Regional Approach to Emergency Management Grants

As we move to a 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 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.

CVRD

UBCM Community Emergency Preparedness Fund

Emergency Operations Centre (EOC) Grant – Regional Grant 2023

The Current Cowichan EOC Layout

An Emergency Operations Centre (EOC) is a critical function (with teams, equipment, supplies and facilities) to coordinate response and recovery actions and resources, support emergency response personnel in the field, and coordinate all official communications regarding a significant emergency. As the Cowichan region moves to regionalize its emergency management functions, a continued investment into EOCs and the REOC is essential.

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, including trailers, required to maintain or improve an EOC and to enhance EOC capacity.

Cowichan's 2023 EOC Grant Proposal

To update and improve EOC and REOC capacity in the region, the following activities and equipment purchases are proposed for 2023:

- EOC Equipment:
    - Furniture, displays, planning tables, laptops and phones, small generators, storage and web/telephone conferencing equipment for Lake Cowichan and Town of Ladysmith EOC / REOC locations
    - Field Observation Unit (drone) for regional EOC
    - EOC Radio Communications Equipment (FM Transmitter Back-up and Email-Over-Radio Network integration) – to benefit full region
- 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 2023 grant funding up to $150,000 on behalf of <u>*insert Municipality.*</u>

Your resolution should be sought by February 28, 2023 if possible.

2023 CEPF EOC Grant Proposed Budget

Description	Quantity	Unit Cost	TOTAL	CEPF Portion
Small Generators - Services to EOC Lake Cowichan	2	$7,500	$15,000	$15,000
Temporary Equipment Shelter/Shed - EOC Equipment storage	1	$25,000	$25,000	$25,000
EOC Planning Table (touch screen mapping table for EOC briefings/meetings)	2	$10,000	$20,000	$20,000
Laptops (6 for Lake Cowichan EOC/Alternate REOC, 6 for Ladysmith EOC/Alternate REOC)	12	$1,500	$18,000	$18,000
VOIP Phones (6 for Lake Cowichan EOC/Alternate REOC, 6 for Ladysmith EOC/Alternate REOC)	12	$400	$4,800	$4,800
EOC Smart TV / Display (1 for Lake Cowichan EOC/Alternate REOC, 1 for Ladysmith EOC/Alternate REOC)	2	$1,500	$3,000	$3,000
Conferencing / Webcam set up for EOC (1 for Lake Cowichan EOC/Alternate REOC)	1	$3,000	$3,000	$3,000
REOC Field Observation Equipment (DJI Mavic Enterprise Licensed)	1	$7,100	$7,100	$7,100
EOC Furniture (Lake Cowichan EOC - 6 chairs for EOC positions)	6	$500	$3,000	$3,000
FM Transmitter Back-Up (redundancy for FM station)	1	$25,000	$25,000	$25,000
High Frequency Email-Over-Radio System Radio Network	1	$15,000	$15,000	$15,000
Contingency	25%	$11,100	$11,100	$11,100
TOTAL			**$150,000**	**$150,000**

ESTIMATED EOC PROJECT DEVELOPMENT / IMPLEMENTATION IMPACTS

	Core Service Impact Y/N	Extraordinary Impact Y/N	Description of Impact
HR	N	N	N/A
IT/GIS	Y	N	Purchasing support only
Finance	Y	N	Invoice processing & payment, grant processing, review and sign-off
Procurement	N	N	No substantial procurement required
Communications	N	N	N/A
Other Internal Groups	N	N	N/A
External Groups	Y	N	Municipal partners will need to maintain any assets assigned to them under the project

UBCM Community Emergency Preparedness Fund

Emergency Support Services (ESS) Grant – Regional Grant 2023

What is ESS

Under the Emergency Program Act, municipalities and regional districts are responsible for responding to emergencies in their areas, including providing Emergency Support Services (ESS). ESS are services provided on a short-term basis (generally 72 hours) to preserve the emotional and physical well-being of evacuees in an emergency or disaster. ESS includes such services as food, lodging, clothing, reuniting families, emotional support and other specialized services as required. ESS may use reception centres and group lodging as needed in larger events where multiple families are evacuated.

The Current Cowichan ESS Program

The CVRD administers and operates the ESS program for all local authorities and several First Nations in the Cowichan Area. There are several primary reception and secondary centres in the Cowichan area. The capacity and resiliency of these centres vary widely.

Intent of the UBCM Funding

To support eligible applicants to build local capacity to provide emergency support services including the purchase of ESS equipment.

