

Community Emergency Preparedness Fund

Emergency Operations Centres Equipment and Training

2026 Application Worksheet

Please complete and return the worksheet with all required attachments by **February 27, 2026**. Applicants will be advised of the status of their application within 120 days of the application deadline.

All questions must be answered by typing directly in this form. **As all questions are reviewed and scored as part of the adjudication process, please do not leave any questions blank.**

For detailed instructions regarding application requirements, please refer to the 2026 Emergency Operations Centres Equipment and Training Program and Application Guide.

If you have any questions, contact cepf@ubcm.ca or (604) 270-8226 ext. 220.

SECTION 1: Primary Applicant Information	
First Nation or Local Government Name: Capital Regional District (CRD)	File Number*: LGPS-12601

**Refer to the LGPS Online Application Form submission confirmation email.*

SECTION 2: Detailed Project Information
<p>1. 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.</p> <p><input type="checkbox"/> EOC is located in a First Nations owned building (buildings owned by a Treaty First Nation or a First Nation band).</p> <p><input checked="" type="checkbox"/> EOC is located in a publicly owned building (buildings owned by a local government or public institution, such as health authority or school district).</p> <p><input type="checkbox"/> Asset (e.g., trailer for mobile EOCs) is owned by the primary applicant or sub-applicant.</p>
<p>2. Proposed Activities. What <u>specific</u> activities will be undertaken as part of the proposed project? Refer to Section 6 of the <i>Program and Application Guide</i> for eligibility.</p> <p>a) Purchase of essential equipment and supplies, including installation of and training for eligible equipment.</p> <p>Within the CRD's emergency operations centre, the radio room that provides essential communications support have outdated computers that need to be replaced as they are currently several years beyond the planned refresh date.</p> <p>The replacement of these units will support new / updated messaging software (not included in grant funding), improving service reliability and data security of messaging between the CRD's EOC, EMCR's radio room, and stations in the electoral areas.</p>

Headsets outlined in the budget will be used within the EOC when making calls and attending on-line coordination meetings.

- b) Training. Where possible, please list specific courses.

EOC Essentials X 1

ICS 100 X 2

ICS 200 X 1

EOC Logistics X 1

Individual training in higher level courses (ICS 300 / 400) offered through JIBC will be based on interest and availability of funds, dependant on potential instructor travel costs for EOC / Logistics courses noted above.

Available spaces are made available to other partners within the region for all courses.

- c) Exercises, including tabletop exercises and mock EOC activations.

Over 2026/27 conduct a minimum of 3 table-top exercises: 1 EOC internal only, 2 EOC / external participants. The objective is to validate CRD's recently updated corporate emergency management plan, and assess response processes and expectations with regional partners (Indigenous and municipal) in a coordinated response, .

Invitations will be extended to regional Indigenous Nations and municipalities to engage in the design and delivery of the scenarios which will reflect regional hazards.

Support one radio room / EOC exercise. Radio room volunteers will use this opportunity to train / verify operations of new equipment and effectively move critical messages to and from EOC positions such as logistics and operations.

- d) Volunteer recruitment and retention activities.

The emphasis for the current year is to build volunteer capacity for the radio room team through a combination of mentoring sessions for potential EOC radio room operators, and inclusion in wider emergency services volunteer recognition and retention activities including small branded promotional items recognizing their services, and a recognition dinner.

3. Alignment with Funding Stream. Describe how the proposed activities 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.

Equipment:

- Replacement of end-of-life EOC radio room computers will enable ongoing station commitments that support the CRD at regional district EOC and Electoral Area [EA] level EOCs, providing core communications capacity to / from EMCR's radio room and EA's. New equipment will be located within then primary, and used within the primary or alternate EOC.

This aligns with the purchase / installation of on-site equipment as outlined in Table 1, Section 1 - Activities Eligible for Funding guide

4. Engagement with First Nations and/or Indigenous Organizations. In the following questions, please identify the specific bands, Treaty First Nations, and/or Indigenous organizations as well as the specific traditional territory, reserve, or other First Nation's 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?

