

Community Emergency Preparedness Fund

Emergency Support Services Equipment and Training 2024 Application Worksheet

Please complete and return the worksheet with all required attachments by **January 26, 2024**. Applicants will be advised of the status of their application within 90 days of the application 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: Primary Applicant Information	
First Nation or Local Government full name: Township of Esquimalt	File number*: LGPS - 10314

**Refer to the LGPS Online Application Form submission confirmation email*

SECTION 2: Detailed Project Information
<p>1. 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> <ul style="list-style-type: none"> a) Equipment and supplies b) Training and exercises Four Workshops that will allow for ERA, Cultural, and Reception Centre functions specific training. The training will align Provincial ESS guidance and local capacity.. c) Volunteer recognition and retention
<p>2. 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).</p> <p>These workshops are going to be attended by all teams within the Greater Victoria Region and CRD. The focus will be on level three activations where mutual aid is required and we must come together to activate a Reception Centre and ensuring our processes are aligned and we create an understanding on working together in the context of our regional needs and capacity. Township of Esquimalt will lead this project and the ESSD Committee will be used as the 'working group' in development of</p>

agenda's, and any relevant training. The Township will make all other arrangements and support for the Workshops has been expressed by the EPC's in the region at the LGEPAC meetings who will be kept informed of the progress in planning and updated on workshops as they occur.

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

Each workshop will have elements of ERA training (how to use the tool) as well as how to support volunteers and reception centres (how does an ERA lead reception centre function). All teams around the region are at various skill levels, hosting these workshops will increase understanding and allow those volunteers with greater knowledge to support those still learning.

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

There will be 4 hosts, one for each workshop to ensure equity in travel and ability to attend. The workshops will be designed to increase capacity for all communities not just host communities. The intent of these workshops is that the ESSD Committee in the region will agree upon processes of working together in mutual aid supported Reception Centre and the workshops will provide the avenue of delivering those aligned process, these would not deviate from provincial ESS guidelines but will ensure that we still address our regional challenges in capacity and demographic needs and incorporate the lessons learned and observed by local volunteers who were deployed to Kelowna's Reception Centre in 2023.

3. 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 Songhees and Esquimalt Nations' emergency program is supported by the View Royal Fire Department. Conversations have been had regarding engaging the Nations to support their learning and that of the ESS volunteers. The workshops have also been mentioned to Richard Elliott who is responsible for the Emergency Program for the Pauquachin communities. A meeting is being planned for end of January 2024 with the Songhees and Esquimalt Nations.

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

Songhees, Esquimalt and the Pauquachin communities will all be invited to attend the workshops for prayer openings.

Currently I'm working with View Royal to reach out to Songhees and Esquimalt Nations to build relations and request participation by inviting representatives to talk to participants of the workshop about their history on these lands.

In build up to the workshops the request will be made to identify members of the community who could be community navigators to a reception centre or group

lodging and begin to develop their understanding of ESS and ensure our reception centres create a cultural safe environment with their communities specific needs.

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

Various members of the ESSD Committee have attending presentations hosted by EMCR and Nicole Norris. I, personally have attended training and information sessions while working for EMBC, such as the Blanket Exercise and other training provided by Stephanie Papik, I've worked with Nicole Norris to organize online cultural training. The Township of Esquimalt also hosts Cultural Competency 101 training for its staff. All opportunities to gain understanding is taken by myself and the ESSD Committee members

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.

- 4. Engagement with Neighbouring Jurisdictions and Affected Parties.** Identify any neighbouring jurisdictions 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 ESSD Committee membership is the 13 municipalities and 3 electoral areas in the CRD, the members are ESSD's from each community. In planning for these workshops, the committee has agreed to increase its meeting frequency to support planning. Local ESS experts will be asked to develop training material and tools. First Nation Communities will be invited to participate as mentioned above. EMCR ESS staff will be requested to support these workshops in providing training and/or being present to allow for an open forum for answering questions about the ERA tool.

- 5. 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?

These workshops are intended to address lessons learned from the Kelowna Fires and begin planning for how a mutual aid reception centre will be activated and functions staffed. These workshops would not only support the ESS community in the region but will compliment the exercises being developed by REMP and DND, both which will be used to look at cross jurisdictional evaluation and supporting evacuees as host communities by the ESS Committee. As Esquimalt Emergency Program Manager, I sit at both tables and am ensuring that any opportunity to align projects and exercises is not missed.

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

These workshops will contain the following training and exercises. Each is to be either developed to support local capacity and community needs or is training that will be requested by the specialist (EMCR, local ESS community leaders, JIBC).

- Supervisor (including R&R) Function(s)
- Resource Acquisition
- Documentation
- ERA Tool Training
- Reception Centre Wise Practices
- First Nations Cultural Learning
- EOC and RC communications
- Reception Centre Tabletop Exercise (for ESSD committee)
- Reception Centre Mini Exercise with ERA

Where possible in-kind solutions will be sought. The staff and volunteer time for planning and organizing the workshops will also be in-kind from the ESSD Committee.

The design of some of the intended training sessions will be done by local ESS experts and an honorarium is budgeted for their time and support.

One workshops will be held every 3 months for a one year period.

SECTION 3: 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 that indicates the proposed expenditures from CEPF and aligns with the proposed activities outlined in the Application Worksheet. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified. Applicants are encouraged to use the new [LGPS Budget and Financial Summary Tool](#).
- For regional projects only: Band Council resolution, Treaty First Nation, or local government Council or Board resolution, from each sub-applicant that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

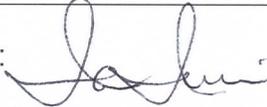
SECTION 4: Signature This worksheet is required to be signed by an authorized representative of the applicant (*i.e., staff member or elected official*). Please note all application materials will be shared with the Province of BC.

I certify that to the best of my knowledge: (1) 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) it is understood that this project may be subject to a compliance audit under the program.

Name: Ian Irvine

Title: Director of Financial Services

Signature*:



Date: January 9, 2024

**A certified digital or original signature is required.*

**Documents should be submitted as Word, Excel, or PDF files.
Total file size for email attachments cannot exceed 20 MB.**

**All documents should be submitted to Local Government Program Services,
Union of BC Municipalities by email: cepf@ubcm.ca**

Please note "2024-ESS" in the subject line.