



REQUEST FOR DECISION

File # 1855-03

Report To: Mayor and Council
From: Director of Public Safety, Fire Chief
Presenter: Kylah Bryde
Subject: Administration Report No. 0014/24
Community Emergency Preparedness Fund Grant Applications
Meeting: Regular Council
Meeting Date: 22 Jan 2024

RECOMMENDATION:

"THAT, Council support by resolution the Emergency Operations Centre (EOC) and Emergency Support Services (ESS) grant applications to the UCBM's Community Emergency Preparedness Fund.
AND THAT, Council authorize the CAO to sign the prepared grant application on behalf of the City of Fort St John."

CAO'S COMMENTS:

If successful, funds awarded through this grant would enhance the City of Fort St. John's emergency operations (EOC) and emergency social services capacity (ESS).

ALTERNATIVE RECOMMENDATION:"THAT, Council receive Administration Report No. 0014/24 - Community Emergency Preparedness Fund Grant Applications for information."

KEY ISSUES(S)/ CONCEPTS DEFINED:

Union of BC Municipalities (UBCM) offers Community Emergency Preparedness grants for local governments and First Nations to enhance their resiliency when responding to emergencies and to reduce risks from future disasters due to natural hazards and climate-related risks.

City staff would like to apply for two different funding streams for the 2024 intake consisting of Emergency Operation Centres (EOC) Equipment and Training and Emergency Support Services (ESS) Equipment and Training with their support of the proposed activities contained

in the grant applications.

The Community Emergency Preparedness grant application for EOC equipment and training primary focus is to increase capacity of Fort St John's readiness with a turnkey EOC set up in the old RCMP detachment. The space would be equipped and activation ready at all times. The EOC set up would also be available for use to neighbouring jurisdictions or First Nations under threat or evacuation. Training and simulation exercises would be facilitated in the equipped space.

The Community Emergency Preparedness grant application for ESS equipment and training supports the modernization of the online Evacuee Registration Assistance Tool (ERA) that the grant will assist to purchase the IT equipment and conduct training required. Additionally, the grant will equip two offices at the old RCMP detachment to be a turnkey ready facility to assist those in need. The grant funding would be used to facilitate Indigenous Awareness training and volunteer recognition.

RELEVANT POLICY: Under the Emergency Program Act, Municipalities, First Nation communities and Regional Districts are responsible for responding to emergencies in their areas, including providing emergency support services.

IMPLICATIONS OF RECOMMENDATION

COMPLIANCE WITH STRATEGIC PILLARS:

**Vibrant Community – Invest in community safety, social, cultural, and recreational programs.
Relationships & Advocacy – Initiate and foster relationships and advocate to decision makers on the issues that impact our community and our neighbours.**

COMPLIANCE WITH STRATEGIC PRIORITIES:

**Vibrant Community
Relationships & Advocacy**

GENERAL:

ORGANIZATIONAL:

FINANCIAL:

The EOC grant application is a maximum of \$30,000, with the City contribution of \$18,540 from the 2024 budget.

The ESS grant application is a maximum of \$30,000, with the City contribution of \$12,190 from the 2024 budget.

FOLLOW UP ACTION: Staff will attach the Council resolution to the EOC and ESS grant applications for submission.

COMMUNITY CONSULTATION:

COMMUNICATION:

DEPARTMENTS CONSULTED ON THIS REPORT:

Attachments:

- 1. EOC CEPF Application City of Fort St John**
- 2. EOC CEPF Grant Budget**
- 4. ESS CEPF Application City of Fort St John**
- 5. EOC CEPF Grant Budget**

RESPECTFULLY SUBMITTED:

**Kylah Bryde,
12 Jan 2024**



Community Emergency Preparedness Fund Application

Emergency Operations Centre Equipment and Training

Section 5: Detailed Budget

Item(s)	Cost Per	Qty	Total	CEPF Funding	Applicant Contribution	Other Grant Funding
Lap top	1550	5	7,750	7,750	-	N/A
Docking station	400	13	5,200	5,200	-	N/A
Monitor	300	22	6,600	6,600	-	N/A
Printer	1200	2	2,400	2,400	-	N/A
Phone	560	9	5,040	5,040	-	N/A
Section materials	250	6	1,500	1,500	-	N/A
Digital Display boards	800	4	3,200	510	2,690	N/A
Teams Equipment	4500	2	9,000		9,000	N/A
Board tables	700	2	1,400		1,400	N/A
White boards	150	3	450		450	N/A
Minor Renovations	1,000	1	1,000		1,000	N/A
Simulation -based Exercise			1,000	1,000	-	N/A
Indigenous Relations for Local Government	116.67	30	3,500	-	3,500	N/A
Lunch Room Supplies	-	-	250	-	250	N/A
Office Supplies	-	-	250	-	250	N/A
Desks	-	10	-	-	In-kind	N/A
Total			\$48,540	\$30,000	\$18,540	



Community Emergency Preparedness Fund Application

Emergency Support Services Equipment and Training

Section 5: Detailed Budget

Item(s)	Cost Per	Qty	Total	CEPF Funding	Applicant Contribution	Other Grant Funding
Lap top	1550	12	18,600	9,300	9,300	N/A
Docking station	400	5	2,000	2,000	-	N/A
Monitor	300	5	1,500	1,500	-	N/A
Printer	1200	6	7,200	7,200	-	N/A
Phone	560	6	3,360	3,360	-	
Section materials	250	3	750	750	-	
Digital Display boards	800	2	1,600	1,470	130	N/A
White/ bulletin boards	100	3	300	-	300	N/A
Lobby Chairs	100	6	600	-	600	N/A
Lobby Resource Materials Display	600	2	1,200	-	1,200	N/A
Signage	80	2	160	-	160	N/A
Minor Renovations	250	1	250	-	250	N/A
Indigenous Awareness Training	116.67	30	3,500	3,500	-	N/A
Host Volunteer thank you event	15	40	600	600	-	N/A
Recognition Materials	8	40	320	320	-	N/A
ERA Bootcamp	-	-	-	-	-	EMCR Sponsored
Office Supplies	-	-	250	-	250	N/A
Desks	-	3	-	-	In-kind	N/A
Total			\$42,190	30,000	\$12,190	

Community Emergency Preparedness Fund Emergency Operations Centres Equipment and Training 2024 Application Form

Please complete and return the application form by **February 23, 2024**.

Applicants will be advised of the status of their application within 90 days of the application deadline.

Please complete and return the application form in advance of the deadline. All questions must be answered by typing directly in this form. **As all questions are reviewed and scored as part of the adjudication process, please do not leave any questions blank.**

If you have any questions, contact cepf@ubcm.ca or (604) 270-8226 ext. 220.

SECTION 1: Applicant Information	AP <i>(for administrative use only)</i>
Local Government or First Nation Applicant: City of Fort St. John	Date of Application: January 19, 2024
Contact Person*: Matthew Troiano Phone: 250-787-8007	Position: Deputy Fire Chief E-mail: mtroiano@fortstjohn.ca
Secondary Contact Person*: Robert Norton Phone: 250-787-8003	Position: Fire Chief / Emergency Program Coordinator E-mail: Rnorton@fortstjohn.ca

** Contact persons must be authorized representatives of the applicant (i.e. staff member or elected official).*

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 of the <i>2024 Program and Application Guide</i> for eligibility.</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>

SECTION 3: Project Summary
<p>3. Project Information</p> <p>a. Project Title: Development of new primary EOC location</p> <p>b. Proposed start and end dates. Start: June 1, 2024 End: November 30, 2024</p>
<p>4. Project Cost and Grant Request:</p> <p>a. Total proposed project budget: \$30,000.00</p> <p>b. Total proposed grant request: \$30,000.00</p> <p>c. 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. We will supplement any additional funding through our Capital Budget process.</p>
<p>5. Project Summary. Provide a summary of your project in 150 words or less.</p> <p>The funds for this project will be utilized to equip the City's EOC, that also will play an important role to support our regional neighbours in the event, their jurisdictions are in threat or under evacuation. The intent is to make our space available to support a wide array of internal and external organization's needs.</p> <p>The project scope is to convert a city-owned facility to the primary EOC, that will require computer equipment, communication systems, Section materials, and display boards. In addition to having minor renovations completed to permit break out rooms.</p> <p>Funding is also allocated to host a training simulation-based exercise for a variety of organizations in Fort St John and surrounding areas to participate.</p>

