



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: CEPF Emergency Operations Centre (EOC) Grant 2025
FILE: 1855-40 EOC CEPF 2025

PURPOSE/INTRODUCTION

The purpose of this report is to obtain approval for a regional application for the UBCM Community Emergency Preparedness Fund (CEPF) Emergency Operations Centre (EOC) 2025 grant to increase the capacity of the Regional Emergency Operations Centres (REOC) through supplies, exercises and training.

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 Operations Centres Equipment and Training.

BACKGROUND

The Regional Emergency Operations Centre (REOC) team is identified to provide response coordination and support for a significant emergency event in the Cowichan area. This multi-jurisdictional team coordinates response, implement plans, and disseminates critical information to ensure an effective response for all Cowichan local authorities.

The CEPF EOC grant is available to support local authorities to build capacity in their emergency operations centres through the purchase of equipment and supplies, and the development and delivery of training and exercises.

ANALYSIS

The REOC is administered by Emergency Management Cowichan (EMC). The amalgamation of municipal EOCs into one REOC is relatively new and substantial effort is required to adjust training materials and strategies to ensure key staff across all participating jurisdictions can be adequately knowledgeable and skilled to provide support in a significant emergency. Under this grant application, EMC is seeking to fund the following

- 72-hour food and water supply for REOC locations.
- One temporary position for a one-year term (Training Technician) to support training delivery.
- Table top exercise training development and facility rental, materials, logistics.
- A map printer to support REOC operations.
- Mobile generator for ensuring uninterrupted power Ladysmith's (North) REOC location.
- Furniture and supplies for pop-up REOC (currently there is no central zone REOC location identified for 2025, therefore a location would be stood up at the time of the event).

FINANCIAL CONSIDERATIONS

Estimated cost of the project is \$200,000.00, budget attached.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

The development of a regional training and exercise program is foundational to the regional emergency management program. It is essential and mandatory for key staff to become competent in their role and responsibilities during a significant emergency and ensure they have the proper equipment to achieve these goals.

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*)

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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 EOC 2025 Grant Budget

Attachment B – CEPF EOC 2025 Application Summary