

Community Emergency Preparedness Fund

Public Notification and Evacuation Route Planning

2026 Application Worksheet

Please complete and return the worksheet with all the required attachments form by **April 24, 2026**. Applicants will be advised of the status of their application within 120 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.**

For detailed instructions regarding application requirements, please refer to the 2026 Public Notification and Evacuation Route Planning Program and Application Guide.

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 Name: CITY OF LANGLEY	File Number*: LGPS-12865

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

SECTION 2: Detailed Project Information
<p>1. Area of Interest. What area(s) will the proposed plan(s) cover?</p> <p>Langley City</p> <p><i>A map of the proposed area of interest is required to be submitted with the Application Worksheet. In cases where the proposed area of interest includes areas outside of the administrative boundary of the primary applicant or sub-applicant(s), a letter of support from neighbouring jurisdictions is required.</i></p>
<p>2. Proposed Activities. What <u>specific</u> activities will be undertaken as part of the proposed project? Please refer to Sections 4 and 6 of the <i>Program and Application Guide</i> for eligibility.</p> <p>Langley City is seeking to utilize grant funding to engage a qualified external consultant to develop and support the implementation of a comprehensive emergency notification plan for the Alertable emergency notification system. This approach is necessary to ensure the plan is strategic and aligned with best practices in emergency communications. The plan will also be closely integrated with Emergency Operations Centre (EOC) activation protocols, ensuring that Alertable is effectively embedded within incident command structures and communication workflows during emergency response. This includes establishing clear roles, approval processes, and messaging coordination procedures to support timely, consistent, and accurate public information dissemination when the EOC is activated.</p> <p>Rough estimate: \$40,000.00</p>

3. Evidence and Rationale. What is the rationale and evidence for undertaking this project? This may include evidence of local hazards (e.g., as identified in the local Emergency Plan); threat levels (e.g., as identified in Hazard, Risk, and Vulnerability Analysis; Community Wildfire Resiliency Plan; and/or flood risk assessments) and previous emergencies (e.g., evacuations that were ordered, notifications were issued).

Langley City faces a range of hazards, including severe weather events, fire, flooding, and infrastructure disruptions, all of which are increasing in frequency and intensity. These risks highlight the need for a reliable and timely emergency notification system supported by an emergency notification plan to protect public safety.

Recent emergencies have demonstrated challenges such as inconsistent messaging, limited public awareness of notification tools, and difficulty reaching vulnerable populations. Without a structured communications approach aligned with Emergency Operations Centre (EOC) activation, there is a risk of delays, confusion, and reduced effectiveness of emergency response efforts.

This project will address these gaps by developing an emergency notification plan for the Alertable system that is integrated with EOC processes. This will improve public awareness and enable timely and consistent messaging during emergencies, and strengthen Langley City's overall emergency preparedness and community resilience.

4. Alignment with Recommended Content. Refer to Table 1 in the *Program and Application Guide* and describe the extent to which the content identified in the guide will be included in the proposed project.

The proposed project aligns with eligible funding categories, including the development of strategies, plans, policies, and processes to support effective emergency notification and emergency alerting during emergencies. This includes the creation of standardized notification templates, messaging frameworks, and procedures for requesting and issuing alerts, as well as strengthening web and social media practices to improve the reach and timeliness of emergency communications.

To deliver these outcomes effectively, Langley City will primarily allocate funding toward engaging a qualified external consultant with expertise in emergency communications. The consultant will be responsible for developing the plan, templates, and supporting tools, ensuring that all materials reflect best practices in public alerting, accessibility, and community understanding. Where applicable, activities will include the development of message wording, dissemination protocols, and alignment with Emergency Operations Centre (EOC) procedures.

5. 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 recognizes the importance of meaningful engagement with First Nations and are currently working to strengthen relationships with First Nations groups within the region. Building these relationships requires time, trust, and careful consideration, and we are committed to ensuring that engagement occurs in a respectful and collaborative manner. Currently, Langley City is working through the IER provincial funding to strengthen those relationships and have very exciting initiatives well on their way.

Given the early stages of this process and the importance of allowing partnerships to develop thoughtfully, Langley City does not anticipate formal collaboration on this specific grant application. However, the City continues to explore opportunities for engagement and

collaboration moving forward. First Nations representatives may also participate in Langley City EOC activations during incidents, which can support information sharing (including emergency notifications and updates) and coordinated response efforts when emergencies impact shared areas of interest.

- 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.

- 6. Engagement with Neighbouring Jurisdictions and Affected Parties.** Identify any neighbouring jurisdictions and/or affected parties (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.

At this time, the project will be focused on developing and implementing the emergency notification plan within Langley City. While heavy engagement with neighbouring jurisdictions is not planned due to limited time, resources, and varying levels of external participation, the project will still follow best practices and align with regional and provincial standards to ensure consistency and interoperability where feasible.

Langley City will prioritize consultation with internal stakeholders, equity-denied populations, and community support organizations - such as non-profits, cultural groups, agencies supporting seniors and people with disabilities, and pet care organizations - to ensure the plan is inclusive, accessible, and actionable for all residents. This approach ensures the project meets community needs while remaining realistic and achievable within current capacities.

