

Regional Approach to Emergency Management Grants

As we continue to build the regional emergency management model, emergency management grants will be used to support the growth and improvement of the full program benefiting all local authority and First Nation members. Under several grant programs, the regional emergency management program is eligible for the maximum funding available based on the number of eligible applicants included in the regional application. A larger funding base increases the options for projects and a regional approach ensures consistency and cost effectiveness in the Cowichan region.

Wherever practical, grants shall be applied for regionally (all four municipalities and the regional district). Projects will be determined based on need and, once finalized the regional Hazard Risk Vulnerability Assessment.

The regional emergency management program continues to build its partnerships with First Nations. Where First Nation partners choose to join in a regional application, this will be supported.

Expectations & Process for Regional Grants

Notwithstanding specific grant application requirements, the general process below will be used:

1. Grant projects will be presented to the CAO advisory committee for review and recommendation. Project briefs will provide budget and expectations for all partners.
2. Grant application will be drafted by Emergency Management Cowichan staff for recommended projects.
3. Grant application will be provided to the CVRD Board and CFO for approval, and shared with all applicant partners.
4. Where required by the grant, each applicant partner will provide an agreement or resolution in support of the Cowichan Valley Regional District as the administrator of the grant.
5. Grant will be administered by Emergency Management Cowichan, Cowichan Valley Regional District staff including project administration and financial reporting.

UBCM Community Emergency Preparedness Fund
Emergency Operations Centre (EOC) Grant – Regional Grant 2024

The Current Cowichan EOC Layout

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.

Intent of the UBCM EOC Funding

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 an EOC, and to enhance EOC capacity through training and exercises.

Cowichan’s 2024 EOC Grant Proposal

To increase REOC capacity in the region by applying for a 1-year fulltime temporary Training and Exercise Technician to:

- Develop and deliver exercises and drills for REOC staff and supporting functions to the REOC (Evacuation Group, Damage Assessment Group)
- Develop and deliver training specific to functions in the REOC for all communities

Budget attached.

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 2024 grant funding up to \$150,000 on behalf of insert Municipality.

Your resolution should be sought by February 23, 2024 if possible.



2024 CEPF EOC Grant Proposed Budget					
Project	Deliverable / Milestone	Hourly rate (includes benefits, leave)	Hour Est.	TOTAL	CEPF Portion
1-Year temporary fulltime Training and Exercise Technician	Develop and deliver exercises and drills for REOC staff and supporting functions to the EOC (Evacuation Group, Damage Assessment Group)	\$ 62.50	780	\$48,750	\$48,750
	Develop and deliver region-specific training specific for functions in the REOC for all communities	\$ 62.50	780	\$48,750	\$48,750
	Administration	\$ 62.50	260	\$16,250	\$16,250
	Year 1 Software licensing, office space and supplies	n/a	n/a	\$8,500	\$8,500
	Training licenses as needed (e.g. damage assessment training course license from BC Housing)	n/a	n/a	\$2,500	\$2,500
SUB-TOTAL			1,820	\$124,750	\$124,750
Equipment to assist with REOC supply movement and annual maintenance	Forklift	n/a	n/a	\$25,000	\$25,000
	Training for use of equipment and SOPs* IN KIND STAFF TIME	n/a	n/a	\$0	\$0
SUB-TOTAL				\$25,000	\$25,000
PROJECT TOTAL				\$149,750	\$149,750

ESTIMATED EOC PROJECT DEVELOPMENT / IMPLEMENTATION IMPACTS

	Core Service Impact Y/N	Extraordinary Impact Y/N	Description of Impact
HR	Y	N	Job Description Development, Hiring
IT/GIS	N	N	
Finance	Y	N	Invoice processing & payment, Final grant review, payroll
Procurement	N	N	Procurement of the forklift will likely fall within delegation authority of managers, and achieved through three quotes
Communications	N	N	
Other Internal Groups	N	N	
External Groups	Y	N	Training attendance (which is a requirement without the grant as well)