Cowichan's 2023 ESS Grant Proposal

To update and improve EOC and REOC capacity in the region, the following activities and equipment purchases are proposed for 2023:

- ESS Equipment:
    - Mobile printers / photocopiers to support in-field use of digital provincial ESS registration system.
    - ESS Trailer upgrades (shelving, electrical)
    - Laptop storage carts to support storage of devices at primary reception centres and EOCs
    - Group lodging supplies
    - Secondary Reception Centre kits (to increase response capacity in smaller communities e.g. Crofton, and rural areas)
- 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 Support Services 2023 grant funding up to $150,000 on behalf of insert Municipality.

Your resolution should be sought by February 28, 2023 if possible.

2023 CEPF ESS Grant Proposed Budget

Description	Quantity	Unit Cost	TOTAL	CEPF Portion
Mobile Printers/Copiers for ESS vehicles and trailers	7	$300	$2,100	$2,100
ESS Pullout Command Desk/workstation into Vehicle #2	1	$8,000	$8,000	$8,000
Outfit 2nd ESS trailer with shelving, racks, lighting and electrical to operate as mobile ESS interview space	1	$30,000	$30,000	$30,000
Reception Centre Kits for Secondary Reception Centres - vests, forms, office supplies, signs	15	$800	$12,000	$12,000
Laptop Storage and Secure Storage Carts	4	$3,000	$12,000	$12,000
Group Lodging Supplies - Cots (Ladysmith, Kerry Park, Lake Cowichan)	150	$125	$18,750	$18,750
Group Lodging Supplies - Cot Covers/Sheets	120	$20	$2,400	$2,400
Group Lodging Supplies - Sleeping bags	120	$60	$7,200	$7,200
Contingency	25%	$23,112.25	$23,113	$23,113
TOTAL			**$115,563**	**$115,563**

ESTIMATED ESS PROJECT DEVELOPMENT / IMPLEMENTATION IMPACTS

	Core Service Impact Y/N	Extraordinary Impact Y/N	Description of Impact
HR	N	N	N/A
IT/GIS	Y	N	Purchasing support only
Finance	Y	N	Invoice processing & payment, grant processing, review and sign-off
Procurement	N	N	No substantial procurement required
Communications	N	N	
Other Internal Groups	N	N	
External Groups	Y	N	Municipal partners will need to maintain any assets assigned to them under the project

UBCM Community Emergency Preparedness Fund

Public Notification & Evacuation Route Planning Grant – Regional Grant 2023

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, preferably 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.

Intent of the UBCM EOC Funding

The intent of this funding stream is to support the development of Evacuation Route Plans and/or Public Notification Plans that provide information for local governments, First Nations, and community members in the event of an emergency.

Cowichan's 2023 EOC Grant Proposal

To update and improve emergency planning in the Cowichan, the following route plans are proposed for development. While the regional HRVA is under development, these areas were selected based on known risk and event history:

- Evacuation Route Plans:
  - Lake Cowichan
  - Saltair & Chemainus
  - Town of Ladysmith and North Diamond
  - Maple Bay & Genoa Bay
  - Crofton, Westholme, Mt. Sicker
- Budget attached

FOR ACTION:

Each municipality to resolve:

For the Cowichan Valley Regional District to apply for, receive, and manage the 2023 UBCM Community Emergency Preparedness Fund for Public Notification and Evacuation Route Planning grant funding up to $150,000 on behalf of <u>insert Municipality.</u>

Your resolution should be sought by February 28, 2023 if possible.

2023 CEPF Evac Route Grant Proposed Budget

Description	Quantity	Unit Cost	Estimated Total Cost	CEPF	CVRD In-Kind
A. Evacuation Route Plan Development for Lake Cowichan, Crofton, Chemainus/Saltair, Maple Bay/Genoa Bay, Area G/Ladysmith (*see next table for breakdown of this line item)	5	$18,000.00	$90,000	$90,000	-
B. Maps, Spatial Data/Metadata	5	$5,000.00	$25,000	$25,000	-
C. Document Review, Feedback & Finalization	5	$2,500.00	$12,500	$10,000	$2,500
D. Public Information Quick Guide Development, Production and Distribution	1	$2,500.00	$2,500	-	$2,500
TOTAL			**$130,000.00**	**$125,000.00**	**$5,000.00**

ESTIMATED ESS PROJECT DEVELOPMENT / IMPLEMENTATION IMPACTS

	Core Service Impact Y/N	Extraordinary Impact Y/N	Description of Impact
HR	N	N	N/A
IT/GIS	N	N	GIS data is created for D4H system (external to CVRD GIS)
Finance	Y	N	Invoice processing & payment, Final grant review
Procurement	Y	N	Support on procurement of contractor to deliver project
Communications	N	N	All comms development will be internal to EMD
Other Internal Groups	N	N	N/A
External Groups	Y	N	Municipal partners will need to provide review and feedback on community plans once developed

UBCM Community Emergency Preparedness Fund

Disaster Risk Reduction and Climate Adaptation Grant – Regional Grant 2023

The Current Cowichan Approach

Risk reduction and mitigation initiatives have been locally and regionally planned and implemented. Structural projects require substantial effort to manage and coordinate, and for grant eligibility must often be shovel ready.

