



STAFF REPORT

TO: CHIEF ADMINISTRATIVE OFFICER
FROM: JOHN THOMAS, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: EOC Backup Generator – Grant Application to UBCM
MEETING DATE: JANUARY 13TH, 2026

PURPOSE

The purpose of this report is to seek a resolution from Council in order to complete an application to UBCM for a grant to cover a portion of the cost of a Backup Generator for the Emergency Operations Centre (39 South Shore Road).

BACKGROUND

The Town's EOC is the central coordination point for emergency response, communications, and decision-making during disasters. A reliable backup power source has been identified as a critical operational requirement requiring the Town to explore options for making this critical improvement. Loss of power would significantly impair the Town's ability to maintain communications, coordinate resources, and support regional mutual aid partners during a period of disaster.

Staff have completed preliminary planning, confirmed load requirements, identified suitable equipment, and estimated project costs. A current funding opportunity under the UBCM Community Emergency Preparedness Fund – EOC Equipment and Training Stream has been identified and if approved, it would provide up to \$30,000 for essential equipment that enhances local emergency management capacity. Backup generators have been explicitly identified as an eligible expense.

A dedicated backup generator will ensure the EOC remains fully functional during power outages, enabling uninterrupted communication, situational awareness, and coordination with regional and First Nations partners. This project aligns with the CEPF program's intent to build local capacity and strengthen regional emergency readiness.

IMPLICATIONS

a. Financial:

The total financial cost of this project is approximately 100,000. While the grant is 100% funded, the maximum allowable amount is \$30,000. Given the size of the building and load required to safely and properly operate the facility, we estimate the project cost to be as follows:

- Generator (with delivery): \$68,000
- Labour \$10,000
- Contingency (concrete pad and other works) - \$22,000
- Total = \$100,000

b. Policy/Legislation:

Under the *Emergency and Disaster Management Act* of BC, local authorities are statutorily mandated to establish and maintain a local emergency program that includes plans, procedures, training, and organizational structures to prepare for, respond to and recover from emergencies and disasters (Section 52 of the Act). Having a properly functioning Emergency Operations Centre is a core and fundamental aspect of fulfilling this requirement.

c. Strategic Priority:

This initiative helps improve community resilience and emergency preparedness.

d. Sustainability:

N/A

e. Communication:

N/A

f. Staffing Implication:

Staff will be responsible for managing this project through to completion.

Option:

1. SUPPORT THE GRANT:

THAT Council authorize staff to apply to the UBCM Community Emergency Preparedness Fund – EOC Equipment and Training Program for up to \$30,000 to purchase and install a backup generator for the Emergency Operations Centre, AND THAT Council commit to supporting and managing the project if the grant is approved.

2. STATUS QUO – DENY THE REQUEST

THAT Council decline to support the submission of a grant application to the UBCM Community Emergency Preparedness Fund – EOC Equipment and Training Program for a backup generator for the Emergency Operations Centre at this time.

Recommendation

Staff is recommending option 1.

Signed:

John T

John Thomas

Chief Administrative Officer

Community Emergency Preparedness Fund

Emergency Operations Centres Equipment and Training

2026 Program and Application Guide

(updated October 29, 2025)

Applications will be accepted September 1, 2025 to February 27, 2026 using the [LGPS Online Application Tool](#)

This intake will have limited funds available. Due to the expected high volume of applications, it is likely this intake will be substantially oversubscribed.

1. Introduction

The [Community Emergency Preparedness Fund](#) (CEPF) is a suite of funding streams intended to support First Nations and local governments to better prepare for disasters and reduce risks from natural **hazards** in a changing climate. Funding is provided by the Province of BC and is administered by the Union of BC Municipalities (UBCM).

As of August 2025, the funding streams include:

- Emergency operations centres equipment and training
- Emergency support services equipment and training
- Foundations of disaster risk reduction
- Indigenous cultural safety and cultural humility training
- Public notification and evacuation route planning
- Volunteer and composite fire departments equipment and training

Please refer to [Appendix 1](#) for definitions of terms used in this guide. All defined terms are in **bold** in the program guide.

