

**UBCM Community Emergency Preparedness Fund  
Emergency Support Services (ESS) Regional Grant 2025**

**Background**

As part of the regional approach to emergency management, the local authorities and Indigenous partners in the Cowichan area work together under a single Emergency Support Services (ESS) program administered by the CVRD (EMC). This critical legislated function (with teams, equipment, supplies and facilities) supports residents of any community following an evacuation (e.g. single house fire, large flood, widespread wildfire, etc.).

**UBCM Funding Intent**

The intent of this funding stream is to support eligible applicants to build local capacity through the purchase of supplies required to maintain or improve their ESS program, and to enhance ESS capacity through training and exercises.

**Cowichan's 2024 ESS Grant Proposal**

To increase regional ESS capacity within the local authorities with:

- Sea-Can for Reception Centre supply storage (new site or existing site)
- Volunteer recruitment, response kits, training and recognition events
- Reception Centre and Group Lodging deployable signage
- Mobile Unit generator (to support smaller community/ad-hoc reception centres)
- Sleeping unit supplies (cots, sleeping bags) to stock centres more appropriately to populations and risk

**FOR ACTION:**

Each municipality to resolve:

*For the Cowichan Valley Regional District to apply for, receive, and manage the UBCM Community Emergency Preparedness Fund Emergency Support Services 2025 grant funding up to \$200,000 on behalf of insert Municipality.*

Your resolution should be sought **by October 31, 2024** if possible.

<b>2025 CEPF ESS Grant Proposed Budget</b>		
<b>Description</b>	<b>TOTAL</b>	<b>CEPF Portion</b>
Volunteer Recruitment (events, kits, recognition, training)	\$23,500	\$23,500
ESS Reception Centre Signage (multiple sites)	\$12,000	\$12,000
Evacuee Information Board (basic web portal for evacuee information)	\$15,000	\$15,000
Fixed Reception Centre: Supplies (cots, sleeping bags, dolly, mobile generator, ID creator)	\$27,000	\$27,000
Mobile Reception Centre: Supplies & Equipment (dolly, 8 tablets, mobile unit generator)	\$33,000	\$33,000
Sea-Can Storage Unit (new site or existing) - procurement and installation, cement skirt and feet	\$50,000	\$50,000
Training Consultant - material and course development	\$20,000	\$20,000
Contingency (12% for supplies, equipment, development)	\$19,260	\$19,260
<b>TOTAL</b>	<b>\$199,760</b>	<b>\$199,760</b>

**ESTIMATED ESS PROJECT DEVELOPMENT / IMPLEMENTATION IMPACTS**

	<b>Core Service Impact – No, Low, Med, High</b>	<b>Extraordinary Impact (outside of normal service expectations) Y/N</b>	<b>Description of Impact</b>
<b>HR</b>	N	N	n/a
<b>IT/GIS</b>	N	N	n/a
<b>Finance</b>	LOW	N	Invoice processing & payment, Final grant review
<b>Procurement</b>	MED	N	Procurement of the sea-can will likely fall within delegation authority of managers, and achieved through RFQ process, though not requiring the public portal
<b>Communications</b>	N	N	n/a
<b>Other Internal Groups</b>	N	N	n/a
<b>External Groups</b>	MED	N	Sea-Can may be placed at new (MNC?) location which will require coordination and support from local authority staff and permits where applicable

**UBCM Community Emergency Preparedness Fund**  
**Emergency Operations Centre (EOC) Grant 2025**

**Background**

As part of the regional approach to emergency management, the local authorities in the Cowichan area work together under a single Regional Emergency Operations Centre (REOC). This critical function (with teams, equipment, supplies and facilities) coordinates response and recovery actions, prioritizes resources, supports emergency response personnel in the field, and coordinates all official communications during a significant emergency.

**UBCM Funding Intent**

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

**Cowichan's 2024 EOC Grant Proposal**

To increase REOC capacity with:

- Trainer - year two for a temp position (current position is unfilled, two-year opportunity may increase viability)
- Five (5) Table Top Exercises - food, facility rental, materials (printed)
- Partner Agency REOC Training (FDs, RCMP, Ambulance)
- REOC staff 72-hour food and water supplies (restock)
- REOC Map Plotter

**FOR ACTION:**

Each municipality to resolve:

*For the Cowichan Valley Regional District to apply for, receive, and manage the UBCM Community Emergency Preparedness Fund Emergency Operations Centre 2025 grant funding up to \$200,000 on behalf of insert Municipality.*

Your resolution should be sought **by October 31, 2024** if possible.

