

## Community Emergency Preparedness Fund

# Emergency Support Services Equipment and Training

## 2025 Application Worksheet

Please complete and return the worksheet with all required attachments by **January 31, 2025**. 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](mailto:cepf@ubcm.ca) or (604) 270-8226 ext. 220.

<b>SECTION 1: Primary Applicant Information</b>	
First Nation or Local Government Name: CITY OF LANGLEY	File Number*: LGPS-11466

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

<b>SECTION 2: Detailed Project Information</b>
<p><b>1. Location of Proposed Activities.</b> For the purpose of CEPF funding, if minor renovations of group lodging facilities or reception centres are proposed, the facilities must be located in a First Nation owned building or publicly owned building or an asset owned by the primary applicant or a sub-applicant:</p> <p><input type="checkbox"/> Facility is located in a First Nations owned building (buildings owned by a Treaty First Nation or a First Nation band).</p> <p><input checked="" type="checkbox"/> Facility is located in a publicly owned building (buildings owned by a local government or public institution, such as health authority or school district).</p> <p><input checked="" type="checkbox"/> Asset (e.g., trailer for mobile ESS) is owned by the primary applicant or sub-applicant.</p>
<p><b>2. Proposed Activities.</b> 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) Purchase of equipment and supplies, including installation of and training for eligible equipment.</p> <p>Langley City wishes to purchase ESS Volunteer Responder uniforms, including: tshirts, jackets, and shirts with embroidered logos and patches, and other promotional items such as ID badges and car decals with the Langley City Emergency Program Logo. This spending would be a first for the program and will</p>

foster pride, community, and unity within the volunteer group, while enhancing visibility and coordination with other emergency responders.

Estimate of spending: \$9,000.00

Langley City wishes to purchase ESS Volunteer Responder PDA (Level 1 Kits) for the Langley City Fire Rescue Service Duty Officer Truck, and will include ESS items such as iPads, MiFis, printers, and mobile phones to improve response time, align with EMCR's push for modernization through ERA, and enable regional support across communities.

Estimate of spending: \$13,900.00

Additionally, Langley City wishes to purchase Reception Centre Bins and related items - such as new bins, ESS documentation, stationary, signage, posters, PPE, and vests for ESS Reception Centre functions.

Estimate of spending: \$6,100.00

b) Training (where possible, please list specific courses) and exercises.

Langley City wishes to invest some of the grant funding in education and training opportunities for our ESS Volunteer Responders, courses may include:

- JIBC EMRG 1100 (Intro to EM)
- JIBC EMRG 1200 (ICS Level 100)
- Red Cross Psychological First Aid Training (Self Care)
- Red Cross Psychological First Aid Training (Caring for Others)
- Violence and Prevention & De-escalation Training (will source an external consultant/facilitator)
- Drug Use Exposure/Proximity to Drug Use Training (will source an external consultant/facilitator).

Estimate of spending: \$11,000.00

c) Volunteer recognition and retention.

N/A

### 3. Alignment with Funding Stream.

a) 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 Langley City Emergency Program is a new program aiming to expand its volunteer pool to better serve the community by ensuring the safety of residents and workers in an emergency event. We believe fostering a sense of pride and belonging within the volunteer group is key to success.

Volunteer education and training are critical to our mission, as the BCAEM's primary goal is to keep responders safe. We want our volunteers to be confident in responding to Level 1, 2, or 3 emergency activations.

To effectively assist evacuees during emergencies, volunteers need the right tools. We are seeking grant funding to purchase Reception Centre Bins, materials, and Level 1 PDA Kits with essential technology to align with EMCR's requirements,

including regionalized response and use of ERA. This funding will strengthen our ESS program and enhance support for both Langley City and its regional partners.

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

Langley City aims to modernize its ESS response with ERA for Level 1 and 2 emergency activations. We seek grant funding for Level 1 Kits and Level 2 Reception Centre Bins, as well as essential education and training (including ERA and the courses listed in section #2.b) to ensure volunteers have the skills and confidence to respond effectively.

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

CEPF grant funding will enable Langley City to expand its ESS Volunteer Responder pool, developing skilled volunteers (via education and training) who can support both their local community and regional efforts. It will provide the education and tools needed to enhance response capabilities locally and beyond.

**4. 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?

Langley City has not yet had a chance to make connections with local First Nations, however this is high on our list for 2025.

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

N/A

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

N/A

*If applicable, evidence of support for the proposed activities from First Nations and/or Indigenous organizations has been submitted with this application. This could be in the form of a letter, email, or other correspondence.*

**5. 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.

N/A

*If applicable, evidence of support for the proposed activities from neighbouring jurisdictions or other parties has been submitted with this application. This could be in the form of a letter, email, or other correspondence.*

- 6. 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?

The CEPF grant's investment in the Langley City Emergency Program will support the education and training of our ESS Volunteer Responders, enabling us to better serve our community and assist regionally when needed. Langley City aims to strengthen its Emergency Program (LCEP), ensuring all volunteers are well-prepared for an emergency.

Regionally, this investment will ensure our responders are ready for deployment, allow Langley City to serve as a Host Community when neighbouring jurisdictions require support, and enable remote response through modern technology (ERA) - ensuring we can assist the Province in critical situations.

