

Community Emergency Preparedness Fund

Extreme Temperature Risk Mapping, Assessment and Planning

2023 Program & Application Guide

1. Introduction

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

As of April 2023, the funding streams include:

- Disaster risk reduction-climate adaptation
- Emergency operations centres and training
- Emergency support services
- Extreme temperature 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

Extreme temperatures are a significant threat to communities across British Columbia. As the climate changes extreme temperatures are posing a growing risk to the health and wellbeing of community members and disrupting natural systems. This could lead to serious economic losses and infrastructure damages. It is important for communities to understand the risks associated with extreme temperature, and how to prepare, adapt, and mitigate these risks.

The 2019 *Preliminary Strategic Climate Risk Assessment for British Columbia* identified a heat wave as one of the greatest risks to the province with the highest consequences related to public health and social functioning with lesser, but still substantial, impacts to wildlife and aquatic ecosystems, and agricultural productivity. In Canada, extreme temperature events are the leading cause of weather-related deaths.

In the summer of 2021 temperatures spiked to record high levels across BC and high temperatures created a heat dome phenomenon. An event like this, estimated to occur only once every 1000 years, on average, in today's climate would occur every 5 to 10 years, on average, in a future climate.

Similarly, British Columbians need to plan for extreme winter conditions. Winter extremes, such as cold snaps and large storms, can be more difficult for British Columbians to deal with as more mild winters have become an expectation.

In December of 2022, 16 temperature records were broken across BC due to an arctic air mass. Heavy snowfall often accompanies these extreme cold events. Cold weather events have a particularly negative effect on our province's most vulnerable populations, including the unhoused.

To help better understand the risk and resilience priorities in BC, including those of extreme temperatures, the Ministries of Emergency Management and Climate Readiness and the Environment and Climate Change's Climate Action Secretariat are working together to develop a provincial Disaster and Climate Risk and Resilience Assessment (DCRRA). The DCRRA will be co-developed with Indigenous partners, and informed through engagements with local governments, industry, critical infrastructure owners, academia, non-governmental organizations, and other key provincial parties. The anticipated release of the DCRRA is in 2024.

Extreme Temperature Risk Mapping, Assessment, and Planning Funding Stream

The intent of this funding stream is to support eligible applicants to ensure they have accurate knowledge of the risks associated with extreme temperatures (e.g., cold, heat, water scarcity) and how these risks will change over time, and to develop effective response plans and strategies to prepare, mitigate, and adapt to those risks.

One or more of the following components may be developed through this funding stream:

Extreme Temperatures Risk Mapping

Mapping extreme temperatures, populations disproportionately at risk, and adaptive responses allows a community to determine its vulnerabilities to extreme temperature more accurately now and into the 2080s. This information may then be used in a risk assessment and/or planning activities. Eligible activities include risk and vulnerability mapping (e.g., heat islands and/or populations, structures, or assets at risk).

Risk Assessments

Risk assessments identify the social, economic, and environmental impacts of extreme temperature events, and the potential slow onset risks temperature may have on the community, including identifying extreme heat or cold risks, community and infrastructure vulnerabilities, and risk tolerance or “risk threshold.”

Extreme Temperature Response Plans

Extreme temperature response plans build off the learnings from extreme temperature mapping, risk assessments, community engagement, and other available data, and translate this information into frameworks for action. Plans may include special considerations for temperature-sensitive populations and targeted response actions to mitigate impacts.

Developing an extreme temperature response plan also offers an opportunity for communities to identify co-benefits that can be synergistically achieved through temperature response, such as improving air quality, enhancing health and wellbeing, improving mobility and connectivity, or reducing greenhouse gas emissions. However, please note that the focus of the application must be on extreme temperatures and direct impacts, not secondary/indirect impacts and co-benefits.

For support integrating climate change into your community's application, contact [EMCR's Disaster Mitigation & Adaptation Branch](#). Approved applicants will be provided with a climate risk worksheet with guidance on integrating climate change into decision making. Additional educational resources are also available.

2. Eligible Applicants

All First Nations (bands and Treaty First Nations) and local governments (municipalities and regional districts) and 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 Extreme Temperature Risk Mapping, Assessment and 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 be:

- A new project (retroactive funding is not available), or a subsequent phase of an existing extreme temperature risk reduction-related project.
- Capable of completion by the applicant within one year from the date of grant approval.
- In alignment with:
 - [Extreme Heat Preparedness Guide](#)
 - [BC Provincial Heat Alert and Response System \(BC HARS\): 2022](#)
 - [Extreme Weather Response Program Framework \(2011\)](#)
- Able to show that extreme temperature risk assessments and disaster risk reduction-climate adaptation planning will consider climate change. This must include using emissions scenarios RCP 8.5 or SSP5_8.5 for return periods and extreme events with long return periods, and using scenarios until the end of the century (2080s). Examples of climate information sources:
 - [ClimateData.ca](#)
 - [Pacific Climate Impacts Consortium Climate Explorer](#)
 - [Climate Atlas of Canada](#)

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 or 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 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.
- 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.
- Where applicable, to qualify for funding, for any professional activities required to obtain authorizations or permits, be developed and signed by a qualified professional as per the Professional Governance Act:

“The Professional Governance Act (PGA) provides a consistent governance framework for self regulating professions that incorporates best practices of professional governance. The PGA currently governs the five regulatory bodies overseeing agrologists, applied biologists, applied science technologists and technicians, engineers and geoscientists, and forest professionals.”

