	Approved - Approuvable			
Date	Recommending Officer - Recommande par	Date	Approving Officer - Approuve par	





# Community Emergency Preparedness Fund

## Emergency Support Services

### 2020 Program & Application Guide

#### 1. Introduction

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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).

Starting in May 2019, the funding streams include:

- Indigenous cultural safety and cultural humility training
- Emergency operations centres and training
- Emergency support services
- Evacuation route planning
- Flood risk assessment, flood mapping and flood mitigation planning
- Structural flood mitigation
- Volunteer and composite fire departments equipment and training

#### Background

British Columbians forced from their homes by fire, floods, earthquakes or other emergencies may receive emergency support services. Services may include food, lodging, clothing, emotional support, information about the crisis, and family reunification. There may also be special services like first aid, child minding, pet care and transportation.

Under the *Emergency Program Act*, municipalities and regional districts are responsible for responding to emergencies in their areas, including providing emergency support services. Under the 10 year agreement between Indigenous Services Canada and the Province, First Nations in BC may elect to provide emergency support services to their residents.

#### Emergency Support Services Funding Stream

The intent of this funding stream is to support eligible applicants to build local capacity to provide emergency support services through training, volunteer recruitment and retention, and the purchase of ESS equipment. Starting in 2020, the focus of the ESS funding stream is to support the modernization of local ESS programs in order to move toward electronic registration and reporting.

#### 2. Eligible Applicants

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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. Eligible Projects**

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In order to qualify for funding, applications must demonstrate the extent to which proposed projects will build local capacity to provide emergency support services.

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

- A new project (retroactive funding is not available)
- Capable of completion by the applicant within one year from the date of grant approval

#### **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 6 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.

### **4. Eligible & Ineligible Costs & Activities**

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#### **Eligible Costs & Activities**

Eligible costs are direct costs that are approved by the CEPF Evaluation Committee, 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 be cost-effective and may include:

- Purchase of supplies and equipment in support of modernization (i.e. computers, printers and mobile devices)
- Purchase of supplies and equipment (i.e. reception centre kits, group lodging kits and storage containers for supplies and equipment)
- Training and exercises to increase capacity for the provision of emergency support services, including travel costs
- Volunteer recruitment and retention activities directly related to the provision of emergency support services

The following expenditures are also eligible provided they relate directly to the eligible activities identified above:

- Consultant costs
- Incremental applicant staff and administration 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 by the CEPF Evaluation Committee is not eligible for grant funding. This includes:

- Routine or ongoing operating costs (i.e. heating and lighting; security; software subscriptions or other subscription fees)

- Delivery of emergency support services during an emergency
- Activities intended to increase the capacity of third party organizations to deliver emergency support services on behalf of the approved applicant
- Training offered through the [EMBC 2019/2020 ESS Training program](#)
- Major capital improvements or renovations to existing facilities and/or construction of new, permanent facilities
- Purchase of vehicles
- Costs related to developing or submitting the application package

## 5. Grant Maximum

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The Emergency Support Services 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 grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant.

## 6. Application Requirements & Process

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### Application Deadline

The application deadline is **February 14, 2020**. Applicants will be advised of the status of their application within 90 days of the application deadline.

### Required Application Contents

- Completed Application Form
- Local government Council or Board resolution, Band Council resolution or Treaty 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: 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.

**Resolutions from partnering applicants must include the language above**

### Submission of Applications

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8

### Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application elements (identified above) 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 as part of the 2017 or 2018 Emergency Social Services intake
- Support the modernization of local ESS programs in order to move toward electronic registration and reporting
- Clearly demonstrate how the capacity of the eligible applicant to deliver emergency support services in their community will be increased
- 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
- Are cost-effective

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 CEPF Evaluation Committee will consider the provincial and regional distribution of all proposed projects. Funding decisions will be made on a provincial priority basis

All application materials will be shared with the Province of BC
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## **7. Grant Management & Applicant Responsibilities**

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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**

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. 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.

### **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 the CEPF Evaluation Committee will be required for any significant variation from the approved project.

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

- Revised 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 at the next scheduled meeting.

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 one year of approval. Under exceptional circumstances, an extension beyond this date may be requested in writing and is subject to approval by the CEPF Evaluation Committee.