Intent of the UBCM DRRCA Funding

The intent of this new funding stream is to support risk reduction from future disasters due to natural hazards and climate-related risks. This is accomplished through the development and implementation of accurate foundational knowledge of natural hazards and the risks associated with BC's changing climate; and by developing effective strategies to prepare for, mitigate, and adapt to those risks.

Cowichan's 2023 DRRCA Grant Proposal

To understand risk and build on foundational knowledge, the following projects are proposed:

- Risk Mapping Visualization, using the HRVA once complete to provide an informative, graphical interactive web component for communities (the public)
- Risk reduction and climate adaptation Cowichan Alert integration with BC River Forecast Centre data
- A multi-jurisdictional flood monitoring dashboard and infrastructure integration to enable improved planning, local authority and First Nation response, evacuation triggers and alerts for the public
- Budget attached

FOR ACTION:

For municipal information only. No resolution needed by municipalities (funding is achievable with one applicant).

For the CVRD to resolve:

To apply for, receive, and manage the 2023 UBCM Community Emergency Preparedness Fund for Disaster Risk Reduction and Climate Adaptation grant funding up to $300,000.

Resolution should be sought by February 24, 2023 if possible.

2023 CEPF DRRCAP Grant Proposed Budget			
Category & Project	**Deliverable / Milestone**	**TOTAL**	**CEPF Portion**
Category 1 - Risk Mapping Visualization (HRVA into graphical interactive web component for community)	Project Management	$2,000	$2,000
	Prepare hazard data and visualization guide	$5,000	$5,000
	Prepare exposure data and visualization guide	$3,000	$3,000
	Pilot of visualization (refinement for developer)	$11,000	$11,000
	Web Developer integration into web space for public consumption	$30,000	$30,000
	Online documentation / supporting guidance	$10,000	$10,000
	Contingency - 25%	$15,250	$15,250
	TOTAL CATEGORY 1	**$76,250**	**$76,250**
Category 2 - Non-Structural Project - Risk Reduction and Climate Adaptation Alerting Integration Project (BC River Forecast Centre data into CVRD community awareness)	Project Management	$2,000	$2,000
	Requirement identification (analysis of existing process for alert draft and issue)	$5,000	$5,000
	Process Development	$5,000	$5,000
	System development (development of a CAP-CP feed and user interface)	$25,000	$25,000
	User Acceptance Testing	$5,000	$5,000
	Documentation and Program Launch	$2,000	$2,000
	Contingency - 25%	$11,000	$11,000
Category 2 - Non-Structural Project - multi-jurisdictional flood monitoring infrastructure into a workable system that includes actual operationally useful dashboards, and SOPs inc. public warning and communications based on identified thresholds.	Project Management	$4,000	$4,000
	Requirement identification (analysis of existing gauges/systems/firewalls/tools)	$10,000	$10,000
	Dashboard Development	$25,000	$25,000
	Integration of system data from SCADA, open source and other proprietary monitoring tools	$40,000	$40,000
	User Acceptance Testing	$5,000	$5,000
	Documentation and Program Launch	$5,000	$5,000
	Contingency - 25%	$22,250	$22,250
	TOTAL CATEGORY 2	**$144,000**	**$144,000**
GRANT TOTAL		**$220,250**	**$220,250**

ESTIMATED DRRCA PROJECT DEVELOPMENT / IMPLEMENTATION IMPACTS

	Core Service Impact Y/N	Extraordinary Impact Y/N	Description of Impact
HR	N	N	N/A
IT/GIS	N	Y	Potential integration of CVRD Map into web platform dashboard that is developed (optional)
Finance	Y	N	Invoice processing & payment, Final grant review
Procurement	Y	N	Support on procurement of contractor to deliver Multi-jurisdictional flood monitor project
Communications	Y	N	
Other Internal Groups	Y	Unknown	Integration of any current water level monitoring data (ENV, ENG)
External Groups	Y	Y	Municipal partners will need to share technical architecture details and help select solution that maintains their own data integrity. River Forecast Centre will maintain (and fund) all operational costs for the system under the Climate Adaptation Alerting Integration Project once implemented.