



The Corporation of the City of Courtenay

Staff Report

To: Council

File No.: 7320-20

From: Fire Chief

Date: May 21st, 2025

Subject: 2025 UBCM Community Emergency Preparedness Fund Applications

PURPOSE:

The purpose of this report is to inform Council of the UBCM Community Emergency Preparedness Fund (CEPF) grant programs and seek a resolution approving a joint application for both the Emergency Support Services (ESS) Equipment and Training and the Emergency Operations Centres (EOC) Equipment and Training grants. This application is made in partnership with the Comox Valley Regional District (CVRD), Town of Comox, Village of Cumberland, and K'ómoks First Nation (KFN).

EXECUTIVE SUMMARY:

The Community Emergency Preparedness Fund is a suite of funding programs supported by the Province of British Columbia and administered by the Union of BC Municipalities (UBCM). The City of Courtenay, together with regional partners, seeks to submit a joint funding application to support projects that enhance local capacity in both Emergency Support Services and Emergency Operations Centres.

The 2025 application will include the following initiatives:

EOC Equipment and Training stream by supporting:

- Multi-agency EOC Flood Exercise Plan with discussion-based tabletop exercises (d-TTX), simulated flood scenario drills, and full-scale functional exercises.
- Upgrading shared EOC equipment and resources for optimal readiness
- Portion of generator costs for back-up power supply designated emergency operations site in Town of Comox
- Courses for EOC Finance and Logistics section staff; foundational training in EOC Essentials and Critical Incident Stress Management.
- After-action reviews designed to integrate new legislation, protocols and learning outcomes for crisis communication and operational procedures, that support seamless local-to-regional EOC integration and interoperability.

Total amount for grant - \$200,000

ESS Equipment and Training stream by supporting:

- Maintaining compliance with the legislative requirement under the *Emergency and Disaster Management Act* (EDMA) to provide emergency support services and each jurisdiction's ability to provide temporary support to evacuees.
- Continuous integration of the Provincial Evacuee Registration Assistance (ERA) system and other notification tools with community and government process and practices.
- Essential supplies and equipment upgrades —laptops, portable monitors, charging stations, and reflective vests—to support ESS operations and reception centers.

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- Comprehensive training: mutual aid, virtual reception centers, cultural safety, trauma-informed care, ICS 100, mental health, and digital literacy, reinforced by exercises and participation in the NESST conference.
- Public, staff and volunteer engagement, recruitment and recognition events, seasonal readiness activities to build and sustain a motivated, skilled multi-jurisdictional ESS structure.

Total amount for grant - \$150,000

Both streams each include Additional Eligible Costs and Activities:

- Incremental applicant staff and administration costs;
- Consultant Costs;
- Public Information Costs.

DISCUSSION:

The CEPF program is designed to help communities prepare for and mitigate risks associated with disasters and climate change. If successful, grant funding will be used to:

- Procure essential ESS and EOC equipment
- Deliver training that enhances regional response capacity
- Support trauma-informed and culturally safe practices
- Strengthen volunteer recruitment and retention
- Improve EOC knowledge and multi-year training delivery

POLICY ANALYSIS:

The Emergency and Disaster Management Act (EDMA), which came into force on November 8, 2023, introduces updated standards aligned with the Sendai Framework for Disaster Risk Reduction and the UN Declaration on the Rights of Indigenous Peoples. This grant directly supports compliance with the Act through equipment purchases and training initiatives.

FINANCIAL IMPLICATIONS:

The joint application will request a total of \$350,000 in grant funding:

- \$200,000 for the EOC Equipment and Training stream
- \$150,000 for the ESS Equipment and Training stream

The Comox Valley Regional District will serve as the primary applicant and administer the funds.

ADMINISTRATIVE IMPLICATIONS:

N/A

STRATEGIC PRIORITIES REFERENCE:

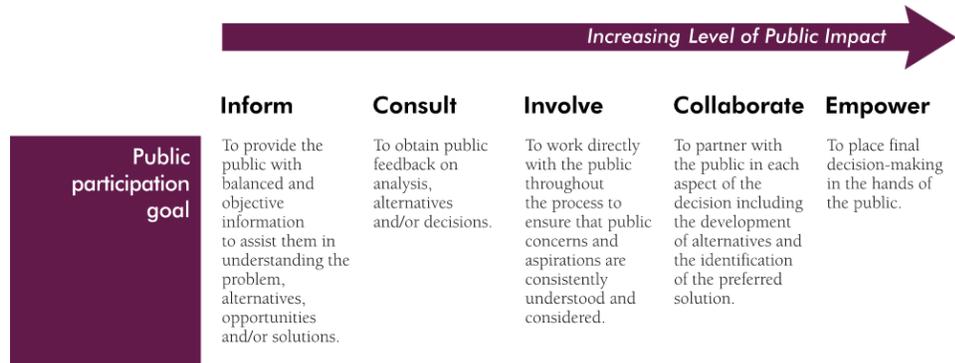
This initiative addresses the following strategic priorities:

- Public Safety - Build capacity for emergency planning and local response

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PUBLIC ENGAGEMENT:

Staff would inform the public based on the IAP2 Spectrum of Public Participation:



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OPTIONS:

1. THAT Council approve the submission of a regional application to the Union of BC Municipalities Community Emergency Preparedness Fund for up to \$200,000 under the Emergency Operations Centres Equipment and Training stream, and up to \$150,000 under the Emergency Support Services Equipment and Training stream to enhance local capacity in both Emergency Support Services and Emergency Operations Centres ; and

THAT the Comox Valley Regional District be designated as the fiscal host, responsible for receiving and managing any resulting grant funding on behalf of the City of Courtenay.

2. THAT Council provide alternative direction to staff.

Prepared by: Kurt MacDonald, ECFO, Fire Chief

Concurrence: Kate O’Connell, Director of Corporate Services (Acting City Manager)