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

Langley City hopes to be considered for the UBCM CEPF grant as funding would directly support the success of our program by providing the resources needed for training, equipment, and technology, ensuring our volunteers are fully prepared to respond effectively to emergencies.

### SECTION 3: Required Attachments

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

- Band Council, Treaty First Nation, or local government resolution **OR** a letter of support from the Band Manager, CAO or CFO for applications that request less than \$50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant management. All regional applications, or applications requesting more than \$50,000 in funding, will require resolutions to be submitted.
- 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 [LGPS Budget and Financial Summary Tool](#).

For regional projects only:

- Band Council, Treaty First Nation, or local government resolution from the primary applicant, indicating support for the current proposed activities and willingness to provide overall grant management; and,
- Band Council, Treaty First Nation, or local government 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. Resolutions from sub-applicants must include this language

**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: MELANIE LAPOINTE

Title: LANGLEY CITY EMERGENCY  
MANAGEMENT PROGRAM ADVISOR

Signature\*:



Date: JANUARY 9, 2025

*\*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](mailto:cepf@ubcm.ca)**

**Please note "2025-ESS" in the subject line.**

## UBCM CEPF - ESS Grant (up to \$40,000.00)

Item Type	Eligible Item	Description	Vendor	Cost (ea.) *2024 CAD Rates	Qty	Total Cost	Comments	Link
Education and Training	EMRG 1100 - Intro to Emergency Mgmt	Learn the basic concepts and structure of emergency management in Canada. Explore the framework, principles and components involved in effectively managing emergencies or disasters, whether in a government, community agency, industry, or business context.	JIBC	\$63.94	15	\$959.10	Only for NEW ESS Volunteer Responders as part of onboarding.	<a href="#">Introduction to Emergency Management in Canada</a>
Education and Training	EMRG 1200 - ICS Level 100	Learn a proven incident site management system for emergencies or disasters. Students will be introduced to an effective system for command, control, and coordination of response at an emergency site. The Incident Command System (ICS) is recognized as a flexible and scalable all-hazards system, which provides a common response framework suitable to any size of event.	JIBC	\$44.54	30	\$1,336.20	New requirement for ESS Volunteer Responders	<a href="#">Incident Command System Level 100</a>
Education and Training	Red Cross - Psychological First Aid Training (Self Care)	In this course, learn the effects of stress, loss, and trauma, with an emphasis on building and using a personal self-care plan.	Red Cross	\$20	30	\$600	New requirement for ESS Volunteer Responders	<a href="#">Psychological First Aid Courses - Canadian Red Cross Psychological First Aid</a>
Education and Training	Red Cross - Psychological First Aid Training (Caring for Others)	In this course, learn how to recognize when a person is in distress and how to offer help without judgement or assumptions.	Red Cross	\$20	30	\$600	New requirement for ESS Volunteer Responders	<a href="#">Psychological First Aid Courses - Canadian Red Cross</a>
Education and Training	Violence Prevention & De-escalation Training	Consultant/Facilitator yet to be decided.	JIBC	\$5,000	1	\$5,000	New requirement for ESS Volunteer Responders	TBD
Education and Training	Drug Use Exposure/Proximity to Drug Use Course	Consultant/Facilitator yet to be decided.	JIBC	\$2,000	1	\$2,000	New requirement for ESS Volunteer Responders	TBD
<b>TOTAL</b>						<b>\$10,495.30</b>		
Uniforms and Promotional Items	ESS Volunteer Responder (All Levels) Uniforms	Tshirts with embroidered logos and patches, jackets with embroidered logos and patches, hats with embroidered logo, car decals, LCEP ESS Volunteer Responder cards/ID (separate from PSLV cards)	TBD	\$300	30	\$9,000.00		TBD
Response Tools - Level 1	ESS PDA Kits for LCFRS Duty Officer Truck	Creation and replenishment of ESS PDA Level 1 Kits with embroidered logos, applicable documentation and stationary, signage/flag on-scene, and PPE.	TBD	\$1,500	4	\$6,000.00		TBD
Response Tools - Level 1 - Electronics	ESS PDA Kit Item - IPAD	Ipads with cellular (can also be used during ESS Level 2 response)	TBD	\$1,000	4	\$4,000.00		TBD
Response Tools - Level 1 - Electronics	ESS PDA Kit Item - MIFI	Additional incase necessary (can also be used during ESS Level 2 response)	TBD	\$250	2	\$500.00		TBD
Response Tools - Level 1 - Electronics	ESS PDA Kit Item - PRINTER	Printers for Level 1 response activities + 1 backup printer (including cost of ink etc) (can also be used during ESS Level 2 response)	TBD	\$500	2	\$1,000.00		TBD
Response Tools - Level 1 - Electronics	ESS PDA Kit Item - MOBILE PHONES	To be used in ESS Level 1 (PDA) kits (can also be used during ESS Level 2 response)	TBD	\$1,200	2	\$2,400.00		
Response Tools - Level 2/3 Kits	Reception Centre Bins	ESS Level 2/3 Kits with all applicable documentation and stationary, signage, posters, PPE.	TBD	\$800	7	\$5,600.00		TBD
Response Tools - Level 2/3 Kit Items	Reception Centre Bin Items	New ESS Vests	TBD	\$500	1	\$500.00		TBD
<b>TOTAL</b>						<b>\$29,000.00</b>		