## **8. Final Report Requirements & Process**

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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
- Financial summary
- Copies of any training or capacity building materials that were produced with grant funding
- Optional: photos and/or media directly related to the funded project

### **Submission of Final Reports**

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8

All final report materials will be shared with the Province of BC.
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## **9. Additional Information**

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For enquiries about the application process or general enquiries about the program, please contact:

Union of BC Municipalities  
525 Government Street  
Victoria, BC, V8V 0A8

E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)

Phone: (250) 387-4470

## Community Emergency Preparedness Fund Emergency Support Services 2021 Application Form

Please complete and return the application form by **January 29, 2021**. All questions are required to be answered by typing directly in this form. If you have any questions, contact [cepf@ubcm.ca](mailto:cepf@ubcm.ca) or (250) 387-4470.

<b>SECTION 1: Applicant Information</b>	<b>AP</b> <span style="float: right;"><i>(for administrative use only)</i></span>
Name of Primary Applicant: Strathcona Regional District	Date of Application: January 29/2021
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.

<b>SECTION 2: For <u>Regional Projects Only</u></b>
<p><b>1. Identification of Partnering Applicants.</b> For all regional projects, please list all of the partnering eligible applicants included in this application. Refer to Section 2 in the Program &amp; Application Guide for eligibility.</p> <p>City of Campbell River            Ehattesaht Chinehkit First Nation            Village of Tahsis            We Wai Kai First Nation            Wei Wai Kum First Nation</p>
<p><b>2. Rationale for Regional Projects.</b> 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>*Following consultation with our volunteer team members we believe the most effective model for implementing the ERA Tool in the SRD would be to provide one set of regional mobile equipment (laptops, tablets) to a regional 'strike team' of ESS volunteers who are interested in training on the ERA tool and providing them with a BCeID. For comparison, a less efficient model would be for Tahsis to be responsible for providing the equipment and BCeID to Tahsis volunteers, Sayward to be responsible for providing the equipment and BCeID to Sayward volunteers, and so on.</p>

\*More efficient use of staff time. As opposed to 8 different finance departments tracking the grant expenditures and 8 different applicants completing the final report form.

\*Cost effectiveness will be obtained through volume procurement of the requested group lodging items through local suppliers.

\*As the Strathcona Regional District's Protective Services Coordinator travels frequently to the partner communities, cost effectiveness can be realized through delivery of supplies to communities during regular visits as opposed to contracting out a special delivery service.

\*All regional training (Literacy and First Nation Group Lodging Cultural Sensitivity) will be delivered virtually to minimize travel costs.

### SECTION 3: Project Summary

#### 3. Name of the Project:

Strathcona Regional District - Regional ESS Modernization and Group Lodging Capacity Enhancement

#### 4. Project Cost & Grant Request:

Total Project Cost: \$102,240.00      Total Grant Request: \$102,240.00

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.

Negative

The Strathcona Regional District will provide in-kind contribution to assist with delivery.

The Strathcona Regional District will amend our 2021-2025 Financial Plan to provide an additional \$1,500 per year to continue to fund the enhanced WiFi support at the Quadra Island Community Centre.

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

If this grant application is successful the Strathcona Regional District would:

Develop the following ESS resources:

- Group Lodging Guidelines incorporating the cultural sensitivities of the Laich-Kwil-Tach, Nuu-chah-nulth and Tla'amin people.
- Developing picture dictionaries of existing ESS resources to better serve evacuees with low level of literacy.

Support ESS modernization by:

- Procuring laptops and tablets for a regional ESS team trained in the ERA tool;
- Enhancing the wire fidelity (wifi) at the Quadra Island Community Centre; and
- Procuring regional cellphone signal boosters.

Procuring the following Group Lodging supplies and seacans to store them in:

- Seacans for storage;
- Cots;
- Blankets;
- 50-year shelf life water;
- Radios;
- First aid supplies; and
- 25-year shelf life dehydrated food rations.

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

Our emergency plan defines mass care as the capability to provide emergency assistance to disaster victims. This coordination of humanitarian assistance will require supplies to assist with coordinating basic medical, sheltering, food and sanitation requirements. This grant will support our ability to respond effectively to a mass care scenario.

The unique geographical characteristics of the Starthcona Regional District create some extraordinary considerations for all stakeholders in emergency management. The key component of this grant application is a sea can containing ESS supplies that can travel throughout the SRD by trailer and, if needed, be utilized in the event of a mutual aid request from a neighboring jurisdiction. Special efforts will be made to stage supplies to provide care for the particularly vulnerable segments of the population - latch-key children, the elderly, individuals in health care and correctional facilities, people with disabilities, and those who do not speak English.