Background

An **Emergency Operations Centre (EOC)** is a function established by an organization or jurisdiction to coordinate the overall organizational or jurisdictional response and support to an emergency response. EOCs can be fixed locations, temporary facilities, mobile operations, or virtual structures with staff participating remotely.

Under the *Emergency Program Act*, municipalities and regional districts are responsible for responding to emergencies in their area. In April 2017, the Ministry of Emergency Management and Climate Readiness (EMCR) entered into a 10-year service agreement with Indigenous Services Canada in order to be able to provide equivalent emergency management services to First Nations.

In November 2023, the *Emergency and Disaster Management Act* came into force, replacing the *Emergency Program Act*. The new Act and regulations govern how to manage an emergency or disaster in British Columbia. Until they are repealed, regulations made under the former *Emergency Program Act* remain in force.

Emergency Operations Centres Equipment and Training Funding Stream

The intent of this funding stream is to support eligible applicants to build local capacity through the purchase of essential equipment and supplies required to maintain or improve an **EOC** and to enhance **EOC** capacity through training and exercises.

For the purpose of CEPF funding, if minor renovations of **EOCs** are proposed, the facilities must be located in a **First Nation owned building** or **publicly owned building** or an asset owned by the **primary applicant** or a **sub-applicant**.

2. Eligible Applicants

All First Nations (bands, modern Treaty First Nations with treaties that are in effect, and Indigenous National Governments with authority for lands and resources) and local governments (municipalities and regional districts) in BC are eligible to apply.

Eligible applicants can submit one application per funding stream intake. This includes applying as a sub-applicant in a regional application.

For the purpose of CEPF funding, the following agencies are able to act as a **primary applicant**:

- An emergency management organization that is created by a regional district service establishing bylaw and approved by the Province of BC may act as the **primary applicant** on behalf of eligible applicants that participate in the established emergency management service. When acting as a **primary applicant** on behalf of eligible applicants, the regional emergency management organization may submit more than one application per funding stream intake provided that each eligible First Nation or local government that is included as a **sub-applicant** is only funded once per intake.
- An Indigenous governing body with authority for emergency management may act as the **primary applicant** on behalf of eligible First Nations. The Indigenous governing body may submit more than one application per funding stream intake provided that each eligible First Nation that is included as a **sub-applicant** is only funded once per intake.

Emergency management organizations created by a regional district and Indigenous governing bodies that are interested in submitting an application to act as the **primary applicant** must contact UBCM in advance of submitting an application and will be required to provide appropriate documentation related to membership, authority, and area of service.

3. Grant Maximum

The Emergency Operations Centres Equipment and Training funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$30,000.00.

Eligible applicants that can demonstrate geographical constraints (e.g., significant distance and/or barriers, such as mountain ranges, between reserves or communities) and a clear case for **EOCs** in each reserve or community may be eligible to exceed the funding maximum. For more information, please contact UBCM in advance of submitting an application.

As required, the Evaluation Committee may recommend that an application be approved in part, based on available funding and the merit of the proposed project.

To ensure transparency and accountability in the expenditure of public funds, all other contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the funding. This includes any other grant funding and any revenue that is generated from activities that are funded by the CEPF.

The Indigenous Engagement Requirements Funding Program provides funding for the implementation of the Indigenous Engagement Requirements within the *Emergency and Disaster Management Act*. For more information visit the Province of BC's [website](#) or contact: EMCR.IERFunding@gov.bc.ca.

4. Eligible Projects

To qualify for funding, proposed activities must support eligible applicants to build local capacity through the purchase of essential equipment and supplies required to maintain or improve an **EOC** and to enhance **EOC** capacity through training and exercises.

In addition, to qualify for funding, projects must be:

- A new or subsequent phase of a project (retroactive funding is not available).
- Capable of completion by the applicant within one year from the date of grant approval.
- Where applicable, eligible for required approvals, authorizations, and permits.
- In alignment with the [Emergency Operations Centre Operational Guidelines](#).

