

To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: February 3, 2026
Meeting Type: Regular Council Meeting

Prepared by: Lauren Sanbrooks, Grant Funding Specialist
Department: Finance & Administration

Title: Grant Application | Public Notification and Evacuation Route Planning
Description: Regional grant application to refine the 250 evacuation zones and update the evacuation plan.

RECOMMENDATION

THAT the District of Lake Country support a regional grant application by the Regional District of Central Okanagan to the April 2026 intake of the Union of British Columbia Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF) for Public Notification & Evacuation Route Planning stream;

AND THAT the Regional District of Central Okanagan (RDCO) be authorized to apply for, receive and manage the grant funding on behalf of the District of Lake Country.

EXECUTIVE SUMMARY

Staff are seeking Council's support to submit a regional application to the UBCM Community Emergency Preparedness Fund (CEPF) – Public Notification and Evacuation Route Planning funding stream. Led by the Regional District of Central Okanagan, the application would request up to \$240,000 (\$40,000 per partner) to refine the 250 evacuation zones and update the evacuation plan. The Regional District of Central Okanagan would apply for, receive, and manage the grant funding on the District's behalf for the April 2026 intake.

DISCUSSION/ANALYSIS

The Community Emergency Preparedness Fund (CEPF) is a suite of funding programs designed to help First Nations and local governments prepare for emergencies and reduce risks from natural hazards in a changing climate. The program is funded by the Province of British Columbia and administered by the Union of BC Municipalities (UBCM).

The Public Notification & Evacuation Route Planning stream supports eligible applicants to develop Evacuation Route Plans and/or Public Notification Plans that provide information for First Nations, local governments, and community members in the event of an emergency. The grant will be submitted on behalf of all the regional partners, with a maximum of \$40,000 per partner for a total of up to \$240,000.

If approved, grant funding will be used to refine the 250 evacuation zones and to update the plan to accommodate scenarios where multiple zones evacuate to one or more locations. This will include tabletop and targeted training, as well as collaborative efforts to enhance evacuation route planning processes.

In 2025, the District successfully secured funding through this stream to update the Lake Country Municipal Evacuation Route and Public Notification Plan. The project is currently underway.

FINANCIAL IMPLICATIONS

None Budget Previously Approved Other (see below)

COMMUNICATION

This application was referred to internal departments.

ALTERNATE RECOMMENDATION(S)

1. THAT the District of Lake Country not support a regional grant application by the Regional District of Central Okanagan to the April 2026 intake of the Union of British Columbia Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF) for Public Notification & Evacuation Route Planning stream.

Respectfully Submitted.

Lauren Sanbrooks, Grant Funding Specialist

Report Approval Details

Document Title:	Public Notification and Evacuation Route Planning – Regional Grant Application.docx
Attachments:	
Final Approval Date:	Jan 28, 2026

This report and all of its attachments were approved and signed as outlined below:

Darren Lee, Fire Chief - Jan 21, 2026 - 10:50 AM

Trevor James, CFO, Director of Finance & Administration - Jan 21, 2026 - 11:03 AM

Reyna Seabrook, Director of Corporate Services - Jan 21, 2026 - 12:44 PM

Paul Gipps, Chief Administrative Officer - Jan 28, 2026 - 10:40 AM

Task assigned to Makayla Ablitt, Manager of Corporate Administration was completed by assistant Shara Glenn, Legislative and FOI Coordinator - Jan 28, 2026 - 10:57 AM