

**DATE:** October 26, 2020**FILE:** 1855-03**TO:** Chair and Directors  
Electoral Areas Services Committee**FROM:** Russell Dyson  
Chief Administrative OfficerSupported by Russell Dyson  
Chief Administrative OfficerR. DYSON**RE: UBCM Community Preparedness Fund Application – Evacuation Route Planning**

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**Purpose**

To seek a resolution from the Board in support of the Strathcona Regional District's (SRD) application to Union of British Columbia Municipalities (UBCM) Community Preparedness Fund (CEPF) for the opportunity to obtain potential funding for doing a joint 'Evacuation Route Planning' project that would include Electoral Area D of the SRD and Electoral Area C of the Comox Valley Regional District's (CVRD) located in the Oyster River flood plain.

**Recommendation from the Chief Administrative Officer**

THAT the Board approve supporting the Strathcona Regional District's (SRD) application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund Evacuation Route Planning grant for the maximum potential amount of \$50,000.00, to assist in the procurement of a contractor for the evacuation route planning project for Electoral Area C in the Comox Valley Regional District and Electoral Area D of the SRD.

AND FURTHER THAT, the Board endorse SRD staff to manage the overall grant financial administration and project management in collaboration with the Comox Valley Regional District's Emergency Program.

**Executive Summary**

The SRD and CVRD share the identified increased risks of overland flooding and wildfire for residents in the surrounding Oyster River area due to climate change conditions. Methods of egress are extremely limited as several community neighbourhoods in the area have one way in and out. With both regional districts collaboration and CVRD Board's formal support, the SRD will be able to apply to UBCM CEPF Evacuation Route Planning grant stream to continue enhancing preparedness and response planning for the both regional districts' Electoral Areas.

- This project will be a collaboration of both regional districts which will allow the SRD to apply for up to \$50,000 (\$25,000 maximum potential funding allowed by each regional district) from the CEPF.
- These funds will support the procurement of a contractor to review the existing SRD/CVRD shared Oyster River evacuation guidelines and the 2019 Emergency Management BC provincial evacuation operational guidelines revisions
- Provide a much needed extensive overhaul and updating of evacuation route planning for the areas;
- This project will benefit residents, fire responders and both local governments;
- SRD's CEPF Evacuation Route Planning grant application can be found as Appendix A

Prepared by:

Concurrence:

**H. SIEMENS****D. DEMARZO**


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 Howie Siemens  
 Emergency Program Coordinator

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 Doug DeMarzo  
 General Manager of Community Services
**Stakeholder Distribution (Upon Agenda Publication)**

Strathcona Regional District	✓
CVRD Planning department	✓
Oyster River Fire Services	✓

**Background**

The CEPF is a suite of funding programs intended to enhance the resiliency of local governments and their residents in responding to emergencies. Funding is provided by the Province of BC and is administered by UBCM. The grant program can contribute up to 100 per cent of the costs of eligible activities to a maximum of \$25,000 per local government. Local governments can submit one individual or combined application per intake and the deadline for the next intake is November 30, 2020.

CEPF was announced as part of an \$80 million announcement from the Province of BC to support the following streams:

1. flood risk assessment, flood mapping and flood mitigation planning;
2. emergency social services;
3. emergency operations centre and training;
4. structural flood mitigation; and
5. evacuation route planning.

The SRD is seeking a CVRD board resolution to show their support for making an application to the UBCM CEPF Evacuation Route Planning grant. This funding stream is intended to support efficient and safe evacuation planning and needs to include movement of people, livestock, animals and personal property from an area of imminent or actual threat to an area of safety.

In 2019 Emergency Management BC (EMBC) conducted a complete revision of their provincial Evacuation Operational Guidelines. The CVRD's Emergency Program assisted EMBC's Provincial Planning Officer between March and June to complete their guidelines.

