

Community Emergency Preparedness Fund

Public Notification & Evacuation Route Planning

2023 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 May 2022, the funding streams include:

- Disaster risk reduction-climate adaptation
- Emergency operations centres and training
- Emergency support services
- Extreme heat risk mapping, assessment, and planning
- Indigenous cultural safety and cultural humility training
- Public notification and evacuation route planning
- Volunteer and composite fire departments equipment 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. Successful and detailed planning is the key to effectively executed evacuations when an event occurs that requires these actions.

Public notifications and emergency alerts are used to deliver critical, life-saving information to the public during emergencies, including those that require evacuation. Each community in BC has a public notification system that is unique to the area. Public Notification Plans are a crucial part of planning for emergencies.

As outlined in the [Evacuation Operational Guide for First Nations and Local Authorities in BC \(2022\)](#) notification of an evacuation in a timely and effective manner is one of the most important things a First Nation or Local Authority must do during an emergency event. Local Authorities are required under the *Local Authority Emergency Management Regulation* to “establish procedures by which those persons who may be harmed or who may suffer loss are notified of an emergency or impending disaster.”

Public Notification & Evacuation Route Planning Funding Stream

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

This may include development of a new or updated Evacuation Route Plan and/or new or updated Public Notification Plan. Development or update of a local emergency plan is not eligible for funding. For both Evacuation Route Plans and Public Notification Plans, it is expected that plans will be exercised.

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 Public Notification & Evacuation Route Planning funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$30,000.00.

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 qualify for funding, projects must result in the development of a new or updated plan. Table 1 identifies the recommended content and eligibility requirements for Evacuation Route Plans and Public Notification Plans.

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.

Table 1: Recommended Content and Eligibility Requirements

	Evacuation Route Plans	Public Notification Plans
Recommended Content	<ul style="list-style-type: none">• 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.)	<ul style="list-style-type: none">• Strategies, plans, policies, and/or processes for public notification and emergency alerting during emergencies, including for requesting a Broadcast Intrusive Alert• Public notification and emergency alerting templates (e.g. draft language, templated Broadcast Intrusive Alerting instructions, or web / social media content)• Web and social media plans, practices, and capacities to

	<ul style="list-style-type: none"> • Availability of early warning systems or other emergency notification tools • Other factors that impact the functionality of evacuation routes 	<ul style="list-style-type: none"> • support public notification and emergency alerting • Identification of available notification and emergency alerting methods and their expected effectiveness • Timeliness of notification and emergency alerting dissemination and templates, tools, processes, and procedures to maximize rapid information sharing including through Broadcast Intrusive Alerting • Notification and emergency alerting message wording for community understanding and action
Provincial Standards	<ul style="list-style-type: none"> • Be in alignment with Evacuation Operational Guide for First Nations and Local Authorities in BC (2022) 	<ul style="list-style-type: none"> • Be in alignment with public alerting systems in BC
New Project	<ul style="list-style-type: none"> • Be a new project (retroactive funding is not available) 	
Timeline	<ul style="list-style-type: none"> • Be capable of completion by the applicant within one year from the date of grant approval 	

5. Requirements for Funding

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

- 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.
- Approved applicants will work with EMCR and GeoBC to support integration of Value-Added Products, derived products and methodology into the Provincial Data Repository and Web Mapping Platforms. This will include transferring knowledge to replicate the solutions created on proprietary mapping platforms managed by the applicants. GeoBC will work with all applicants to ensure an integrated and collaborative approach is taken to collect, capture, analyze, visualize, and manage data and information based on consistent standards and data models to be used by all applicants.
- Please note that the two statements above do not apply to any product, data, or information which may include Indigenous knowledge. EMCR and GeoBC respect the First Nations principles of OCAP®.
- 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.

In addition, as part of both the development of the application package and the delivery of the approved project, local governments are encouraged to engage with local First Nations and Indigenous organizations. Engagement by local governments both locally and regionally can help build relationships with First Nations, benefit both communities, and enhance reconciliation. More information on engagement best practices is available [here](#).

