



# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** December 22, 2020

**MEETING TYPE & DATE** Community Services Committee of January 13, 2021

**FROM:** Emergency Management Division  
Community Services Department

**SUBJECT:** Community Emergency Preparedness Fund Emergency Support  
Services Grant Application

**FILE:**

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## PURPOSE/INTRODUCTION

The purpose of this report is to obtain approval for a regional application to the UBCM Community Emergency Preparedness Fund (CEPF) to enhance and upgrade the Emergency Support Services program for the Cowichan area.

## RECOMMENDED RESOLUTION

That it be recommended to the Board that a grant application in the amount of \$138,340.00 be submitted to the Union of British Columbia Municipalities Community Emergency Preparedness Fund Initiative for the purchase of Emergency Support Services electronic equipment, storage units, a second mobile unit, and delivery of training.

## 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 throughout the region on behalf of all municipal and First Nation partners. The CVRD provides and manages the primary resources to operate the ESS program, with some assistance from Ladysmith who provides a fourth reception centre and staff for the program. A volunteer team managed by the CVRD also helps to deliver responses services on small incidents.

## ANALYSIS

Recently the Province of BC has moved to a digital online evacuee registration system. For the Cowichan ESS program to deploy this new system, equipment and training will be required. The grant will enable the CVRD to purchase electronic equipment for all four designated reception centres and put some aside for mobile deployments/volunteer teams.

To continue to deliver the ESS program effectively across the region and particularly as incidents continue to increase, additional resources (mobile supplies and strategically positioned stockpiles) will also be essential. A second mobile ESS unit will increase the ability for ESS responders to provide support directly to impacted communities. As mobile units are not always suitable (e.g. certain incidents where vehicular access to a location is no longer possible), storage containers strategically placed next to remote area reception centres would provide additional support.

## FINANCIAL CONSIDERATIONS

The (CEPF) program can contribute a maximum of 100% of the cost of eligible activities. Each applicant is eligible for up to \$25,000, however the CEPF ESS grant allows for a regional approach whereby the maximum funding available is based on the number of eligible applicants included in the regional application. With support from Town of Lake Cowichan, Town of Ladysmith, City of

Duncan, and the Municipality of North Cowichan, the grant maximum for the region with the CVRD as the primary applicant would be \$125,000. The project is estimated to cost approximately \$135,000. The CVRD would contribute approximately \$10,000 within its current budget.

**COMMUNICATION CONSIDERATIONS**

N/A

**STRATEGIC/BUSINESS PLAN CONSIDERATIONS**

N/A

**GENERAL MANAGER COMMENTS**

☐ Not Applicable

Referred to (upon completion):

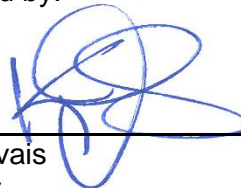
- ☐ Communications & Engagement
- ☒ Community Services *(Cowichan Community Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Emergency Management, Facilities & Transit)*
- ☐ Corporate Services *(Finance, Human Resources, Legislative Services, Information Technology, Procurement)*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

Prepared by:



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Emergency Program Coordinator

Reviewed by:



Keir Gervais  
Manager



Terri Askham  
A/General Manager

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

Resolution:

☒ Manager, Legislative Services

Financial Considerations:

☒ Manager, Finance

**ATTACHMENTS:**

Attachment A – Community Emergency Preparedness Fund Emergency Support Services 2021 Application Form

Attachment B – 2021 CEPF ESS Upgrade Project Proposed Budget