Our emergency plan defines mass care as the capability to provide emergency assistance to disaster victims. This coordination of humanitarian assistance will require supplies to assist with coordinating basic medical, sheltering, food and sanitation requirements. This grant will support our regional ability to respond effectively to a mass care scenario.

To better understand our regional First Nations Emergency Plan it is necessary to better understand their communities.

**SECTION 4: Detailed Project Information**



**7. Proposed Activities.** What specific activities will be undertaken as part of the proposed project? Refer to Section 4 of the Program & Application Guide for eligibility.

- Purchase of supplies and equipment in support of modernization (i.e. computers, printers and mobile devices):
  - Procuring laptops and tablets for a regional ESS team trained in the ERA tool;
  - Enhancing the wire fidelity (wifi) at the Quadra Island Community Centre; and
  - Procuring regional cellphone signal boosters.
  
- Purchase of supplies and equipment (i.e. reception centre kits, group lodging kits and storage containers for supplies and equipment):
  - Seacans for storage;
  - Cots;
  - Blankets;
  - 50-year shelf life water;
  - Radios;
  - First aid supplies; and
  - 25-year shelf life dehydrated food rations.
  
- Training and exercises both in-house and remote to increase capacity for the provision of emergency support services, including travel costs:
  - Developing Group Lodging Guidelines incorporating the cultural sensitivities of the Laich-Kwil-Tach, Nuu-chah-nulth and Tla'amin people.
  - Developing picture dictionaries of existing ESS resources to better serve evacuees with lower levels of literacy.
  
- Volunteer recruitment and retention

\*A tertiary effect of our proposed Low Literacy training and implementation of suggestions is that people with low-literacy may feel more comfortable volunteering for a local government's ESS program.

**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?

This grant will support ESS Modernization by procuring:

- \*Mobile cellphone reception boosters;
- \*Mobile laptops and tablets;
- \*Enhance the wifi capacity at the Quadra Island Community Centre in order to accommodate extra evacuee useage of the ERA tool.

Yes the Evacuee Registration and Assistance (ERA) tool will be implemented at a regional level that includes 4 electoral areas, 8 First Nations, 4 Villages and 1 City.

However it is crucial to realize that modernizing Emergency Support Services is not just about the ERA Tool and IT equipment, it is just as important to modernize the way we incorporate and partner with First Nations to offer ESS through regional partnerships. Special efforts will be made to stage supplies to provide care for the particularly vulnerable segments of our population (elders). Efforts will be made to ensure the group lodging supplies are culturally sensitive where applicable and appropriate.

For some First Nation communities, modernization means just starting to implement an ESS program in their communities. Currently Wei Wai Kum First Nation and Ehattesaht First Nation have a small scale ESS program because they have only recently re-engaged in the emergency planning process and they have few supplies with which to formulate an ESS program. We are hoping that through the procurement of these supplies an additional benefit will be that our members become interested in Group Lodging training which will spur greater interest in further ESS training.

**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.

Currently the following communities included in this grant application do not have their own Group Lodging supplies:

\*Ehattesaht First Nation

\*Wei Wai Kum First Nation

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

During the 2017 wildfires we had several families from the Cariboo Regional District travel to the Strathcona Regional District and nearly all of them made contact with ESS in different ways such as:

\*Happening to run into an ESS Director at the Quadra Island tourist booth;

\*Walking into a local firehall asking for information;

\*Calling different provincial Ministries until someone finally gave them a local ESS contact representative; and

\*Many other different methods that are too numerous and varied to itemize.

By implementing the ERA tool we will be better able to serve as a host community because we will be able to search evacuees via Task Number in the ERA Toolkit, find out which evacuees may be coming to the Strathcona Regional District and make contact with them through an organized and coordinated manner, thereby increasing the capacity of the Strathcona Regional District to serve as a host community and reducing the level of stress on evacuees.

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

As previously stated, the Strathcona Regional District is committed to a regional approach to emergency management. All electoral areas, municipalities and First Nations are willing to provide these resources for deployment throughout the region when support is required. As part of this proposed project, the Strathcona Regional District will inform all local jurisdictions and supporting organizations of the acquisition of emergency supplies and provide updates on enhanced ability to provide group lodging emergency support services.