Regional Projects

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum funding available would be based on the number of eligible applicants included in the application. It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

The **primary applicant** submitting the application for a regional project is required to submit a resolution as outlined in [Section 7](#) of this guide. Each **sub-applicant** is required to submit a resolution that clearly states their approval for the **primary applicant** to apply for, receive, and manage the grant funding on their behalf.

5. Requirements for Funding

As part of both the development of the application package and the delivery of the **approved project**, local governments are encouraged to proactively engage with local First Nations and Indigenous organizations, such as Friendship Centres and Métis Chartered Communities. Engagement by local governments both locally and regionally can help build relationships with First Nations, benefit both communities, and enhance reconciliation. More information on engagement best practices is available [here](#).

As part of the Approval Agreement, approved applicants must agree to the following requirements for funding:

- Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use, or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference.
- Where applicable, the Qualified Professionals that manage the proposed project must be subject matter experts and any professional activities must be developed and signed by a qualified professional as per the *Professional Governance Act*.

6. Eligible and Ineligible Costs and Activities

Eligible Costs and Activities

Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Eligible costs and activities are limited to Table 1 and must be cost-effective.

Table 1: Activities Eligible for Funding

1. Purchase of essential supplies and purchase and installation of equipment specific to the function of the EOC

*For the purpose of CEPF funding, if minor renovations of **EOCs** are proposed, the facilities must be located in a **First Nation owned building** or **publicly owned building** or an asset owned by the **primary applicant** or a **sub-applicant**.*

Applicants are advised to review the [Occupational Health & Safety Regulation](#) in relation first aid and to the provision of personal protective clothing and equipment for employees.

- Purchase of essential supplies for use in the **EOC**, by **EOC** personnel, that are required to maintain or improve **EOCs**, limited to:
 - Section materials (Management, Operations, Planning, Logistics, Finance, and Administration)
 - 72-hour supply of food and water
 - Basic/Level 1 and/or Intermediate/Level 2 first aid kits
 - Personal protective equipment limited to masks, respirators, eye protection, and gloves
 - Basic furniture and appliances
 - Storage containers for eligible supplies and equipment
- Purchase of essential supplies required to maintain or improve mobile **EOCs**, limited to:
 - Basic/Level 1 and/or Intermediate/Level 2 first aid kits
 - Personal protective equipment for mobile **EOC** personnel limited to masks, respirators, eye protection, gloves, and high visibility apparel
 - Personal protective clothing for mobile **EOC** personnel limited to weather-proof clothing
 - Vehicle emergency supply kit
 - Mobile storage containers for eligible supplies and equipment
- Purchase and installation of essential on-site equipment required to maintain or improve **EOCs** such as information technology, communication systems, satellite internet routers and related equipment, radio towers, antennas, radios, generators, wall monitors, portable air conditioners, and portable air scrubbers.
- Purchase and installation of essential off-site equipment required for communications and external data collection specific to the function of the **EOC** such as satellite internet routers and related equipment, drones that do not require pilot certificate or registration (i.e., microdrones that are less than 250 grams), radio towers, antennas, satellite phones, radios, and rapid damage assessment kits.
- Purchase and installation of tsunami sirens that will be owned and operated by the **primary applicant** and/or **sub-applicants**.
- Purchase of trailers for the purpose of transportation, storage, and mobile **EOCs**.

- Minor renovations in **EOCs** and/or mobile **EOCs** (e.g., wiring, cabling, installation of shelving).
- Training in order to support installation and use of eligible supplies and equipment limited to equipment listed in Section 1 of Table 1.

2. Training and exercises specific to the function of the EOC

For all virtual courses, eligible costs include: course fee, required course materials, and travel (including accommodations and per diems) only if required for internet connection or access to necessary technology. For all in-person courses, eligible costs include: course fee, required course materials, and travel (including accommodations and per diems).

Staff wages and costs related to back-filling positions are not eligible for funding.

If approved applicants attend training through the Provincial Emergency Management Training Program only travel costs (including accommodations and per diems) will be eligible for funding.

Qualified trainers are required to be used and approved applicants are encouraged to identify local providers for training. The following list includes examples of commonly used course names.

