



## STAFF REPORT

To: Emergency Management Executive Committee

Date: 2026-04-13

From: Tarina Colledge, Manager of Emergency Management

Subject: Preparedness, Resiliency and Emergency Program Development and Grant

Reviewed by: Graham Daneluz, Director of Planning & Development

Jaime Van Nes, Director of Legislative Services

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### RECOMMENDATION

**THAT** the Fraser Valley Regional District Board authorize staff to accept grant funding of up to \$199,998.40, if awarded, to support development of *Preparedness, Resiliency and Emergency Program* materials, with any required budget amendment to be brought forward in a future report.

### BACKGROUND

The Fraser Valley Regional District (FVRD) Emergency Management Program is guided by the [Emergency Management Program Policy \(EMPP\)](#), approved by the Board in 2023. The EMPP establishes the policy foundation for a program that is tailored to the FVRD's geographic scale, rural and remote context, hazard profile, and available resources.

One of the core program components identified in the EMPP is a Neighbourhood and Community Capacity Building Program. To advance that component, staff brought forward the [Preparedness, Resiliency and Emergency Program Strategy](#) in 2025. PREP is intended to provide a structured approach to neighbourhood-based preparedness and resiliency by supporting residents and community groups to strengthen local awareness, organization, and readiness.

This update is being provided because staff have now completed the initial engagement, risk review, and foundational development work needed to move PREP into its next stage. Staff are also seeking to position the program to take advantage of external funding that would support the design and development of implementation materials, should that funding be awarded.

### DISCUSSION

## Progress Update

Since endorsement of the PREP Strategy, staff have undertaken engagement with internal and external stakeholders to validate the proposed approach and inform program design.

Engagement has included:

- neighbourhood and community groups already undertaking localized resiliency initiatives;
- representatives from emergency response services;
- non-profit response organizations;
- provincial agencies and other regional districts; and
- internal staff from Protective Services / Fire Services, Environmental Services, and Financial Services.

Staff also completed a SWOT analysis with input from four active resiliency-type groups to identify common themes, opportunities, and organizational risks, and to consider how a common program structure could support consistency without limiting local initiative.

This work confirmed strong interest in a neighbourhood-based resiliency program. It also confirmed that many community groups wish to maintain local autonomy in how they organize and participate. Staff believe this can be supported within a common FVRD framework, provided there is role clarity, consistency, and appropriate governance.

Following this engagement, staff began developing foundational PREP program documents, including:

- a Preparedness, Resiliency and Emergency Program Framework, similar in concept and structure to the EMPP; and,
- a Memorandum of Understanding (MOU) intended for future PREP Pods.

Both documents were reviewed internally by select senior leadership and were also subject to a desktop risk review by colleagues at the Municipal Insurance Association of BC. That work is now complete.

## Governance and Risk Considerations

Engagement reinforced the importance of clearly distinguishing between the roles of official response agencies and the roles of residents, neighbourhood groups, and community-based organizations. This is particularly important in rural communities, where individuals often hold multiple roles at once. During engagement, staff heard examples of residents who are simultaneously involved in community associations, volunteer response organizations, local government employment, and business operations. While this overlap reflects a strong culture of local contribution and public service, it can also create confusion during emergencies if roles, authorities, and expectations are not clearly defined. Without appropriate structure, there is potential for:

- confusion regarding who is acting in what capacity;

- blending of official and unofficial roles;
- overstepping of responsibilities or authorities; and,
- increased organizational risk and liability.

For this reason, staff have approached PREP development with an emphasis on clear distinctions, appropriate boundaries, and formalized relationships, while also holding space within the program framework to acknowledge that during disasters clarity may be unavailable and communications technology and processes may be impacted.

### Funding Opportunity and Next Steps

With the foundational framework work substantially completed, staff have sought external funding to support the next phase of development: the design of program materials, facilitation tools, and implementation resources intended for public and community group use.

Staff have submitted a grant application to Canadian Red Cross for up to \$199,998.40. If successful, this funding would support the development of a full suite of PREP materials designed with the public end-user in mind.

Staff understand that the application is being viewed favourably by CRC and may be decided before the next committee meeting. As a result, staff are seeking advance authority for the FVRD to accept the grant if awarded, so that implementation can proceed without delay.

If funding is awarded, staff will return in a future report with:

- any required budget amendment for 2026; and,
- a recommendation respecting award of a contract following completion of the procurement process.

The project has been structured in three 6-month phases enabling effective project management, a pilot launch period, and refinement to apply learnings from the pilot phase. Upon completion of the mid-phase staff will continue to support the program as a core component of the FVRD Emergency Management Program.

<b>PHASE 1 – Strategic Design, Architecture &amp; Core Material Development</b>	<b>6 months</b>
<p>This phase builds the framework, standards, tools, and intellectual property that staff will later implement. Creation of all deliverables necessary for the success of the program. Includes project management, management of necessary design subcontractors. Includes key informant interviews, as necessary. Alignment with FVRD emergency management program materials.</p> <p>Deliverables:</p> <ol style="list-style-type: none"> <li><b>Tools and Materials for FVRD:</b> <ul style="list-style-type: none"> <li>· Program Framework</li> <li>· Pathway to Resilience – graphics and information – identifying competency levels (basic PREP competency, intermediate competency, levelled up competency)</li> </ul> </li> </ol>	

- Orientation and Preparedness presentation
  - Memorandum of Understanding (already created in house and approved for use)
  - Community workshops outlines, scripts, and presentation materials on topics like readiness & resiliency, **EM “The System”, FireSmart practices, and hazard awareness**
  - Feedback survey template and template to amalgamate feedback
  - FVRD Bang the Table/Have Your Say landing page tailored to the program
  - A program archetype based on the FVRD EM101 video that carries the gameboard theme into community, without FVRD branding to ensure communities can place themselves into the materials
    - Power points
    - Guides
    - Materials
    - videos
  - Visual of program influences, laws, policies, plans, etc.
2. **Tools and Materials for PREP Pods:**
- Hazard awareness brochures and guides
  - Pod Starter Guide
  - FAQ document
  - Readiness and Resiliency Intracommunity Plan template
  - PREP Lead training modules and guidance materials
    - Including general guidance on how to organize local drills and exercises with sample scenarios
  - Unbranded templates for community program implementation
  - Unbranded template for community resiliency survey & information management
  - A timeline template for PREP Pods to plot out their pilot program required steps
  - Template plan with tools for managing convergent help in community during emergencies
  - Annual program intracommunity review and improvement templates
  - Communication protocols for PREP Pods and liaising with the FVRD EOC or EM team
3. **Community Outreach Materials:**
- Canned social media scripts, Alertable notifications, and local event materials
  - Digital and print flyers and signage to promote program participation
4. **Supplies and Equipment:**
- Although pre-staged disaster equipment is beyond the scope of this project and grant application, FVRD will help Pods know of other relevant funding to purchase their own supplies and materials for activities **beyond the scope of the FVRD’s tools and supports. Additionally, FVRD may be able to assist “emergency sites” to host** preparedness supplies as and when grants are available to fund these, agreements are in place for their care and maintenance, and the organization has an interest.
  - **PREP ‘swag’ such as a Challenge Coin with “Safe. Organized. Coordinated.”** With the unbranded theme of the program.
5. **Neighbourhood Funding Options:**
- In-kind: FVRD Electoral Area Grant in Aid is available on an annual basis to community groups. This is managed by the Finance department. This program will create a clear eligibility pathway for these grants.
  - Including FireSmart and wildfire risk reduction activities in the scope of the project will increase funding opportunities for groups under the BC provincial FireSmart funding for FireSmart Neighbourhoods.
  - FVRD aims to help Pods know of other external grants.

<b>PHASE 2 – Staff-led Implementation Support</b>	<b>6 months</b>
<p>Staff are leading implementation, so this phase funds strategic support and launch of operations. Operational launch fees will cover mileage, rural facility rentals, food and drinks for participants, printing of materials, courier or postal fees for print materials and relevant program designed ‘swag’ such as a program launch challenge coin for those willing to onboard. This phase uses staff time for pilot implementation, and applies grant funds for rural</p>	

facility rentals, food and refreshments for coordinated events, printing and materials, postage fees, and launch & recognition materials.	
<b>PHASE 3 – Refinement, Evaluation &amp; Level-Up</b>	<b>6 months</b>
This project phase includes a review of any feedback received during the 6 month pilot project and makes adjustments to the base materials, then develops the next module so keen and quick groups that complete the pathway to resilience basics within the 6-month pilot can be invited to learn more and ‘level up’ on the pathway. Surveys may also coincide with group debriefs, led by staff, and an outcome analysis.	

## COST

No immediate budget amendment is requested through this report. Staff are requesting Board authorization to accept grant funding of up to \$199,998.40, if awarded. Should the application be successful, staff will bring forward a future budget amendment to allocate the grant funding in 2026.

Any contract award associated with the funded work will be brought forward separately upon completion of the applicable procurement process.

## CONCLUSION

Staff have completed the initial engagement, risk review, and foundational document development needed to advance the Preparedness, Resiliency and Emergency Program. The work completed to date has validated the need for a structured neighbourhood and community capacity-building program while also highlighting the importance of clear governance, role clarity, and risk management.

The current grant opportunity would enable the next phase of PREP development by funding the design and development of facilitation and implementation materials needed to support sustained program delivery. Staff are therefore seeking Board authorization to accept the grant, if awarded, and will return with a future budget amendment and procurement recommendation as required.