The skills and supplies of our ESS teams are transferrable not just to other communities during emergency events, but other provincial entities as well. During our last major storm on the west coast, BC Hydro personnel found themselves sleeping in their trucks due to limited accommodation resources or commercial accommodation providers being unwilling to rent rooms due to liability concerns related to offering their facilities during a power outage. Had more group lodging supplies been available in certain communities such as Ehattesaht First Nation (which is currently without group lodging supplies but will obtain a seacan stocked with equipment if this grant application is successful) BC Hydro personnel could have stayed in their community centre using the ESS cots, blankets etc. In this example, BC Hydro personnel would have been better rested and more able to safely and confidently perform their job the next day.

The resources developed could be made available when needed to ESS teams across the province. One positive outcome of Covid-19 was ESS volunteer teams becoming more comfortable using virtual platforms such as Microsoft Teams and Zoom. This has made it easier and more cost effective to deliver regional programming. Under the City of Campbell River 2020 ESS grant a virtual "ESS Training: Assisting Evacuees with Low Literacy" was provided and throughout the 3 sessions (all of them were the same) ESS members from all across BC (Victoria, Port McNeil, Kamloops and Chilliwack) attended virtually. This was "Part One" of our literacy-audit of the ESS program and it focused on seeing the world through the eyes of someone with a lower level of literacy and the frustrations they encounter when dealing with an administration-heavy based process (such as ESS registration). If this funding is received we will be able to perform "Part Two" of our literacy audit which would develop low-literacy resources for ESS volunteers/evacuees such as picture dictionaries for the various forms, processes and protocols. A picture dictionary is a dictionary where the use of a word/phrase is displayed in the form of a drawing or photograph.

"Part One" of this training was so well received that EMBC's ESS Program has invited the Strathcona Regional District and the Campbell River Literacy Association to co-host the April 2021 ESS Community2Community Webinar Session.

The Strathcona Regional District offered three "Part One" sessions between December 2020 and January 2021, which was overwhelmingly popular and well received by ESS responders. For example, during our third session on Thursday January 14<sup>th</sup> we had 49 ESS volunteers attend the presentation from Nanaimo, Lantzville, Quadra Island, Cortes Island, Comox Valley Regional District, Sayward, Burns Lake, Kamloops, and Powell River. The same concept will be applied to implementing our "Part Two" sessions if this

grant application is successful. In our view this represents an ideal example of regional transferability in the ESS context.

The continued offering of low-literacy training will help volunteers across the province:

- to better understand the communication needs of evacuees
- to identify possible barriers to understanding and engagement of evacuees with documentation required
- to provide incentive for continuous improvement of evacuee services
- to help them communicate in plain or clear language with evacuees

As a result, more evacuees will be better able to;

- access timely emergency services
- complete forms
- understand necessary instructions

A tertiary effect of this training and implementation of suggestions is that people with low-literacy may feel more comfortable volunteering for a local government 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.

Campbell River Baptist Church - will provide an in-kind contribution to host the seacan at no cost.

**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.)

1. The number of additional members who express an interest in joining our Emergency Team will be documented. For the past six months many of the First Nations have worked to organize teams of dedicated members to start training and be available should an emergency occur. We have built momentum through partnering with our neighboring communities to develop a community wildfire protection plan and tsunami evacuation plan. We feel that being awarded this grant will help increase the momentum for building interest in emergency planning in our community.

2. The degree to which opening a group lodging facility can be done more quickly and efficiently such as, for example, the We Wai Kum First Nation or Ehattesaht First Nation no longer being reliant on the Provincial Regional Emergency Operations Centre to coordinate with external agencies such as the Canadian Red Cross or BC Housing to provide group lodging supplies.

**14. Progress to Date.** If you received funding under the 2017, 2018 or 2020 Emergency Support Services funding stream, please describe the progress you have made in increasing ESS capacity.

City of Campbell River

-Received \$25,000 through the 2020 funding stream to procure Reception Centre supplies, provide training and develop a group lodging exercise for a downtown Campbell River flood scenario.

#### Ehattesaht First Nation

-Has never received an ESS grant.

#### Strathcona Regional District

-Received \$25,000 through the 2017 funding stream to procure a regional mobile Reception Centre trailer and provide ESS training through the Justice Institute of BC (volunteers from across Strathcona RD were invited to participate)

-Received \$25,000 through the 2018 funding stream to procure a seacan to store group lodging supplies (cots, blankets, tents etc.) by the Campbell River Baptist Church (primary Group Lodging facility)

-Received \$25,000 through the 2020 funding stream to assist the Village of Zeballos with installing an emergency generator at its Community Centre (primary ESS facility).