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.

- 7. Climate Change.** Describe how the proposed project will consider climate change in the project methodology and include the impacts of climate change in the Evacuation Route plan and/or Public Notification plan.

The proposed project will explicitly consider the impacts of climate change in the resulting emergency notification plan. Climate-related hazards - such as extreme heat, severe storms, flooding, and other weather-related emergencies - will be incorporated into the risk assessment and scenario planning that informs the communications strategy. By identifying these evolving threats, the project ensures that messaging, alerting protocols, and public education efforts are tailored to address the types of emergencies that are increasing in frequency and intensity due to climate change.

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

The proposed project will account for large-scale Emergency Support Services (ESS) scenarios in the development of the emergency notification plan. The methodology will incorporate potential high-impact events - such as widespread flooding, fire, extreme weather incidents, or other emergencies requiring mass evacuations or community support - that could trigger ESS activation. By considering these scenarios, the proposed plan will include protocols for timely alerts, clear instructions for accessing emergency supports, and coordinated messaging to guide affected residents to available services.

Additionally, the project will ensure that messaging templates and dissemination procedures are scalable to address both localized incidents and events impacting large populations. This approach enhances preparedness by ensuring that, during major emergencies, Langley City can provide accurate, rapid, and actionable information that supports efficient ESS operations, protects vulnerable populations, and strengthens overall community resilience.

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

The proposed project is designed to directly support recommendations and requirements outlined in the Langley Emergency Plan. Specifically, it will enhance the plan's public notification and alerting capabilities by developing a communications strategy, standardized messaging templates, and procedures that align with the plan's objectives for timely, clear, and actionable information dissemination.

The project will also ensure integration with Emergency Operations Centre (EOC) activation protocols, supporting the roles, responsibilities, and decision-making processes identified in the Langley Emergency Plan. By addressing the plan's requirements for consistent messaging, multi-channel communication, and outreach to vulnerable populations, the project strengthens overall emergency preparedness and ensures that Langley City is better equipped to implement the Langley Emergency Plan during real-world incidents.

10. Comprehensive, cooperative, regional approach and benefits. Describe how the proposed project will contribute to a comprehensive, cooperative, and regional approach to Public Notification and/or Evacuation Route Planning.

What regional benefits will result from this project?

While the project is primarily focused on enhancing emergency notification within Langley City, it is designed to align with regional and provincial standards and best practices to support a broader, cooperative approach to public notifications. By developing standardized messaging templates, scalable alerting protocols, and clear procedures for integrating with provincial alert systems like Alertable, the project ensures consistency and interoperability in public notifications across jurisdictions when emergencies span multiple communities.

Regional benefits include improved clarity and consistency in messaging for residents who live, work, or travel across municipal boundaries, enhanced readiness for multi-jurisdictional incidents, and greater alignment with provincial emergency alert requirements. The project also strengthens regional resilience by creating a model plan that other municipalities and regional partners can reference, promoting a more coordinated and effective approach to emergency notifications across the area.

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

This project represents a critical investment in Langley City's ability to deliver timely, accurate, and accessible emergency notifications to all residents. By engaging a qualified consultant, Langley City will ensure that the emergency notifications plan is based on best practices, evidence-based approaches, and lessons learned from past emergency events, resulting in a high-quality, actionable plan ready for immediate implementation.

The project also incorporates climate change considerations, large-scale ESS scenarios, and alignment with the Langley Emergency Plan, ensuring that emergency notifications are relevant, effective, and scalable for both routine and complex incidents. Furthermore, the plan will improve internal coordination, streamline procedures during EOC activation, and enhance public trust in municipal alerting systems.

Finally, while the project is focused internally, it will be developed with regional and provincial interoperability in mind, providing a foundation for future collaboration and ensuring that public notifications are consistent and actionable for residents who live, work, or travel across municipal boundaries. This approach maximizes the community, regional, and long-term benefits of the grant investment.

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, 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:
 - Indicating the proposed expenditures from CEPF and in alignment 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: Emergency Management Program Advisor

Signature*: 

Date: March 24, 2026

**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 “2026 PNERP” in the subject line.

UBCM CEPF - 2026 Public Notification and Evacuation Route Planning (up to \$40,000.00)

Item Type	Eligible Item	Description	Vendor	Cost (ea.) *2026 CAD Rates	Qty	Total Cost	Comments	Links
Consultant/Contractor Costs	Consultant to create Emergency Notifications Plan	To engage a qualified external consultant to develop and support the implementation of a comprehensive emergency notification plan for the Alertable emergency notification system. This approach is necessary to ensure the plan is strategic and aligned with best practices in emergency communications. The plan will also be closely integrated with Emergency Operations Centre (EOC) activation protocols, ensuring that Alertable is effectively embedded within incident command structures and communication workflows during emergency response. This includes establishing clear roles, approval processes, and messaging coordination procedures to support timely, consistent, and accurate public information dissemination when the EOC is activated	TBD	\$40,000.00	1	\$40,000.00		
						TOTAL	\$40,000.00	

TOTAL OF \$40,000.00