- EOC Courses
 - Introduction to EOCs (e.g., EMRG-1300)
 - EOC Essentials (e.g., EMRG-1320)
 - EOC Operations (e.g., EMRG-1330)
 - EOC Planning (e.g., EMRG-1331)
 - EOC Logistics (e.g., EMRG-1332)
 - EOC Finances (e.g., EMRG-1333)
 - Information Officer (e.g., EMRG-1334)
 - EOC Applied Training (e.g., EMRG-1350)
- Emergency Management Courses
 - Intro to Emergency Management in Canada (e.g., EMRG-1100)
 - HRVA (e.g., EMRG-1121)
 - Planning for Community Disaster Recovery (e.g., EMRG-1132)
 - Radio Communications Station Management (e.g., EMRG-1133)
 - Psychosocial Resilience in Disasters (e.g., EMRG-1143)
 - Community Evacuations (e.g., EMRG-1136)
 - Introduction to Exercise Design (e.g., EMRG-1150)
 - Introduction to Business Continuity Management (e.g., EMRG-1170)
 - Incident Command Systems Levels 100-400
- Critical Incident Stress Management Courses
 - Introduction to CISM (e.g., CISM 1000)
 - CISM Stress Debriefing (e.g., CISM 1015)
 - Building and Participating on a CISM Team (e.g., CISM 1040)
- Other training specific to the function of the **EOC**, including:
 - Indigenous **Cultural Safety** and Cultural Humility Training, in alignment with the current [CEPF funding stream](#)
 - First Nations principles of OCAP®
 - Conflict Resolution
 - Mental Health Resiliency
 - Workplace Hazardous Materials Information System (WHMIS)
 - Communications
- Exercises that support increasing **EOC** capacity (e.g., tabletop walkthroughs of **EOC** roles and responsibilities, mock earthquake/fire/flood emergencies to practice activating an **EOC** and directing emergency response).

3. Volunteer Recruitment and Retention Activities

- Recruitment activities (e.g., advertisements, purchase of branded pop-up tent for recruitment events)
- Purchasing awards and small gifts for EOC personnel
- Hosting volunteer recognition events including venue rentals, food, and non-alcoholic beverages

Additional Eligible Costs and Activities

The following expenditures are also eligible provided they relate directly to the eligible activities identified in Table 1:

- Incremental applicant staff (e.g., creating a new position or adding new responsibilities to an existing position). Eligible expenses include wages/salary, mandatory employment related costs as required by federal or provincial law, and other employment related costs as required by the approved applicant.
- Incremental administrative and/or operating costs that are directly related to eligible activities (e.g., lease and insurance costs for storage of **EOC** materials).
- Consultant/contractor costs. Please note: if you intend to hire a qualified professional to support proposed activities, professional consultant rates will only be considered for activities that represent respective professions. For other activities (e.g., event planning) consultant rates are expected to be commensurate with the type of activity being undertaken.
- Identification/incorporation of community and cultural values. This includes seeking advice from Indigenous Knowledge Holders and other experts (e.g., health authorities, First Nations Health Authority), and the community (e.g., equity-denied populations, Indigenous organizations such as Friendship Centres and Métis Chartered Communities, Indigenous Nations, local governments, and emergency response organizations).
- Honoraria for cultural leaders, Elders, Indigenous knowledge keepers, and/or cultural keepers. Note: these honoraria should reflect the role of Indigenous Peoples as subject matter experts and be equitable to consultant rates.
- Costs related to local cultural protocols (e.g., gifts, cultural ceremonies).
- Honoraria for equity-denied populations or service organizations that support equity-denied populations.
- Translation costs and the development of culturally appropriate education, awareness, or engagement materials.
- Expenses related to first aid training and kits that are incremental to the Occupational Health and Safety Regulation requirements for a workplace/employer and that are required specifically for eligible activities.
- Presentations to Band Council, Treaty First Nation government, local government Council or Board, or community organizations, etc.
- Where applicable, costs related to required approvals, authorizations, and permits.
- Public information costs (e.g., workshops, printed materials) that align with the intent of the funding stream and provide benefit to the community at large.

