



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 Emergency Support
Services 2025 Grant Application
FILE: 1855-40 ESS 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 to enhance and upgrade the Emergency Support Services (ESS) program 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 Emergency Support Services.

BACKGROUND

To be compliant with the *Local Authority Emergency Management Regulation*, Local Authorities are required to coordinate the provision of food, clothing and shelter to victims of emergencies and disasters. Under the regional Emergency Program Service, the CVRD coordinates these services through an Emergency Support Services (ESS) Program. This program is delivered by the CVRD (Emergency Management Cowichan) throughout the region on behalf of all municipal and First Nations partners.

The UBCM CEPF grant is available to local authorities and First Nations to help support the delivery of ESS in their region. The grant will improve Emergency Management Cowichan's ability to build resiliency across the region to manage evacuees and aid in their recovery.

ANALYSIS

The Cowichan ESS program is the busiest in all of BC for the number of incidents from single house fires to larger evacuations for flooding, wildfire, etc. To continuously improve regional resiliency and service delivery, the ESS program is seeking a grant to purchase and implement:

- 2 Volunteer appreciation events and 10 Volunteer kits
- Level 1 and AED First Aid Training for 20 volunteers
- ESS signage for reception centres / group lodging
- Evacuee Information Portal
- Training for reception centres
- 8 Microsoft Surface laptops with storage case

- Mobile ESS updates – generator, trailer dolly, ID card printer and pallet jack
- Cots and sleeping bags
- Sea-can for storage at potential new reception centre site

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

N/A

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:



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

Reviewed by:



Ryan Wainwright, BA
Senior Manager, EMC



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

Chief Administrative Officer's Comments / Concurrence



Danielle Myles Wilson
Chief Administrative Officer

ATTACHMENTS:

Attachment A – CEPF ESS 2025 Grant Budget

Attachment B – CEPF ESS 2025 Application Summary