SECTION 4: Detailed Project Information
<p>6. Proposed Activities. What <u>specific</u> activities will be undertaken as part of the proposed project? Refer to Section 6 of the <i>Program and Application Guide</i> for eligibility.</p> <p>a. Equipment and supplies, equipment installation</p> <p>Purchase and installation of computer equipment: computers, laptop docking stations, printers, mouse, phones, head sets, and display boards.</p> <p>b. Training and exercises</p> <p>Facilitate an exercise to support the EOC in the form of a tabletop workshop or mock emergency event.</p>
<p>7. Alignment with intent of funding stream. How will your project increase the capacity of EOCs?</p> <p>The funding would be utilized to assist Fort St John to build local capacity through having a designated, turn-key facility. The benefits of creating this space is an area that will</p>

maintain consistent, be activation ready at all times, have minimal interruption to other integral operations and obtain the ability to host frequent training exercises.

8. Engagement with First Nations and/or Indigenous Organizations. In the following questions, please identify the specific bands, Treaty First Nations and/or Indigenous organizations as well as the specific traditional territory, reserve or other First Nation's land that may be impacted by the proposed project.

- a. Which First Nations and/or Indigenous organizations were proactively engaged as part of the development of this application?

The City of Fort St. John has a standing agreement to incorporate the Doig First Nations into the emergency management plan. This facility will be available in the event of their community requires to evacuate.

The offer also extends to all other local First Nations.

- b. Which First Nations and/or Indigenous organizations will participate in the proposed activities and what specific role will they play?

Local First Nations will be invited to visit the facility when completed to have an idea of how the EOC could benefit them, also, local First Nations would be invited to participate in the table top simulation exercise.

- c. Please indicate the extent to which staff and/or elected officials have undertaken Indigenous Cultural Safety and Cultural Humility Training.

Staff or elected officials have been unable to successfully register for Indigenous Cultural Safety and Cultural Humility Training through EMCR or UBCM and are looking to undertake through other organizations, such as Indigenous Corporate Training.

If applicable, please submit evidence of support for the proposed activities from First Nations and/or Indigenous organizations identified above. This could be in the form of a letter, email or other correspondence.

9. Engagement with Neighbouring Jurisdictions and Affected Parties. In addition to Question 1, if applicable, identify any neighbouring jurisdictions and other impacted or affected parties (e.g., equity-denied populations, organizations that participate in the EOC program, etc.) that will participate in the proposed project and the specific role they will play. Rural and remote communities may want to consider engaging with regional districts and/or health authorities, and First Nation applicants may want to consider engaging with the First Nations' Emergency Services Society or the First Nations Health Authority.

The City of Fort St John supports numerous ESS host community activations for neighbouring jurisdictions, from the Peace River Regional District and/ or local First Nation communities that may require additional assistance from EOC.

The City of Fort St John EOC collaborates and aligns priorities with other affected parties such as Northern Lights College, Northern Health, School District, MOTI, RCMP, and BC Energy Regulator.

<p>10. Comprehensive, cooperative, regional approach and benefits. Describe how the project will contribute to a comprehensive, cooperative and regional approach to EOCs. What regional benefits will result from this project?</p> <p>A permanently established EOC located in a repurposed city-owned facility, will be available to assist the neighbouring jurisdictions in the case of needing to relocate during an Evacuation Alert/Order. This facility will be maintained in ready state to facilitate training exercises and sessions, in collaboration with other jurisdictions in the region.</p>
<p>11. Additional Information. Please share any other information you think may help support your submission.</p>

<p>SECTION 5: Required Attachments</p>
<p>Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Band Council resolution, Treaty First Nation resolution, local government Council or Board 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 type="checkbox"/> <u>For regional projects only:</u> 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.