Ineligible Costs and Activities

Any activity that is not outlined in [Table 1](#) or is not directly connected to activities approved in the application is not eligible for grant funding. This includes:

- Routine or ongoing operating costs or activities (e.g., heating, cooling, and lighting; security; software or service subscriptions; or membership fees) that are not incremental to the project or not directly related to eligible activities.

- Routine or ongoing planning costs or planning activities that are not incremental to the project.
- Regular salaries and/or benefits of **primary applicant** or **sub-applicant(s)** staff or partners.
- Duplication of recently developed information, maps, or imagery (e.g., LiDAR that is currently available through the [Open LiDAR Data Portal](#)) provided the information remains accurate.
- Project-related fees payable to the **primary applicant** or **sub-applicant(s)** (e.g., permit fees).
- Costs related to individual or household preparedness, including the purchase of emergency supplies (e.g., first aid kits, evacuation supplies).
- Development of curriculum for Kindergarten to Grade 12 education.
- Major capital improvements or major renovations to existing facilities and/or construction of new, permanent facilities.
- Purchase of promotional items, door/raffle prizes, give-away items, and/or gifts for community members (except costs related to local cultural protocols).
- Use of an **EOC** during an emergency.
- Purchase of supplies required for any work outside of an **EOC** or mobile EOC (e.g., personal protective equipment and clothing, bug spray, sunscreen, traffic safety equipment).
- Purchase of first aid kits and/or first aid training that are required to meet Occupational Health and Safety Regulation requirements for a workplace/employer and/or intended for occupational first aid, disaster first aid, and/or wilderness first aid.
- Purchase or testing of public notification systems and/or subscription/service fees for public notification systems.
- Training and exercises not specific to the function of the **EOC**.
- Training for the general public.
- Training provided and paid by the [Provincial Emergency Management Training Program](#) (excluding travel costs).
- Purchase of vehicles.
- Emergency preparedness marketing campaigns.
- Development or update of Emergency Management Plans and/or emergency response plans.
- Conferences.

3. Application Requirements and Process

The LGPS Online Application Tool is required to be used. Refer to Appendix 2 for full information.
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Application Deadline

The application deadline is February 27, 2026. Applicants will be advised of the status of their applications within 120 days of the application deadline.

Required Application Contents

EMCR and GeoBC respect and are committed to the First Nations principles of OCAP®. Any product, data, or information which may include Indigenous knowledge as identified by the applicant may be submitted at the discretion of the applicant.

All applicants are required to complete the LGPS Online Application Form and submit an electronic copy of the following:

- Completed Application Worksheet with all required attachments.
- Band Council, Treaty First Nation, or local government resolution **OR** a letter of support from the Band Manager, CAO, or CFO for applications that are from a single applicant and request less

than \$50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant management. All regional applications, or applications requesting more than \$50,000 in funding, will require resolutions to be submitted.

- Detailed budget:
 - Indicating the proposed expenditures from CEPF and in alignment with the proposed activities outlined in the Application Worksheet.
 - Although additional funding or support is not required, any other grant funding or **in-kind contributions** must be identified.
 - **UPDATED:** Applicants are encouraged to use the [EOC Budget, Amendment Request, Financial Summary Form](#).
- For regional projects only:
 - Band Council, Treaty First Nation, or local government resolution from the **primary applicant**, indicating support for the current proposed activities and willingness to provide overall grant management; and,
 - Band Council, Treaty First Nation, or local government resolution from each **sub-applicant** that clearly states their approval for the **primary applicant** to apply for, receive, and manage the grant funding on their behalf. Resolutions from **sub-applicants** must include this language.

Submission of Applications

Applications are required to be submitted in two steps prior to the application deadline:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.
2. Application Worksheet: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

Refer to [Appendix 2](#) for the information that will be required to be submitted during each step, including all application questions.

Worksheets and required attachments should be submitted as Word, Excel, or PDF files. Total file size for email attachments cannot exceed 20 MB. All materials should be submitted to Local Government Program Services, Union of BC Municipalities by email: cepf@ubcm.ca.

Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application contents have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

As required, the Evaluation Committee will assess and score all eligible applications. Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

Higher application review scores will be given to projects that:

- Are from applicants that have not received funding under the Emergency Operations Centres Equipment and Training funding stream or have received minimal funding from the funding stream.
- Align with the intent of the Emergency Operations Centres Equipment and Training funding stream to increase **EOC** capacity.

- Demonstrate evidence of engagement with First Nations and/or Indigenous organizations in advance of submitting the application and as part of the proposed project (e.g., collaborative planning tables; incorporating First Nation values and perspectives in proposed activities; existing outreach, plans, engagement reports or processes; including First Nation engagement costs in the budget; completion of Indigenous **Cultural Safety** and Cultural Humility Training).
- Effectively engage with neighbouring jurisdictions, and other impacted or affected parties (equity-denied populations, organizations that participate in the **EOC** program) as appropriate to the project. Rural and remote communities may want to consider engaging with regional districts and/or health authorities, and First Nation applicants may want to consider engaging with the First Nations' Emergency Services Society or the First Nations Health Authority.
- Contribute to a comprehensive, cooperative, and regional approach to **EOCs**.
- Are cost-effective. In cases where costs are higher than expected, project(s) may be approved at a lower grant amount.

As required, the Evaluation Committee may consider the provincial, regional, and urban/rural distribution of proposed projects, and previous CEPF funding. Recommendations will be made on a priority basis. All funding decisions will be made by UBCM.

UBCM will share all applications with the Province of BC.

4. Grant Management and Applicant Responsibilities

Grants are awarded to approved applicants only. The approved applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Approved applicants are responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision and Payments

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded. The Approval Agreement is required to be signed and returned to UBCM within 30 days.

Grants are paid at the completion of the project and only when the final report requirements have been met.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Updated October 2025 - Payment by Direct Deposit

Approved applicants may request to have all grant payments made by direct deposit. Please note that all payments to local governments are already made by direct deposit.

In order to receive payments by direct deposit, approved applicants are required to submit:

- UBCM Direct Deposit Authorization Form for a bank account registered in the name of the approved applicant. Direct deposit payments will not be made to accounts registered to an individual or to an entity that is not the same as the approved applicant.
- Resolution or motion from the approved applicant (e.g., Band Council, Treaty First Nation, local government Council or Board, society Board of Directors) authorizing UBCM to make all future grant payments by direct deposit.

Progress Payments

To request a progress payment, approved applicants are required to submit the [Interim Report Form](#). The form will require the following information:

- Description of activities completed to date.
- Description of funds expended to date (applicants are encouraged to use the [EOC Budget, Amendment Request, Financial Summary Form](#)).
- Written rationale for receiving a progress payment.

Changes to Approved Projects (Amendment Requests)

Approved grants are specific to the project as identified in the approved application, and grant funds are not transferable to other projects. Generally speaking, this means funds cannot be transferred to an activity that was not included in the approved application or to a new or expanded location.

Approval from UBCM and/or the Evaluation Committee will be required for any variation from the **approved project**. Depending on the complexity of the proposed amendment, requests may take up to 120 days to review.

To propose changes to an **approved project**, applicants are required to submit the [Interim Report Form](#). If UBCM determines the amendment is eligible for consideration, applicants will be required to submit:

- Amended application package, including updated Application Worksheet, detailed budget (applicants are encouraged to use the [EOC Budget, Amendment Request, Financial Summary Form](#)) required attachments, and an updated resolution/letter of support.
- For regional projects only, evidence of support from **sub-applicant(s)** for proposed amendments will be required.
- Written rationale for proposed changes to activities and/or expenditures.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within the time frame identified in the Approval Agreement and all extensions beyond this date must be requested in writing and be approved by UBCM.

The [Interim Report Form](#) will be required to be submitted for all extension requests over six months. Extensions will not exceed one year from the date of the original final report deadline.

Recognition of Funding and Funders

When recognizing funding, please state that the Emergency Operations Centres Equipment and Training funding stream is administered by the Union of BC Municipalities and funded by the Province of BC. UBCM is active on X, Bluesky, LinkedIn and Facebook. When possible, please mention or tag UBCM on social media posts that are related to projects that are funded by programs that UBCM administers.