The T'Sou-ke, and Pacheedaht Nations are the primary focus of engagement for CRD as they have the largest presence / overlap with CRD Electoral Areas. Opportunities to participate in available training and participate in external exercises will be developed and extended to include other South Island nations.

c) Please indicate the extent to which staff and/or elected officials have undertaken Indigenous Cultural Safety and Cultural Humility Training.

All staff complete a Cultural Perspectives workshop as part of foundational 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.

5. Engagement with Neighbouring Jurisdictions and Affected Parties. Identify 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.

CRD has consistently engaged and partnered with neighbouring municipalities in the delivery of emergency management training opportunities, including taking part in the Colwood Environmental Risk Assessment project, collaboratively hosting ICS courses with Saanich and Central Saanich, and inviting participation of Sooke municipality, the T'Sou-ke First Nation and BC Wildfire Service in an electoral area emergency management exercise. March 4th, the CRD is hosting an introduction to GIS for emergency managers, with invitation to take part widely shared throughout the region.

If applicable, evidence of support for the proposed activities from neighbouring jurisdictions or other parties has been submitted with this application. This could be in the form of a letter, email, or other correspondence.

6. Comprehensive, cooperative, regional approach and benefits. Describe how the project will contribute to a comprehensive, cooperative, and regional approach to EOCs.

What regional benefits will result from this project?

EOC Radio equipment - Enables and supports exchange of essential information and coordination across the regional district, and with neighbouring RD's

Training initiatives - Making space available on emergency management training classes enables a more cost-effective and comprehensive offering of emergency management training across the region and with Indigenous Nations.

Coordination of Emergency Management Exercises - allows for observers and participants from across the region, allowing for sharing of best practices, cultural knowledge and improved understanding of values at risk from a range of potential hazards.

7. Additional Information. Please share any other information you think may help support your submission.

SECTION 3: Required Attachments

The following separate attachments are required to be submitted as part of the application:

- Band Council, Treaty First Nation, or local government resolution **OR** a letter of support from the Band Manager, CAO, or CFO for applications that 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 [LGPS Budget and Financial Summary Tool](#).

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.

SECTION 4: Signature This worksheet is required to be signed by an authorized representative of the applicant (i.e., staff member or elected official). Please note all application materials will be shared with the Province of BC.

I certify that to the best of my knowledge: (1) all information is accurate, (2) the area covered by the proposed project is within the applicant's jurisdiction (or appropriate approvals are in place) and (3) it is understood that this project may be subject to a compliance audit under the program.

Name: Shawn Carby

Title: Sr. Manager, CRD Protective Services

Signature*:

Date: March 13, 2026

A certified digital or original signature is required.

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

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

Please note “2026-EOC” in the subject line.

Proposed Budget

Name of Applicant	Capital Regional District (CRD)
Funding Program/Stream: 2026 Application	CEPF - EOC Equipment and Training
Project Name/Application #	LGPS-12601

BUDGET

The budget is required to be submitted as part of the application package. For each proposed expense, provide a calculation that explains how the cost was determined. For example, for incremental staffing provide the wage and proposed number of hours; for the purchase of items, provide the quantity and unit price. Additional rows can be added as needed.

Proposed Expenses	Calculation	Total Cost
TRAINING		
EOC Essentials (materials & Instructor)	1 @\$5800	\$5,800.00
ICS 100 (in-house instructor) - Workbook printing costs and basic refreshment	2 @ \$200	\$400.00
ICS 200 (in-house instructor) - Workbook printing costs and basic refreshment	1 @ \$200	\$200.00
EOC Logistics (includes instructor travel)	1 @ \$4,400	\$4,400.00
EOC Exercises		
CRD internal exercise - Developed in house, materials costs only	1 @ \$150	\$150.00
CRD External exercise X2 - Developed in house, includes location rental and food service, minimum of one to be held at an Indigenous partner location	2 @ \$3000	\$6,000.00
CRD Radio Room Exercise	1 @ \$250	\$250.00
EOC Equipment		
Computer Replacement for EOC	6 @ \$1,500	\$9,000.00
Headphone / microphone sets (one for each computer)	6 @ \$ 50	\$300.00
Volunteer Recognition, Retention & Recruitment		
Ball cap / coffee mug with logo		\$1,500.00
Volunteer recognition dinner		\$2,000.00
Total:		\$30,000.00