A major goal in the development of these and future guidelines that they be user friendly for first responders and beneficial during an actual response. Several sections will be focused specifically on the role of the Incident Commander, the Emergency Operation Centre (EOC), the RCMP and Search and Rescue. Each of these agencies collaborated on their development. Another goal was to ensure each document reflected the needs and resources of that community.

Back in 2012 a combined hazards, risks and vulnerabilities assessments was done for the southern end of the SRD's Electoral Area D and northern end of the CVRD's Electoral Area C. The assessment was mainly driven due to the potential of a high flood risk scenario forecasted for the Oyster River flood plain. During that assessment it was deemed by first responders that these areas were also at risk of a wildland-urban interface (wui)\* wildfire. (\*wui means- the area where houses meet or intermingle with undeveloped wildland vegetation)

Recent studies in the area have shown increased risks of overland flooding and wildfire for residents due to climate change conditions. Raising that risk even further is the fact that many neighbourhoods' method of egress are extremely limited due to being one way in and out. It has been deemed important that a review of evacuation planning and guidelines previously created be preformed.

With both regional districts collaboration and CVRD Board's formal support, the SRD will be able to apply for up to \$50,000 (\$25,000 maximum potential funding allowed by each regional district). The scope of the 'Evacuation Route Planning' project would include and perform the following:

- procurement of a contractor to review the existing SRD/CVRD shared Oyster River evacuation guidelines and the 2019 EMBC provincial evacuation operational guidelines revisions;
- much needed extensive overhaul and updating of evacuation route planning and guidelines for areas in the Electoral Areas adjacent to the Oyster River;
- research to determine host community role for both the CVRD and SRD as well as considering other neighbouring local governments.

### **Policy Analysis**

Section 3(f) of the BC Local Authority Emergency Management Regulations 380/95 requires that local authorities coordinate the provision of food, clothing, shelter, transportation and medical services for residents impacted by an emergency or disaster.

UBCM requires CVRD board resolutions indicate:

- support for the current proposed project;
- willingness to endorse the SRD with overall grant financial administration and project management in collaboration with the CVRD's emergency program.

### **Financial Implications**

The UBCM CEPF Evacuation Route Planning stream funding may provide a maximum of up to \$25,000 for this stream per local government. With the endorsement of the CVRD UBCM will allow an application that may provide a maximum of up to \$50,000. This would provide better fiscal opportunity for the extensive overhaul and updating required for evacuation route planning in the SRD's Electoral D and the CVRD Electoral Area C of the Oyster River

The SRD will provide overall grant financial administration and project management in collaboration with the CVRD's emergency program.

### **Interdepartmental Involvement/Implications**

The Emergency Program, Community Services and Finance Departments have been involved in the review of this report.

### **Citizen/Public Relations**

Each year the region is experiencing greater impacts from climate change such as the wildfires our North Island experienced in 2018 and flood events in 2017, 2016 and 2014. Doing advance planning and having up to date evacuation guidelines for addressing a mass evacuation is good emergency management and will develop stronger preparedness readiness for supporting first response agencies, residents and businesses in the Comox Valley.

Attachments: Appendix A- "SRD's UBCM CEPF Evacuation Route Planning application"

## STAFF REPORT

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**DATE:** February 7, 2020

**FILE:**

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

**FROM:** David Leitch  
Chief Administrative Officer

**RE:** EMERGENCY EVACUATION PLANNING GRANT – OYSTER RIVER

### PURPOSE/PROBLEM

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

### EXECUTIVE SUMMARY

The CEPF is a suite of funding programs intended to enhance the resiliency of local governments and their residents in responding to emergencies. The intent of this funding stream is to support eligible applicants to develop evacuation route plans for communities that would otherwise be challenged to successfully undertake an evacuation operation during an emergency. The grant program can contribute up to 100% of the costs of eligible activities to a maximum of \$25,000. Local governments can submit one application per intake and the deadline for the next intake is April 17, 2020.