Guidelines on using the BC logo, including downloadable files, are available [here](#).

5. Final Report Requirements and Process

All funded activities must be completed within one year of notification of funding approval and the final report is due within 30 days of project completion.

EMCR and GeoBC respect and are committed to the First Nations principles of OCAP®. Any product,

data, or information which may include Indigenous knowledge as identified by the applicant may be submitted at the discretion of the applicant.

Final Reports

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form with all required attachments.
- Detailed financial summary that indicates the actual expenditures from CEPF and other sources (if applicable) and that aligns with the actual activities outlined in the Final Report Form. Applicants are encouraged to use the [EOC Budget, Amendment Request, Financial Summary Form](#).
- Examples of materials that were produced with grant funding.
- Photos of funded activities and/or completed projects.
- Links to media directly related to the funded project.

Submission of Reports

Reports should be submitted as Word, Excel, or PDF files. Total file size for email attachments cannot exceed 20 MB.

All reports should be submitted to Local Government Program Services, Union of BC Municipalities by email: cepf@ubcm.ca.

Review of Final Reports

UBCM will review all final reports to ensure the required report contents have been submitted.

UBCM will share all report materials with the Province of BC
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6. Additional Information

Union of BC Municipalities

Email: cepf@ubcm.ca

Phone: 604-270-8226 ext. 220

Appendix 1: Definitions

Please refer to [CEPF Definitions](#) for defined terms used throughout the CEPF program and application materials.

The following definitions apply to the Emergency Operations Centres Equipment and Training funding stream:

Approved project: Activities included in the approved application and costs included in the approved budget.

Cultural safety: Indigenous cultural safety is the process of making spaces, services, and organizations safer and more equitable for Indigenous people by considering current and historical colonial impact and seeking to eliminate structural racism and discrimination ([BC Centre for Disease Control](#)).

Emergency Operations Centres (EOC): Function established by an organization or jurisdiction to coordinate the overall organizational or jurisdictional response and support to an emergency response ([Emergency Operations Centre Operational Guidelines](#)). For the purpose of CEPF funding, EOCs can be fixed locations, temporary facilities, mobile operations, or virtual structures with staff participating remotely.

First Nations owned buildings: Buildings owned by a modern Treaty First Nation or buildings owned by a First Nation band.

Hazard: A process, phenomenon, or human activity that may cause loss of life, injury, or other health impacts, property damage, social and economic disruption, or environmental degradation ([Sendai Framework for Disaster Risk Reduction](#)).

In-kind contributions: The use of resources of approved primary applicant or sub-applicant(s) for the development or implementation of the approved project. For example, the use of meeting rooms owned by the approved primary applicant or sub-applicant(s) can be an in-kind contribution.

Primary applicant: Eligible applicant that is the primary contact for the application and that is responsible for project oversight, grant management and all reporting requirements.

Publicly owned buildings: Buildings owned by a local government or public institution (such as health authority or school district).

Sub-applicant(s): in the case of regional projects, the sub-applicants are eligible applicants that are included in an approved application.

Appendix 2: LGPS Online Application Tool

As outlined in [Section 7](#), applications are required to be submitted in two steps **prior to the application deadline**:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.
2. Application Worksheet: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

STEP ONE: LGPS Online Application Form

The following questions are required to be answered on the LGPS Online Application Form:

1. Name of the intake of the funding program that you want to apply for (select from menu).
2. Name of Primary Applicant (select from menu). Please note: if the name of your organization is not included in the menu, contact UBCM in order to determine eligibility and next steps.
3. Primary and secondary contact information: full name, position, email, phone.
4. Primary applicant mailing address.
5. For regional projects only: name of sub-applicant(s) and rationale for regional project.
6. Project title. Project titles should be brief but include key project activities, the area where the work will be undertaken, and the intended outcome/deliverable.
7. Proposed start and end date.
8. Estimated total project budget.
9. Estimated total grant request.
10. Other funding amount and source.
11. Project summary (provide a brief summary, no more than 500 characters).
12. Progress to date. Provide an update on the status of previously approved projects if previously funded under same funding program/funding stream.
13. Certification that the information is complete and accurate.
14. Name and email of person submitting application.