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 be cost-effective and may include:

- Completion of an Extreme Temperature Risk Assessment, Extreme Temperature Risk Map(s), and/or Extreme Temperature Response Plan (as described above);
- Review of lessons learned from 2021 heat dome, other extreme temperature events and best practices from other jurisdictions;
- Identification of community values through engagement. This includes seeking advice from Knowledge Holders and other experts (e.g., health authorities, biologists, etc.) and engaging the community (e.g., equity-denied populations, Indigenous organizations, organizations that participate in the Extreme Weather Response program), Indigenous Nations, local governments, agricultural sector, critical infrastructure owners, etc. Outcomes could include a summary of discussions or letters of support from different parties identifying preferred options going forward;
- Development of short and long-term extreme temperature risk reduction goals, objectives, and strategies to meet these goals; developing adaptive options; evaluating, ranking and recommending options; and developing preliminary cost estimates;
- Presentation of extreme temperature risk assessment, map(s), and/or plan(s) to Band Council or Treaty First Nation government, local government Council or Board, community organizations, etc.;
- Amendments to relevant plans, bylaws, and policies that are specific to the extreme temperature risk assessment, mapping, and planning.

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

- Incremental applicant staff and administration costs (e.g. creating a new position or adding new responsibilities to an existing position);
- Consultant/contractor costs. Please note: if you intend to hire a qualified professional to support proposed activities, professional consultant rates will only be considered for activities that represent respective professions. For other activities (e.g. planning events) consultant rates are expected to be commensurate with the type of activity being undertaken;
- Public information costs;
- Honoraria for equity-denied populations or service organizations that support equity-denied populations;
- Translation costs and the development of culturally appropriate education, awareness, or engagement 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;
- Presentation to Council, Board, Band Council, or Treaty First Nation government, or community organizations, etc.

Ineligible Costs & Activities

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

- Purchase of equipment and supplies;
- Routine or ongoing operating costs or activities (e.g., 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;
- Development or amendment of plans or maps primarily intended for wildfire risk reduction (refer to [FireSmart Community Funding & Supports](#));
- Duplication of existing information, maps, or imagery (e.g., Light Detection and Ranging mapping - LiDAR);
- Qualitative Hazard, Risk and Vulnerability Assessment (HRVA) activities not directly related to extreme temperature risk assessments;
- Activities funded under the Extreme Weather Response program (BC Housing)
- Costs related to developing or submitting the application package.

7. Application Requirements & Process

Application Deadline

The application deadline is **June 2, 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:

- Completed Application Form.
- Band Council resolution, Treaty First Nation resolution, or local government Council or Board 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: Band Council resolution, Treaty First Nation resolution, or local government Council or Board 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 or motions 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 applications to ensure the required application elements 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:

- Align with the intent of the Extreme Temperature Risk Mapping, Assessment and Planning funding stream:
 - Demonstrate evidence of how the project will address the risks posed to temperature-sensitive populations. This includes special consideration or response actions to support temperature-vulnerable populations;
 - Meaningfully consider and adapt to the impacts of climate change in the project methodology and deliverables;
 - Increase understanding of the social, cultural, economic, and/or environmental impacts of extreme temperature events to the community;
 - Identify or achieve co-benefits (e.g., reducing greenhouse gas emissions, improving community health and wellbeing, enhancing biodiversity, etc.);
- Contribute to a comprehensive, cooperative, and regional approach to extreme temperature risk reduction;
- Demonstrate evidence of engagement with First Nations and/or Indigenous organizations in advance of submitting the application and as part of the proposed project (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; completion of Indigenous Cultural Safety and Cultural Humility Training);
- Effectively engage with neighbouring jurisdictions, and other impacted or affected parties (equity-denied populations, organizations that participate in the Extreme Weather Response program) as appropriate to the project;

- Include in-kind or cash contributions to the project from the eligible applicant, 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 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 & Initial 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 reporting 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; and
- Written rationale for receiving a progress payment.

Post Grant Approval Meeting

All approved applicants are encouraged to meet with EMCR and/or the Ministry of Health, Ministry of Environment and Climate Change Strategy (Climate Action Secretariat), 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, relevant worksheets, 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; and
- 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.

The Interim Report Form will be required to be submitted for all extensions request over 6 months. Extensions will not exceed one year from the date of the original final report deadline.

9. Interim and Final Report Requirements and Process

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

Interim Reports

The Interim Report Form will be required in support of any extension requests over six months (see above).

Final Reports

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;
- Copy of Final Technical Report (consultant's report) including Risk Assessment, Maps, Response Plans, and/or Disaster Risk Reduction and Climate Adaptation planning, and/or any completed assessments, including reviews of lessons learned from the 2021 heat dome;
- Full size PDF copies of all maps created as a result of the project;
- Spatial data and metadata for all maps identified above. LiDAR and orthoimagery products data and derivative products acquired/produced with CEPF funding must meet [Specifications for Airborne LiDAR for the Province of British Columbia](#);
- Optional: 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 & Climate Readiness to ensure appropriate climate change considerations in risk assessment methodology and/or disaster risk reduction – climate adaptation options have been included.

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