It is proposed that the Regional District apply for funding assistance to update the emergency evacuation plan for the Oyster River community. If successful, it is anticipated that the updating of the plan would be completed by April 2021.

### RECOMMENDATIONS

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

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

Respectfully:



for David Leitch  
Chief Administrative Officer

## BACKGROUND/HISTORY

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

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

## FINANCIAL IMPLICATIONS

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

Items	Estimated Cost
Develop plans, checklists and resources	\$15,000
Mapping	\$4,000
Data collection and information gathering	\$3,000
Tabletop exercises for regional emergency program volunteers and staff	\$2,000
Presentations	\$1,000
<b>Total</b>	<b>\$25,000</b>

Table 1: Proposed budget.

## LEGAL IMPLICATIONS

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

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

## INTERGOVERNMENTAL/REGIONAL IMPLICATIONS

This project may be coordinated in conjunction with the emergency program coordinators from the Comox Valley Regional District.

## INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

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

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

Attachments: A: SRD's CEPF Evacuation Route Planning Grant Application Form  
B: CEPF Evacuation Route Plan Application Guide

## Community Emergency Preparedness Fund

# Evacuation Route Planning

### 2020 Application Form

Please complete and return the application form by April 17, 2020. 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.

SECTION 1: Applicant Information	AP <span style="float: right;"><i>(for administrative use only)</i></span>
Name of Local Government or First Nation: Strathcona Regional District	Date of Application: February 13, 2020
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.

SECTION 2: For <u>Regional Projects Only</u>
<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>NA</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>NA</p>

SECTION 3: Project Summary
<p><b>3. Name of the Project:</b></p> <p>Oyster River Evacuation Plan</p>
<p><b>4. Project Cost &amp; Grant Request:</b></p> <p>Total Project Cost: \$25,000.00      Total Grant Request: \$25,000.00</p> <p>Have you applied for, or received funding for, this project from other sources?</p>



Negative

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

This proposed project will:

\*Update the Oyster River Evacuation Plan based on the modernized floodplain data obtained by the Comox Valley Regional District; and

\*Update the Oyster River Evacuation Plan to by incorporating the risk of wildfire.

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

The goals of this project are to:

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

## SECTION 4: Detailed Project Information

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

This project will:

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

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

While the probability of fire in coastal communities is substantially lower when compared to the interior of British Columbia, the consequences of a large fire are likely to be very significant in our community given access and evacuation constraints, population size, values at risk, topography, and environmental considerations.

The Oyster River's Hazard Risk and Vulnerability Analysis identifies a flood and interface fire as the most severe and likely threats.

The Oyster River Floodplain area is historically prone to flooding and is at risk from not only high river flows, storm surge, and rising sea levels, but a combination of all three occurring simultaneously. Short but intense rainfall events have been shown to actually change the course of the river. Flooding has posed a significant threat to this region's environment, people, housing, economy, and infrastructure.

