

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 or (250) 387-4470.

SECTION 1: Applicant Information	AP <i>(for administrative use only)</i>
Name of Primary Applicant: Cowichan Valley Regional District	Date of Application: January 29, 2020
Contact Person*: Natalie Wehner	Position: Corporate Financial Officer
Phone: 250-746-2500	E-mail: natalie.wehner@cvrld.bc.ca

* *Contact person must be an authorized representative of the applicant.*

SECTION 2: For <u>Regional Projects Only</u>
<p>1. Identification of Partnering Applicants. For all regional projects, please list all of the partnering eligible applicants included in this application. Refer to Section 2 in the Program & Application Guide for eligibility.</p> <p>Cowichan Valley Regional District</p> <p>Town of Ladysmith</p> <p>City of Duncan</p> <p>Municipality of North Cowichan</p> <p>Town of Lake Cowichan</p>
<p>2. Rationale for Regional Projects. Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.</p> <p>The Emergency Support Services program is currently delivered by the Cowichan Valley Regional District (CVRD) on behalf of the four (4) municipalities, in addition to the nine (9) electoral areas of the CVRD. As a centralized program which provides service across 3,400 km², a regional grant will ensure that the program can be appropriately updated for all zones. By tackling updates to the program regionally, instead of one geographic location at a time, there will be cost efficiencies in the total grant request. For example funds spent on increasing the capacity of a centralized volunteer team will benefit all partners and this approach is more cost effective than trying to increase the capacity of multiple independent teams.</p>

SECTION 3: Project Summary	
3. Name of the Project:	CESS Modernization
4. Project Cost & Grant Request:	<p>Total Project Cost: \$135,340.00 Total Grant Request: \$124,840.00</p> <p>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.</p> <p>No</p>
5. Project Summary.	<p>Provide a brief summary of your project in 150 words or less.</p> <p>A regional grant would be used to increase capacity and modernize reception centre delivery (for the digital ESS system and ERA tool), develop and implement a mobile unit to manage evacuee interviews and initial needs, and continue to increase volunteer team capacity (recruitment, training, grab and go kits).</p>
6. Emergency Plan.	<p>Describe the extent to which the proposed project will <u>specifically</u> support recommendations or requirements identified in the local Emergency Plan.</p> <p>The Regional Emergency Plan includes a Reception Centre Plan. This plan identifies four locations (one in each zone of the region) to provide support and essential needs to evacuees. This project will increase the capacity of the reception centres and set them up to use the ERA tool so that they are ready to support activation of the plan.</p>

SECTION 4: Detailed Project Information	
7. Proposed Activities.	<p>What <u>specific</u> activities will be undertaken as part of the proposed project? Refer to Section 4 of the Program & Application Guide for eligibility.</p> <ol style="list-style-type: none"> 1. Increase volunteer team capacity by recruiting, training, and outfitting ten (10) volunteers. 2. Enhance volunteer capacity by developing and implementing a second mobile unit to support evacuee interviews and initial needs, as well as provide communication support. 3. Increase the capacity of remote reception centres by purchasing, installing and stocking two reception centre storage containers. 4. Enable use of online Evacuee Registration and Assistance (ERA) tool by providing electronic equipment (printers, tablets, laptops and peripherals) in all designated primary Reception Centres, mobile units (two trailers) and the Cowichan ESS Volunteer Team.

5. To increase ESS responder knowledge by providing training to staff and volunteers in each primary Reception Centre on the use of ERA through a functional exercise.

- 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?

All reception centres will be stocked with equipment to support the deployment of ERA (laptops, printers, mobile devices, secondary internet wifi). Mobile units (2) will also be stocked with a few laptops and printers to support additional deployment. Teams (both staff and volunteer) will be trained on the use of ERA through a functional exercise. Following this training, ERA will be implemented for Level 2 and 3 responses.

- 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.

The reception centres in the west and south zones are more likely to be cut off from services in a significant event. Therefore storage containers will be purchased and stocked with additional supplies at these locations. Through a functional exercise, volunteers and staff in all zones will have the opportunity to develop and practice the skills to respond in an emergency (specifically the set up and operation of a reception centre).

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

All of the Cowichan reception centres may serve as host reception centres for our neighboring communities (including for Salt Spring, Nanaimo and Langford). By increasing our response capacity (through training and supplies), we will increase our ability to support our neighbors as a host community.

- 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.).

The Cowichan Emergency Support Services Program is a regional program. All supplies, equipment, and trained ESS responders are available to any of the communities, local governments and First Nations in the Cowichan area. Mobile Units for example, can be loaned out to more isolated communities, particularly in a pandemic environment, allowing the community to manage its own response while still remaining quarantined from other communities if desired.

- 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.

This project will provide resources, training and support to all member municipalities in the region. The partnership for this grant includes the Cowichan Valley Regional District, the City of Duncan, the municipality of North Cowichan (which includes Crofton

and Chemanius), the Town of Ladysmith and the Town of Lake Cowichan. All parties have agreed on the scope of the project, and if we receive the grant, it will be coordinated by the CVRD Emergency Program Coordinator in consultation with recreation centre staff, local authority representatives and the volunteers who come from all of the partnered communities.

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.)

The benchmarks for the project include:

1. Establish two (2) reception centre storage containers to support two zones with additional ESS supplies.
2. Upgrade four (4) reception centres with equipment to support ERA implementation.
3. Recruit ten (10) additional volunteers.
4. Implement an additional mobile unit to include an interview room, communications support and "immediate need" supplies for evacuees.

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.

In 2018, additional supplies were purchased for the central zone (where historically the majority of reception centre activations have been required).

In 2020, the Cowichan Valley Emergency Support Services program purchased its first mobile reception centre supply unit (CESS Trailer) to store cots, tables, chairs and pet carriers.

Though in both 2018 and 2020, the CVRD was the sole applicant, both of these projects were for the benefit of the entire region.

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

A staff report went to the Regional Board on January 27, 2020 and the recommended resolution was passed. Supporting partners have all passed resolutions for the primary applicant to apply, receive and manage the grant funding on their behalf.

The CVRD will be contributing to the project in-kind by providing staff time (to deliver exercise/training), some supplies for the reception centre units, and printed materials to support training.

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:

<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
<input checked="" type="checkbox"/>	<u>For regional projects only:</u> 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:	Title:
Signature: <i>An electronic or original signature is required.</i>	Date: January 29, 2020

Submit applications to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

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