<p>SECTION 6: Signature. Applications are required to be signed by an authorized representative of the applicant. Please note all application materials may be shared with the Province of BC and FNESS.</p>	
<p>I certify that: (1) to the best of my knowledge, all information is accurate, (2) the area covered by the proposed project is within the applicant's jurisdiction (or appropriate approvals are in place) and (3) we understand that this project may be subject to a compliance audit under the program.</p>	
<p>Name: Milo MacDonald</p>	<p>Title: Chief Administrative Officer</p>
<p>Signature*: <i>A certified digital or original signature is required.</i></p>	<p>Date:</p>

** Signatory must be an authorized representative of the applicant (i.e. staff member or elected official).*

Submit applications to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

Community Emergency Preparedness Fund Emergency Support Services Equipment and Training 2024 Application Form

Please complete and return the application form by **January 26, 2024**. Applicants will be advised of the status of their application within 90 days of the application deadline.

Please complete and return the Application Form in advance of the deadline. All questions must be answered by typing directly in this form. **As all questions are reviewed and scored as part of the adjudication process, please do not leave any questions blank.**

If you have any questions, contact cepf@ubcm.ca or (604) 270-8226 ext. 220.

SECTION 1: Applicant Information	<i>(for administrative use only)</i>
Local Government or First Nation Applicant: City of Fort St John	Date of Application: January 19, 2024
Primary Contact Person*: Kylah Bryde Phone: 250-787-8179	Position: ESS Director E-mail: kbryde@fortstjohn.ca
Secondary Contact Person*: Robert Norton Phone: 250-787-8003	Position: Fire Chief / Emergency Program Coordinator E-mail: rnorton@fortstjohn.ca

* Contact persons must be authorized representatives of the applicant (i.e. staff member or elected official).

SECTION 2: For <u>Regional Projects Only</u>
1. Identification of Partnering Applicants. For all regional projects, please list all of the partnering eligible applicants included in this application. Refer to Section 4 in the <i>Program and Application Guide</i> for eligibility.
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.

SECTION 3: Project Summary

3. Project Information

- a. Project Name: ERA IT set up requirements and development of primary ESS location
- b. Proposed start and end dates. Start: April 2, 2024 End: Oct 30, 2024

4. Project Cost and Grant Request:

- a. Total proposed project budget: \$30,000.00
- b. Total proposed grant request: 30,000.00
- c. 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.
No. We will supplement any additional funding through our budget process.

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

The funds of the project will be utilized to enable the use of ERA, the equipment purchased will give the ability to complete registration and referrals to support regional neighbours in the event they need to be evacuated from their homes.

Secondly, the scope includes to convert an area of a city-owned facility into two designated ESS offices for registration/ referrals and waiting room that will also require IT equipment, improvements to the waiting area, such as display boards, Section materials, and signage.

Thirdly, the scope of the project includes to improve volunteer meetings, training and a volunteer recognition event, a gift of thanks, facilitating an exercise with local partner organizations and host Indigenous Awareness Training for ESS volunteers.

SECTION 4: Detailed Project Information

6. Proposed Activities. What specific activities will be undertaken as part of the proposed project? Refer to Section 6 of the *Program and Application Guide* for eligibility.

a. Equipment and Supplies

Purchase and installment of IT equipment, such as lap tops, docking stations, monitors, printers, facility signage, Section materials, will be utilized to enable the ability to use ERA for activations and set up two offices for ERA to be turn-key ready to assist level 1 or 2 house fires. In addition, to improve the atmosphere in the lobby with a welcoming atmosphere with waiting chairs and resource materials.

b. Training and exercises

Two sessions of Bootcamp ERA training are being sponsored in March by EMCR. The funds from CEPF will be used to facilitate a mock registration training exercise using ERA and host Cultural sensitivity and awareness training for volunteers, through Indigenous Corporate Training.

c. Volunteer recognition and retention

Hosting a recognition thank you event for volunteers in the fall to acknowledge the work well done over the previous fire season.