Since the early 1970's, flood and erosion problems have occurred periodically in the lower Oyster River. In 1976, a cost-sharing "bank protection project" was undertaken. In 1980, the Provincial Emergency Program funded repairs to the bank protection and provided a preliminary report proposing diking and additional bank protection in response to the concerns of landowners. Their concerns were that the river could potentially jump its banks, change course and find an historical channel. Problems along the river normally occur in the late autumn, early winter when heavy rainfall and melting snow combine to cause high flows. Flooding and erosion occurred on November 13, 1975 and December 26, 1980 when the average daily flow in the river was 260 and 220 cubic metres per second respectively. The estimated one in 200 year flow is 500 cubic metres per second. In 1991, a major project to address the bank erosion problems was undertaken by KPA Engineering Ltd. In March 1991, a report titled "Oyster River Flood Control - Phase 1 Design report - Surveys, Flood Profiles and Dike Crest Profile" was issued which covered bank protection requirements for the 1,230m river reach upstream of the Highway 19 A bridge. This study included cross river section surveys, flood frequency analysis, flood profile modeling, and determination of dike crest elevations. Following this report, KPA prepared bank protection designs for the Glenmore Dike, which terminates approximately 200m upstream of Lorna Lane. In 2009, the high river flows eroded the south end of the Lorna Lane river bank and created a breach of the Glenmore Dike, which prompted temporary emergency mitigation. In August 2010, the inspector of dikes performed an inspection of the Glenmore Road dike and found several areas of concern regarding the state of the dike's structure and appearance, its flap gate and the difficulty of a visual inspection due to impeding vegetation. Subsequently, in 2011 the Regional District completed the flood protection project on the river bank north of Lorna Road. In 2012, the debris at the dike culvert inlet and outlet flap gate was removed with reinstatement of a drainage ditch to the river. In 2014 the Oyster River flow rate was above its 10-year flood level and was close to exceeding the 20-year flood level. In 2017, the Strathcona Regional District was awarded a grant from Emergency Management BC to conduct a condition assessment of the Glenmore Road Dike to inform potential rehabilitation and repair work to help ensure public safety to over 300 area residents and several businesses and mitigate potential impact to provincial roads. This grant was also used to conduct a hydraulic analysis to confirm the flood protection level provided by the Glenmore



Road dike, including incorporating the effects of climate change on future flow rates. To complete this task a hydrotechnical analysis of the reach at the dike was completed, which included a hydrologic analysis [climate change] and development of a hydraulic model. At the time of preparing this application, the assessment study is proceeding well

Water well infrastructure and water quality have also been threatened by past flooding. Within the area lie three active water service wells, plus infrastructure, which are owned and operated by the Comox Valley Regional District. These wells provide water to both the Strathcona and Comox Valley regional districts and serve a resident population of about 3,000. This includes approximately 2,200 persons in the CVRD and 800 in the SRD. There is also one private water service well, plus infrastructure, which services 143 households, a mobile home park, resort, marina and campground.

The Strathcona Regional District Geographic Information System's best approximation indicates that there are 281 households in the SRD that reside within the section of the 200-year Oyster River Floodplain.

The Comox Valley Regional District's Geographic Information System's best approximation indicates that there are 135 households that reside within the section of the 200-year Oyster River Floodplain that are located in the Comox Valley Regional District's jurisdiction.

This evacuation planning project will integrate the new Oyster River floodplain mapping data obtained by the Comox Valley Regional District through their National Disaster Mitigation Program Stream 2 project (more information below).

In 2018 the Comox Valley Regional District (CVRD) completed a flood risk assessment of the lower end of the Oyster River through a National Disaster Mitigation Program (NDMP) grant. This included a portion of Area D of the SRD. You and other Strathcona Regional District (SRD) staff provided support through in-kind contributions as well as assistance with the initial application. The completed report was shared with the SRD, stakeholders, and residents of Areas C and D. The chief recommendation from the consultant was to develop up-to-date, modern flood hazard mapping.

In 2019 the CVRD received NDMP funding to conduct flood mapping of the CVRD coastline as well as riverine flood modelling and mapping of the Oyster River, downstream from Hwy 19. This again included a portion of Area D. Again you were consulted during the application and the SRD has agreed to provide in-kind contributions, such as making the recent Glenmore Dike report available.

To properly account for flood hazards, the contractor, Kerr Wood Leidal (KWL), has agreed to include a simulated dike breach of the Glenmore Dike. KWL's goal is to produce dynamic flood plain mapping products that are understandable to a broad range of users, including engineers, planners, and decision-makers.

Flood maps are the basic tool needed to understand present-day and future flood hazards and meet the expectations of the Provincial Flood Hazard Area Land Use Management Guidelines (FHALUMG). The guidelines encourage local governments to plan for flood hazards with consideration of future climate change. This is particularly relevant to coastal areas, where increasing hazards are expected as a result of sea level rise (SLR). The new

flood maps will allow for updating of planning regulations and development of policy to encourage future growth away from hazard areas. They will also aid in the development of flood mitigation plans; support the design of any future flood infrastructure; support emergency management; and can be used to support conversations with stakeholders and the public.