When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.

STEP TWO: Application Worksheet and Required Attachments

Application Worksheet

The following questions will be required to be answered on the Application Worksheet:

1. Primary Applicant full name (First Nation or local government).
2. File Number (this can be found on the confirmation email you will receive after the LGPS Online Application Form is submitted).

3. Location of Proposed Activities. For the purpose of CEPF funding, if minor renovations of EOCs are proposed, the facilities must be located in a First Nation owned building or publicly owned building or an asset owned by the primary applicant or a sub-applicant.
 - EOC is located in a First Nation owned building (buildings owned by a Treaty First Nation or a First Nation band).
 - EOC is located in a publicly owned building (buildings owned by a local government or public institution, such as health authority or school district).
 - Asset (e.g., trailer for mobile EOCs) is owned by the primary applicant or sub-applicant.
4. Proposed Activities. Description of the proposed specific activities that will be undertaken. Refer to Section 6 of the *Program and Application Guide* for eligibility:
 - a) Purchase of essential equipment and supplies, including installation of and training for eligible equipment.
 - b) Training (where possible, list specific courses).
 - c) Exercises, including tabletop exercise and mock EOC activations.
 - d) Volunteer recruitment and retention activities.
5. Alignment with funding stream. Description of how the proposed activities will align with the intent of the funding stream to build local capacity through the purchase of essential equipment and supplies required to maintain or improve an EOC and to enhance EOC capacity through training and exercises.
6. Engagement with First Nations and/or Indigenous organizations. Please identify the specific bands, Treaty First Nations, and/or Indigenous organizations as well as the specific traditional territory, reserve, or other First Nations' land that may be impacted by the proposed project:
 - a) Which First Nations and/or Indigenous organizations were proactively engaged as part of the development of this application?
 - b) Which First Nations and/or Indigenous organizations will participate in the proposed activities and what specific role will they play?
 - c) Please indicate the extent to which staff and/or elected officials have undertaken Indigenous Cultural Safety and Cultural Humility Training.

If applicable, evidence of support for the proposed activities from First Nations and/or Indigenous organizations has been submitted with this application. This could be in the form of a letter, email, or other correspondence.
7. Engagement with neighbouring jurisdictions and affected parties. Description of any neighbouring jurisdictions and/or affected parties (e.g., equity-denied populations, organizations that participate in the EOC program, etc.) you will engage with as appropriate to the project.

Rural and remote communities may want to consider engaging with regional districts and/or health authorities, and First Nation applicants may want to consider engaging with the First Nations' Emergency Services Society or the First Nations Health Authority.

If applicable, evidence of support for the proposed activities from First Nations and/or Indigenous organizations has been submitted with this application. This could be in the form of a letter, email, or other correspondence.
8. Comprehensive, cooperative, regional approach and benefits. Description of how your project will contribute to a comprehensive, cooperative, and regional approach to EOC and any resulting regional benefits.
9. Additional Information. Any other information you think may help support your submission.

Required Attachments

The following attachments are required to be submitted with the completed Application Worksheet:

- Band Council, Treaty First Nation, or local government resolution **OR** a letter of support from the Band Manager, CAO, or CFO for applications that are from a single applicant and request less than \$50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant management. All regional applications, or applications requesting more than \$50,000 in funding, will require resolutions to be submitted.
- Detailed budget:
 - Indicating the proposed expenditures from CEPF and in alignment with the proposed activities outlined in the Application Worksheet.
 - Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified.
 - Applicants are encouraged to use the [EOC Budget, Amendment Request, Financial Summary Form](#).
- For regional projects only:
 - Band Council, Treaty First Nation, or local government resolution from the primary applicant, indicating support for the current proposed activities and willingness to provide overall grant management; and,
 - Band Council, Treaty First Nation, or local government resolution from each sub-applicant that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf. Resolutions from sub-applicants must include this language.