File #: 18-057, **Version:** 1

REQUEST FOR DECISION

DATE: January 31, 2018   Report No. CSS-18-004

TO: Laurie Hurst, Chief Administrative Officer

FROM: Sara Jansen, Emergency Program Manager

SUBJECT:

Community Emergency Preparedness Fund Application - Emergency Operations Centres & Training Stream

RECOMMENDATION:

That Council support by way of resolution a $15,000 application for the Community Emergency Preparedness Fund - Emergency Operations Centres & Training Stream, and authorize the Mayor and Corporate Officer to execute any agreements related to a successful grant application.

RELEVANT POLICY:

Emergency Program Act, RSBC 1996, c.111
Emergency Management Bylaw, 2015, No. 2853

STRATEGIC RELEVANCE:

Continue working with government and school district stakeholders to promote positive relationships and advance issues impacting the community
     -Promote emergency preparedness through shared initiatives and training

BACKGROUND:

The Community Emergency Preparedness Fund (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments and their residents in responding to emergencies. Funding is provided by the Province of BC and is administered by Union of BC Municipalities (UBCM). The funding stream being applied for is "Emergency operations centres and training."

The grant application requests funding for equipping the secondary emergency operation centre (EOC) site located at the public works building and contracting the design of an exercise to test the secondary EOC and Esquimalt's updated evacuation plan and procedures. This exercise will involve a scenario with activation of the secondary EOC, activation of the Emergency Social Services volunteer team and reception centre, testing of emergency radio communications systems, training for staff to conduct evacuations, and evacuation tool kit familiarization. The funding will also be used

to research and purchase a mass notification tool which will then be tested during the exercise to relay evacuation messaging to the public.

Regional partners will be invited to provide input, participate, and observe as necessary with learnings and tools shared with stakeholders, including Canadian Forces Base Esquimalt, Capital Region local authorities and the Province.

A Council resolution of support is a requirement of the funding application.

ISSUES:

1. Rationale for Selected Option
    The CEPF is an excellent opportunity to take advantage of funding that can be used enhance the resiliency of the Township of Esquimalt and our residents in responding to emergencies.

2. Organizational Implications
    Staff time will need to be allocated for aforementioned training and exercises. Staff will be required to administer the funding but the exercise design will be completed by a consultant. Emergency management training and exercises will increase the capacity and ability of the Township to respond to emergencies.

3. Financial Implications
    There are no direct financial implications as 100% of the cost of eligible activities is contributed by the fund.

4. Sustainability & Environmental Implications
    There are no sustainability or environmental implications.

5. Communication & Engagement
    Staff from all departments will be consulted in the exercise design to ensure holistic organizational involvement. Public messaging regarding the mass notification tool, where to go for information, and evacuation actions will be developed and disseminated to the public.

ALTERNATIVES:

1. That Council support by way of resolution a $15,000 application for the Community Emergency Preparedness Fund - Emergency Operations Centres & Training Stream, and authorize the Mayor and Corporate Officer to execute any agreements related to a successful grant application.

2. That Council does not provide a resolution in support of the Community Emergency Preparedness Fund application.