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 and/or new or updated Public Notification Plan, be cost-effective, and are limited to:

- Development of a new or updated Evacuation Route Plan and/or new or updated Public Notification Plan
- Collaborative planning work with neighbouring jurisdictions
- 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](#))
- Training, knowledge sharing, and exercising activities required to inform or test the Evacuation Route Plan and/or Public Notification Plan
- Presentation of the Evacuation Route Plan and/or Public Notification 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 and/or public notification planning (e.g. Official Community Plan, land use plans, engineering and public works bylaws or policies)

Additional Eligible Costs & Activities

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

- Incremental applicant staff and administration costs
- Consultant costs
- Public information costs
- Engagement with experts (e.g., Knowledge Holders, health authorities), the community (e.g., equity-denied populations), Indigenous Nations, local governments, critical infrastructure owners, etc.
- Honoraria for equity-denied populations or service organizations that support equity-denied populations
- Translation costs and the development of culturally appropriate materials

- Honoraria for cultural leaders, Elders, Indigenous knowledge keepers, and/or cultural keepers when they are scheduled to speak, present, or teach. Note: these honoraria should reflect the role of Indigenous Peoples as subject matter experts and be equitable to consultant rates
- Travel and meeting expenses such as mileage and catering associated with planning, training, knowledge transfer, or exercising eligible activities.

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:

- Required elements or exercising of the local emergency plan
- Purchase of equipment and supplies
- Purchase of public notification systems
- Routine or ongoing operating costs or activities (e.g., 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
- Regular salaries and/or benefits of applicant staff or partners
- Duplication of existing information, maps, or imagery (e.g., LiDAR)
- Qualitative Hazard, Risk and Vulnerability Assessment (HRVA) activities not directly related to the approved 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 and/or public notification event
- Costs related to developing or submitting the application package

7. Application Requirements & Process

Application Deadline

The application deadline is **April 28, 2023**. 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.
- 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 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.
- 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, 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 by 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, all eligible applications will be assessed and scored as part of a technical review process. Higher application review scores will be given to projects that:

- Demonstrate evidence of local hazards (e.g., as identified in the local Emergency Plan); threat levels (e.g., as identified in Hazard Risk and Vulnerability Analysis, Community Wildfire Resiliency Plan, and/or flood risk assessments) and previous emergencies (e.g., evacuations that were ordered, notifications were issued);
- Align with the recommended content for Evacuation Route and/or Public Notification planning as outlined in Table 1;
- Demonstrate evidence of engagement with First Nations (e.g., collaborative planning tables; incorporating First Nation values and perspectives in proposed activities; existing outreach, plans, engagement reports, or processes; including First Nation engagement costs in the budget);
- Engagement with neighbouring jurisdictions, and other impacted or affected parties as appropriate to the project;
- Consider climate change in the project methodology and include the impacts of climate change in the Evacuation Route and/or Public Notification plan;
- 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 and First Nations' Emergency Services Society

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

Post Grant Approval Meeting

All approved applicants are encouraged to meet with the Ministry of Emergency Management and Climate Readiness and/or First Nations' Emergency Services Society or designate, to discuss the project prior to commencing work.

Changes to Approved Projects

Approved grants are specific to the project as identified in the approved application, and grant funds are not transferable to other projects. Generally speaking, this means funds cannot be transferred to an activity that was not included in the approved application.

Approval from UBCM and/or the Evaluation Committee will be required for any variation from the approved project. Depending on the complexity of the proposed amendment, requests may take up to 90 days to review.

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

- Amended application package, including updated, signed application form, updated budget and an updated Council, Board, Band Council, or Treaty First Nation resolution
- For regional projects only, evidence of support from partnering applicants for proposed amendments will be required
- Written rationale for proposed changes to activities and/or expenditures

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 (GL reports will not be accepted)
- Electronic copy of the completed Evacuation Route Plan and/or Public Notification 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](#)
- Photos and/or media directly related to the funded project

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 applications should be submitted to Local Government Program Services, Union of BC Municipalities by 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 have been submitted.

Following this, all complete final reports and deliverables will be reviewed by the Ministry of Emergency Management and Climate Readiness.

All final report materials will be shared with the Province of BC and the First Nations' Emergency Services Society

10. Additional Information

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

Phone: (250) 387-4470