2025 CEPF EOC Grant Proposed Budget					
Project	Deliverable / Milestone	Hourly rate (includes benefits, leave)	Hour Est.	TOTAL	CEPF Portion
Year 2 for temporary fulltime Training and Exercise Technician	Develop and deliver exercises and drills for REOC staff and functions	\$ 64.38	780	\$50,216	\$50,216
	Develop and deliver region /position-specific REOC training for all communities' staff	\$ 64.38	780	\$50,216	\$50,216
	Administration	\$ 64.38	260	\$16,739	\$16,739
	Training Supplies (materials, refreshments, training venues)	n/a	n/a	\$15,000	\$15,000
Exercise Delivery	5 Table Top Exercises - Supplies, venues, refreshments	n/a	n/a	\$10,000	\$10,000
<b>SUB-TOTAL</b>			<b>1,820</b>	<b>\$142,172</b>	<b>\$142,172</b>
REOC Supplies & Equipment	REOC Staff 72-Hour food kits/water	n/a	n/a	\$7,000	\$7,000
	REOC Map Plotter	n/a	n/a	\$5,000	\$5,000
	Ladysmith City Hall (REOC Location) - Generator	n/a	n/a	\$10,000	\$10,000
	Tables & Chairs for REOC pop-up location	n/a	n/a	\$20,000	\$20,000
<b>SUB-TOTAL</b>				<b>\$32,000</b>	<b>\$32,000</b>
<b>15% Contingency (on supplies/equipment)</b>				\$10,050	\$10,050
<b>PROJECT TOTAL</b>				<b>\$194,222</b>	<b>\$194,222</b>

**ESTIMATED EOC PROJECT DEVELOPMENT / IMPLEMENTATION IMPACTS**

	<b>Core Service Impact – No, Low, Med, High</b>	<b>Extraordinary Impact (outside of normal service expectations) Y/N</b>	<b>Description of Impact</b>
<b>HR</b>	Low	N	Job Description development, hiring (may be captured under existing position posting)
<b>IT/GIS</b>	N	N	n/a
<b>Finance</b>	Low	N	Invoice processing & payment, Final grant review, payroll
<b>Procurement</b>	N	N	Procurement falls within delegation authority of managers and would not require Procurement support
<b>Communications</b>	N	N	n/a
<b>Other Internal Groups</b>	N	N	n/a
<b>External Groups</b>	Med	N	Training attendance must be supported by senior leadership (which is a requirement without the grant as well)

## UBCM Community Emergency Preparedness Fund

### Evacuation Route Planning Grant 2025

#### The Current Cowichan Emergency Plan

A regional emergency plan supports emergency management activities in the Cowichan. This plan provides the general framework and procedures for response. Community-specific plans should be developed based on priority hazards and highest risk, as identified in the Hazard Risk and Vulnerability Assessment (HRVA). To date evacuation route plans have been drafted for Electoral Areas E, F and I. Evacuation route plans are under development for North Cowichan, Lake Cowichan, Ladysmith, and Area G with estimated completion in Winter 2024.

#### Intent of the UBCM Evac Plan Funding

The intent of this funding stream is to support the development of Evacuation Route Plans that provide information for local governments, First Nations, and community members in the event of an emergency. In previous years, this grant was not eligible for products developed for public presentation (out-of-scope).

#### Cowichan's 2025 Evac Plan Grant Proposal

To update and improve emergency planning in the Cowichan, the following route plans are proposed for development. These areas were selected based on known risk and event history and comprise the final 30% of areas requiring evacuation route planning:

- Evacuation Route Plans:
  - Electoral Area A
  - Electoral Area B
  - Electoral Area C
  - Electoral Area H
  - City of Duncan
  - South End/ Remaining areas of North Cowichan
- Budget attached

This year public communications products are eligible and will be included. If funding allows, a public communications product for all areas in the Cowichan local authority scope will be done under this grant.

#### FOR ACTION:

Each municipality to resolve:

*For the Cowichan Valley Regional District to apply for, receive, and manage the 2025 UBCM Community Emergency Preparedness Fund for Public Notification and Evacuation Route Planning grant funding up to \$200,000 on behalf of insert Municipality.*

Your resolution should be sought **by October 31, 2024** if possible.

**2025 CEPF Evac Route Grant Proposed Budget**

Description	Quantity	Unit Cost	Estimated Total Cost	CEPF
A. Evacuation Route Plan Development for City of Duncan, North Cowichan South End, Shawnigan/ Cobble Hill, Cowichan Bay, Mill Bay, Malahat, Yellow Point/North Oyster	6	\$25,000.00	\$150,000.00	\$150,000.00
B. Maps, Spatial Data/Metadata	6	\$3,000.00	\$18,000.00	\$18,000.00
C. Document Review, Feedback & Finalization through table top exercise	6	\$2,500.00	\$15,000.00	\$15,000.00
D. Public Information Quick Guide Development, Production and Distribution (not previously grant eligible, now eligible so all areas targeted)	all	n/a	\$17,000.00	\$17,000.00
<b>TOTAL</b>			<b>\$200,000.00</b>	<b>\$200,000.00</b>

**ESTIMATED EVACUATION ROUTE PROJECT DEVELOPMENT / IMPLEMENTATION IMPACTS**

	<b>Core Service Impact – No, Low, Med, High</b>	<b>Extraordinary Impact (outside of normal service expectations) Y/N</b>	<b>Description of Impact</b>
<b>HR</b>	N	N	n/a
<b>IT/GIS</b>	LOW	N	Map upload at project completion
<b>Finance</b>	LOW	N	Invoice processing & payment, final grant review
<b>Procurement</b>	LOW	N	Procurement of evacuation consultant
<b>Communications</b>	MED	N	Development of Public Communications for all evac route plans
<b>Other Internal Groups</b>	N	N	n/a
<b>External Groups</b>	MED	N	North Cowichan and CVRD partners, response organizations, staff will be required to review content and assumptions to validate routes and response times