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

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

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

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

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

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

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

**12. Evaluation.** How will the project be evaluated? How will performance measures and/or benchmarks be used to measure outcomes? How will this information be used?

1. Schedule - keeping to the original timeline.

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

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

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

\*Presentation of outcomes to local emergency planning and administration committees (CAOs)

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

Residents within the application area value rural characteristics. Agriculture is an integral part of the rural lifestyle of this community. Residents live in quiet and friendly single family neighbourhoods in a rural setting, offering a respite from city life.

The following lessons learned from after action report are recommended in the Cariboo Regional District's (CRD) 2017 Wildfires After Action Report as well as the Addressing the New

Normal: 21st Century Disaster Management in British Columbia.

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

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

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

## **SECTION 5: Required 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 local authority's jurisdiction (or appropriate approvals are in place).

Name: Shaun Koopman

Title: Protective Services Coordinator

Signature:

*An electronic or original signature is required.*

Date: February 13, 2020

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

# Community Emergency Preparedness Fund

## Evacuation Route Planning

### 2020 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).

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

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

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

#### Evacuation Route Planning Funding Stream

The intent of this funding stream is to support eligible applicants to develop Evacuation Route Plans for communities that would otherwise be challenged to successfully undertake an evacuation operation during an emergency.

#### 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. Eligible Projects

In order to qualify for funding, applications must demonstrate the extent to which the proposed project addresses existing challenges to successfully implement evacuations in the event of an emergency.

In addition, to qualify for funding, projects must:

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

#### 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

#### 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 result in the completion of a new or updated Evacuation Route Plan, be cost-effective, and may include:

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

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 ineligible for grant funding. This includes:

- Routine or on-going operating or planning costs
- Capital or infrastructure expenditures
- Costs associated with an actual evacuation event
- Costs related to developing or submitting the application package

## **5. Grant Maximum**

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

In order to ensure transparency and accountability in the expenditure of public funds, all other 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**

### **Application Deadline**

The application deadline is **April 17, 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, Emergency Management BC will assess and score all eligible applications as part of a technical review process. Higher application review scores will be given to projects that:

- Were not funded as part of the 2018 Evacuation Route Planning intake
- Demonstrate evidence of local hazards (e.g. as identified in the Emergency Plan); threat levels (e.g. as identified in Hazard Risk and Vulnerability Analysis, Community Wildfire Protection Plans and/or flood risk assessments) and previous emergencies (e.g. evacuations that were ordered)
- Identify and address existing challenges to successfully implement an evacuation in the event of an emergency, such as:
  - Identification and capacity of available routes
  - Methods of evacuation (e.g. personal and commercial vehicles, boats, helicopters, etc.)
  - Modes of transportation (rail, water, air and road) including active transportation (e.g. walking, biking, etc.)
  - Anticipated speed of progression of local hazards (i.e. wildfire, tsunami, flood, etc.)
  - Availability of early warning systems or other emergency notification tools
  - Other factors that impact the functionality of evacuation routes
- Consider large scale Emergency Support Services scenarios
- Support recommendations or requirements identified in the local Emergency Plan
- Demonstrate transferability to other local governments and First Nations in BC
- Include in-kind or cash contributions to the project from the eligible applicant, partnering applicant(s), community partners or other grant funding
- 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

## **7. 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**

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 receive a second technical review, and 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

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
- Electronic copy of the completed Evacuation Route Plan
- Full size PDF maps (of all maps included in the completed plan)
- Spatial data and metadata for all maps identified above. LiDAR and orthoimagery products must meet [Specifications for LiDAR for the Province of British Columbia](#)
- Optional: photos and/or media directly related to the funded project

### 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

### Review of Final Reports

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

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

## 9. 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](mailto:cepf@ubcm.ca)  
Phone: (250) 387-4470