7. Alignment with funding stream. Describe how your activities align with the intent of the funding stream (build local capacity to provide emergency support services through ESS volunteer/responder recruitment, retention and training, and the purchase of ESS equipment).

The funding would be utilized to assist Fort St John to build local capacity of volunteers through the implementation of equipment to support ERA as well as training, hosting events, and the ability to recognize volunteers contributions.

- a. How will the proposed activities support the modernization of the local ESS program? Will the Evacuee Registration and Assistance (ERA) Tool be implemented?

The project will support the technical requirements and equipment to utilize ERA.

- b. Describe how the proposed project will increase emergency response capacity as a host community.

Smaller scale activations of levels 1-2 will have a quick reponse time to accept evacuees with having a turn key ready facility. The facility will permit the ability to scale up or down depending on the emergency.

8. Engagement with First Nations and/or Indigenous Organizations. In the following questions, please identify the specific bands, Treaty First Nations, and/or Indigenous organizations as well as the specific traditional territory, reserve, or other First Nations' land that may be impacted by the proposed project.

- a. Which First Nations and/or Indigenous organizations were proactively engaged as part of the development of this application?

The City of Fort St John ESS, frequently engages and supports neighbouring First Nations communities. Fort St John has a standing agreement with Doig First Nations into the emergency management plan.

- b. Which First Nations and/or Indigenous organizations will participate in the proposed activities and what specific role will they play?

Local First Nations will be invited to visit the ESS facility when completed to familiarize themselves where to go if placed on an order.

- c. Please indicate the extent to which staff and/or elected officials have undertaken Indigenous Cultural Safety and Cultural Humility Training.

Staff or elected officials have been unable to successfully register for Indigenous Cultural Safety and Cultural Humility Training through EMCR or UBCM and are looking to undertake through other organizations, such as Indigenous Corporate Training.

If applicable, please submit evidence of support for the proposed activities from First Nations and/or Indigenous organizations identified above. This could be in the form of a letter, email, or other correspondence.

9. Engagement with Neighbouring Jurisdictions and Affected Parties. In addition to Question 1, if applicable, identify any neighbours and/or partners (e.g., equity-denied populations, pet-care organizations, organizations involved in a web of support network) you will engage with as appropriate to the project. Rural and remote communities may want to consider engaging with regional districts and/or health authorities, and First Nation applicants may want to consider engaging with the First Nations' Emergency Services Society or the First Nations Health Authority.

The City of Fort St John ESS typically activates from mutual aid requests for the Peace River Regional District or other neighbouring community's. ESS collaborates with Northern Health, First Nations Health Authority, FNESS, local First Nations, mental health support agencies, pet care organizations, and arranges donations from local industry companies.

10. Comprehensive, cooperative, regional approach and benefits. Describe how your project will contribute to a comprehensive, cooperative, and regional approach to ESS. What regional benefits will result from this project?

This project will support the modernization of ESS in Fort St John, which is a host community for the region and build local capacity through having a designated, turn-key facility. The North Peace Region has a collaborative approach to ESS and continually shares information, aligns reception centre procedures and calls upon other regional neighbours for mutual aid volunteers.

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

SECTION 5: Required Attachments

Only complete applications will be considered for funding.

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

- 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, 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.

SECTION 6: Signature Applications are required to be signed by an authorized representative of the applicant. Please note all application materials may be shared with the Province of BC and FNESS.

I certify that: (1) to the best of my knowledge, all information is accurate, (2) the area covered by the proposed project is within the applicant's jurisdiction (or appropriate approvals are in place) and (3) we understand that this project may be subject to a compliance audit under the program.

Name: Milo MacDonald

Title: Chief Administrative Officer

Signature*:

A certified digital or original signature is required.

Date:

** Signatory must be an authorized representative of the applicant (i.e. staff member or elected official).*

Submit applications to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca