



# STAFF REPORT TO BOARD

**DATE OF REPORT** October 17, 2024  
**MEETING TYPE & DATE** Board of October 30, 2024  
**FROM:** Emergency Management Cowichan (EMC)  
Strategic Services Department  
**SUBJECT:** Community Emergency Preparedness Fund Evacuation Route  
Planning 2025 Grant Application  
**FILE:** 1855-40 Evac Route Plan CEPF 2025

## **PURPOSE/INTRODUCTION**

The purpose of this report is to obtain approval for a regional application for the Union of British Columbia Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF) to continue and completed evacuation route planning for the Cowichan area.

## **RECOMMENDED RESOLUTION**

That a grant application in the amount of up to \$200,000 be submitted to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for Evacuation Route Planning.

## **BACKGROUND**

Under the *Emergency and Disaster Management Act* (EDMA), local authorities will coordinate community evacuations. Under the regional Emergency Program Service, Emergency Management Cowichan (EMC) has been developing evacuation routes plans used by responders and the Regional Emergency Operations Centre (REOC). 70% of the Cowichan region will have evacuation route plans for responder use by the end of 2024.

The UBCM CEPF grant is available to local authorities and First Nations to help support the development of these plans and provide critical support for responder and REOC readiness and response by providing valuable information about routes, timing and resources required to enact an effective evacuation.

## **ANALYSIS**

EMC is seeking approval for funding to complete the final 30% of evacuation route plans through a consultant. This includes the following areas:

- Electoral Area A
- Electoral Area B
- Electoral Area C
- Electoral Area H
- City of Duncan
- South End (remaining areas of the Municipality of North Cowichan)

### **FINANCIAL CONSIDERATIONS**

At this time, EMC is applying for up to \$200,000 for eligible activities (budget attached). After reviewing the application, the UBCM grant review committee may suggest minor amendments to activities proposed, resulting in adjustments to the project and an increase or decrease in the application total. For this reason, resolution requested is for the full value of \$200,000 to ensure these minor changes can be easily included.

### **COMMUNICATION CONSIDERATIONS**

In previous years, this grant was not eligible for products developed for public presentation (out-of-scope). This year this product is eligible and will be included. If funding allows, all areas in the Cowichan local authority scope will be done concurrently.


### **STRATEGIC/BUSINESS PLAN CONSIDERATIONS**

As we continue in a regional emergency management model, where possible, emergency management grants will be used to support the growth and improvement of the full program benefiting all local authority and First Nation members.


Referred to (upon completion):

- ☐ Community Services (*Cowichan Community Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Facilities & Transit*)
- ☐ Corporate Services (*Finance, Human Resources, Information Technology, Legislative Services*)
- ☐ Operations (*Utilities, Parks & Trails, Recycling & Waste Management*)
- ☐ Land Use Services (*Community Planning, Strategic Initiatives, Development Services, Building Inspection & Bylaw Enforcement*)
- ☒ Strategic Services (*Communications & Engagement, Economic Development, Emergency Management, Environmental Services*)

Prepared by:

  
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April Diver, MA, CBCA, PMP  
Manager, Operations & Planning, EMC

Reviewed by:

  
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Ryan Wainwright, BA  
Senior Manager, EMC

  
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Clayton Postings  
General Manager, Strategic Services  
Department

Reviewed for form and content and approved for submission to the Board:

Resolution:

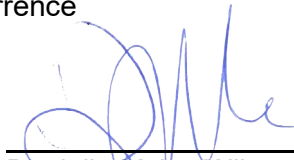
☒ Corporate Officer

Financial Considerations:

☒ Chief Financial Officer

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Chief Administrative Officer's Comments / Concurrence



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Danielle Myles Wilson  
Chief Administrative Officer

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**ATTACHMENTS:**

Attachment A – CEPF Evac Route Plans 2025 Grant Budget

Attachment B – CEPF Evac Route Plans 2025 Application Summary