#### Village of Tahis

--Received \$25,000 through the 2017 funding stream to procure a seacan to store group lodging supplies (cots, blankets, tents etc.) at its tsunami muster point.

-Received \$15,000 through the 2020 funding stream to upgrade the wifi capacity at the Tahsis Community Centre.

#### We Wai Kai First Nation

-Received \$25,000 through the 2020 funding stream to procure a seacan to store group lodging supplies (coloured vests, cots, blankets, tents etc.) by the Cape Mudge Community Hall on Quadra Island.

#### Wei Wai Kum First Nation

-Has never received an ESS grant.

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

Addressing the New Normal: 21<sup>st</sup> Century Disaster Management in British Columbia provided the following recommendations which support this proposed grant application of multiple partnerships:

\*Encourage dynamic partnerships with local and First Nations governments (pg. 9)

\*Given the sheer scale of extreme weather events in the 21<sup>st</sup> century, partnerships between governments, local and First Nation communities, regional districts,

organizations, stakeholders and others are vital to more effectively and quickly respond to events (pg. 12).

\*Evacuee lodging considerations also emerged as a prominent theme. Specifically citing instances where hotels were full and community centres served as temporary lodging, members of First Nations communities noted the parallels between the temporary lodging and the experience of residential school survivors. The resulting mental health implications of the triggering effects from this lodging were emphasized, as was the need for general mental health supports during emergency. Finally, respondents noted the generally poor treatment of First Nations evacuees throughout the emergency management response process. (pg. 3 & 66)

\*Conduct cultural awareness/sensitivity training for volunteers, responders and government representatives. (pg. 64)

\*Governments should build cultural sensitivity training and awareness of racism and discrimination into emergency management plans. (pg. 83)

The following statements from the October 31, 2018 Government's Action Plan: Responding to wildfire and flood risks provide justification for the activities in this grant application

\*Planning must include partners and must contribute to reconciliation with First Nations. Implementation must be integrated with all partners and across all program areas and must contribute to reconciliation with First Nations. (pg. 9)

\*First Nations must have input and involvement on all aspects of emergency management affecting their communities and the land base on which they live and derive livelihood. (pg. 10)

\*In most cases, local authorities and First Nations governments represent the front lines of emergency management service delivery. It is therefore essential to obtain their input to guide emergency management improvements. (pg. 11)

The following statements from the April 30, 2019 Update Government's Action Plan: Responding to wildfire and flood risks provide justification for the activities in this grant application

\*Many engagement activities involve a variety of partners, such as First Nations (pg. 8)

\*All aspects of emergency management affecting First Nations communities and the land base on which they live and derive a livelihood must be undertaken in a way that recognizes this jurisdiction, as well as the rights and traditional knowledge held by First Nations. (pg. 9)

\*Effective emergency management requires partnership with First Nations on all aspects of emergency management decision making, and all phases of emergency management implementation. (pg. 16)

The following statistics justify the need for our literacy-audit of the ESS program and shows the need to develop training and resources for ESS teams across the province:

\*16% of British Columbians are considered to have Level 1 – May not be able to write a short note to family or read a street sign (Age 6-8 reading capacity).

\*29% of British Columbians Level 2 meaning they may not be able to describe a child's symptoms to a doctor or read the information on a prescription bottle (Age 9- 11 reading capacity).

\*39% of British Columbians are considered Level 3 literate meaning they have the minimum skills required to cope with everyday life.

The communities within the Strathcona Regional District have seen an increase in tourism and visitors in the last several years. While this has been great for our economy it has drastically lowered the commercial accommodation capacity to support evacuees, making our Group Lodging capacity so much more important.

### SECTION 5: Required Application Materials

Only complete applications will be considered for funding.

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

- Local government Council or Board resolution, Band Council resolution or Treaty 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: 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.

### SECTION 6: Signature

I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within our jurisdiction (or appropriate approvals are in place).

Name: Shaun Koopman

Title: Protective Services Coordinator

Signature:

Date: January 29/2021

*An electronic or original signature is required.*

Submit applications to:

Local Government Program Services, Union of BC Municipalities

E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8