

Community Emergency Preparedness Fund

Emergency Operations Centres Equipment and Training 2024 Application Worksheet

Please complete and return the worksheet with all required attachments by **February 23, 2024**. Applicants will be advised of the status of their application within 90 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.**

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

File number*:
LGPS-10583

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

SECTION 2: Detailed Project Information

1. Proposed Activities. What specific activities will be undertaken as part of the proposed project? Refer to Section 6 of the *Program and Application Guide* for eligibility.

- a) Purchase of equipment and supplies, equipment installation

The Capital Regional District (CRD) wishes to continue to develop disaster communications infrastructure resilience across the region. With the inherent instability of cellular and internet capabilities during a major disaster, robust radio communication capability becomes the final safety net to effectively relay emergency information throughout the core region and across the three electoral areas. The CRD plans to purchase and install portable telecommunications equipment that will continue to function in the absence of powered electrical grid, nor require a fixed physical facility. This portable equipment will augment the telecommunications equipment the CRD currently maintains and operates at its headquarters EOC, and three electoral area branch EOCs.

- b) Training and exercises

The CRD plans to offer additional EOC training and exercises in an effort to continue the development of the emergency management program's response capabilities. This request for funding proposes facilitating the 2-day EMRG-1300: EOC Essentials for CRD staff, and emergency managers from adjacent First Nations (FN) and local authorities (LA). Following that, the CRD plans to host a JIBC facilitated EMRG-1350: Applied Training session and large-scale table-top exercise to solidify the 2023 and 2024 training into tangible, operational EOC skills.

2. Alignment with funding stream. Describe how your activities align with the intent of this funding stream (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).

The CRD application for funding in the 2024-2025 EOC grant cycle is in alignment with this funding stream by building local capacity in First Nations and local authorities ability to respond to emergencies through the activation of emergency operations centres.

We are witnessing an increase in the number of days First Nations and local authorities EOCs have been activated in recent years. This trend shows no signs of abatement as drought conditions persist across the region and province. With the potential of devastating wildfires persisting in future fire seasons, the CRD is working to develop a robust cadre of EOC trained personnel for our own incidents and to deploy to other communities in the province as necessary.

Additionally, the CRD intends to continue to develop resilience in its EOC radio communications network. Through this grant, we propose to maintain and augment CRD EOC radio equipment operability in the event that our primary EOC locations are inaccessible.

3. 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?

N/A. Though the CRD did not proactively engage our First Nations partners on the development of the EOC training aspect of this grant application, we do intend to invite local First Nations to the proposed training session and make every effort to ensure the course dates and locations are appropriate for any Nation members that wish to attend.

b) Which First Nations and/or Indigenous organizations will participate in the proposed activities and what specific role will they play?

It is the CRD's intention to offer invitations to the proposed training to the following Nations on southern Vancouver Island: Songhees, Esquimalt, Pauquachin, Tsawout, Tsartlip, Tseycum, Malahat, Scia'new, T'Sou-ke, and Pacheedaht.

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

CRD staff undertake in-house Cultural Perspectives training as part of their onboard training material. As well, the personnel from our partner local authorities have similar Cultural Safety and Cultural Humility training as part of their onboard orientation.

If applicable, please submit evidence of support for the proposed activities from First Nations and/or Indigenous organizations identified above. This could be in the form of a letter, email or other correspondence.

- 4. Engagement with Neighbouring Jurisdictions and Affected Parties.** Identify any neighbouring jurisdictions and/or partners (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.

Neighbouring jurisdictions that the CRD intends to engage on this proposal include the First Nations highlighted above as well as the local authorities responsible for emergency management on southern Vancouver Island (e.g. City of Victoria, District of Saanich, Esquimalt, District of Oak Bay, etc.).

- 5. 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?

This proposal contributes to a comprehensive, cooperative and regional approach to EOCs by opening up the training opportunities to all neighbouring jurisdictions. By training and exercising together, the emergency managers of southern Vancouver Island build off one another's strengths and increase our EOC inter-operability. As Emergency Management and Climate Readiness (EMCR) promotes the Multi-jurisdictional Emergency Management Organization concept, the CRD is positioning itself as a facilitator in this field.

Moreover, the EOC trained personnel developed under this grant can be deployed to jurisdictions outside the Capital Region, enhancing the EOC resilience of the province at large.

- 6. Additional Information.** Please share any other information you think may help support your submission.

In addition to the training and joint exercise proposed under this grant, the CRD intends to build robustness into our radio communications networks. The proposed radio hardware infrastructure purchases will enhance communication pathways and ensure the CRD will be able to maintain business continuity and communicate with its three electoral area EOCs, neighbouring partner emergency management agencies, and EOCs across the province through the strategically placed repeater network.

SECTION 3: Required Attachments

Only complete applications will be considered for funding.

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

- Band Council resolution, Treaty First Nation resolution, local government Council or Board resolution, indicating support for the current proposed activities and willingness to provide overall grant management.

- Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#).
- For regional projects only: Band Council resolution, Treaty First Nation resolution, or local government Council or Board 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.

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: Corey Anderson	Title: Manager, Emergency Programs
Signature*: <i>*A certified digital or original signature is required.</i>	Date: February 23, 2024

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 e-mail: cepf@ubcm.ca.

Please note “2024-EOC” in the subject line.

Proposed 2024 UBCM EOC Budget	Budgeted	Actual	Difference	Notes
<i>Mobile Communications Capacity</i>				
Portable Emergency Communications equipment	\$ 16,000.00		0%	
<i>Emergency Management Training and Exercises</i>				
Proposed: EMRG-1300: EOC Essentials	\$ 6,000.00		0%	
Proposed: EMRG-1350: Applied Training	\$ 3,000.00		0%	
Multi-jurisdictional exercise	\$ 5,000.00			
Total	\$ 30,000.00	\$ -	0%	