



Regional Board Report

TO: Regional Board

FROM: David Komaïke
Director of Engineering Services

DATE: March 22, 2021

SUBJECT: UBCM CEPF EOC Regional Application - 2021

Voting Entitlement: All Directors – Unweighted Corporate Vote – Simple Majority – LGA 208.1

Purpose: To seek Board support for staff to apply for a 'regional' grant application under the UBCM - Community Emergency Preparedness.

Executive Summary:

The Union of British Columbia Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF) offers grants to enhance the resiliency of local governments and their residents in responding to and recovering from emergencies. Staff has prepared a 'regional' application to request funding for the modernization of Emergency Operations Centre (EOC). Modernization includes the virtualization of the EOC, updating standard operating guidelines, updating the Hazardous Risk and Vulnerability Analysis, creating training scenarios for table top exercises, and purchasing new laptop computers.

The CEPF stream of funding allows partnership or 'regional' applications which, in turn, allow eligible applicants to combine their portion of funding (\$25,000 each) in order to collaborate on projects. Should the Regional Board support this application, staff will be requesting support from each of the member municipalities: the City of West Kelowna, the City of Kelowna, the District of Lake Country, and the District of Peachland.

RECOMMENDATION:

THAT the Regional Board supports a submission of an application under the 2021 UBCM-Community Emergency Preparedness Fund for \$125,000 for a regional project--the 2021 Emergency Operations Centre Regional Emergency Response Program--in partnership with the City of Kelowna, City of West Kelowna, District of Peachland, and the District of Lake Country;

AND FURTHER THAT if approved for funding, the Regional District of Central Okanagan, as the primary applicant, agrees to manage the regional project and be the recipient of all funds on behalf of the above named project partners.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "DKomaïke".

David Komaïke, Director of Engineering

Approved for Board's Consideration

A handwritten signature in black ink, appearing to read "Brian Reardon".

Brian Reardon, CAO

Prepared by: Mareike Miller, Asset Management Analyst

Implications of Recommendation:

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|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategic Plan: | Supports Sustainable Communities: "The RDCO will continue work to protect communities from harm through the highly-recognized Regional Emergency Management Program in collaboration with the member municipalities and Westbank First Nation." |
| Policy: | Supports the following bylaws: <ul style="list-style-type: none">• The Regional District of Central Okanagan Emergency Preparedness Service Establishment Amendment Bylaw No. 1443, 2019• The Regional District of Central Okanagan Emergency Management Bylaw No. 1444, 2019 |
| Legal/Statutory Authority: | Through the <i>Emergency Program Act</i> , the Province of BC requires all local authorities to prepare for emergencies, including response and recovery. |

Background:**Modernization of the Central Okanagan Emergency Operations Centre (EOC).**

The Regional Emergency Program is coordinated by the Kelowna Fire Department on behalf of the Regional District, the City of Kelowna, City of West Kelowna, District of Peachland, District of Lake Country and Westbank First Nation. The program supports the electoral areas, member municipalities and the Westbank First Nation during an emergency and creates a unified, collaborative approach to ensure the safety for all residents of the RDCO.

The Program is intended to assist staff and officials with emergency response activities. The four phases of disaster and emergency management include mitigation, preparedness, response and recovery. The purpose of this grant will be to hire a consultant to assist the Emergency Program Coordinator in modernizing the program by focusing on emergency preparedness. A robust and resilient emergency preparedness cycle includes:

- Planning: analysis, assessment, audit,
- Training: via table top and live exercises,
- Debrief: sharing lessons learned and after action reports, and
- Create and evaluate written plans, procedures and policies (informed by the debrief).

Further to the updating of the RDCO Emergency Plan in 2020, modernization of the program will include hiring a consultant to aid the Emergency Program Coordinator in:

- building capacity to support virtualization of the Emergency Operations Centre,
- creating and updating standard operating guidelines (SOGs),
- purchasing and updating training tools (laptops),
- creating training scenarios for table top exercises supporting the updated Emergency Plan,
- updating the Hazardous Risk, and Vulnerability Analysis (HRVA) to support the changes in the recent Emergency Plan and the Emergency Program Act updates, and
- providing training for GIS staff on mapping procedures to integrate the updated flood response mitigation planning currently underway.

UBCM – Community Emergency Preparedness Fund, Emergency Operations Centres and Training

The Community Emergency Preparedness Fund (CEPF), administered by the Union of British Columbia Municipalities (UBCM), supports local governments and their communities with grant opportunities for disaster response and recovery.

The CEPF has seven streams of funding. This application is for the Emergency Operations Centre and Training stream. “The intent of this funding stream is to support eligible applicants to build local capacity through the purchase of equipment and supplies required to maintain or improve Emergency Operations Centres (EOC) and to enhance EOC capacity through training and exercises. Ongoing operational costs are not eligible”¹.

Under this funding stream, two or more eligible applicants may apply for funding as partners in a ‘regional’ project. Collaboration on regional projects allows the partners to pool their respective grants to a maximum of \$25,000 each, multiplied by the number of eligible applicants. The RDCO, District of Lake Country, City of Kelowna, District of Peachland, and City of West Kelowna would be eligible to pool up to \$125,000.

Next steps, should the Regional Board support this application, include requesting support for a regional application from each member municipality Council.

Financial Considerations:

Staff is requesting that 100% of the project costs be covered by this grant. Should this application be supported and successful, staff will bring forward a request to amend the 2021 to 2025 Financial Plan in order to include this project.

Projected Project Costs: \$125,000

Organizational Considerations:

Capacity Building

The proposed project will build emergency response capacity by increasing the knowledge of staff, allowing for practiced and efficient work flow in a virtual environment during emergency events.

Measuring Success

This project will be evaluated, informally, by the project team throughout the process as well as after closing. A third party consultant will be requested as an evaluator for the final exercise with a defined scope of the project and outcome as identified during the initial implementation. Project elements being evaluated include: overall completion of the project, equipment functionality, team communication, and project timeline adherence. Evaluations provide the information for project management improvement.

¹ Community Emergency Preparedness Fund Emergency Operations Centres & Training 2021 Program & Application Guide, UBCM, Union of BC Municipalities, 2021, page 1, <https://www.ubcm.ca/EN/main/funding/lgps/community-emergency-preparedness-fund/emergency-operations-centres.html>, (March 18, 2021).

External Implications:**Regional Benefits**

The RDCO operates a regional EOC; therefore, all process improvements, updates to documentation, and training for members will be utilized to support the regional district electoral areas, its member municipalities, and the Westbank First Nation during an emergency event. Lessons learned from emergency events and training exercises are available to other jurisdictions.

Collaboration and Stakeholder Engagement

RDCO staff will collaborate with Kelowna Fire Department staff to scope, budget, execute, monitor and evaluate the project. Stakeholders will be involved to strengthen the alignment between their respective Emergency Response Plans and the RDCO plan. Further, RDCO staff will collaborate with member municipality staff to ensure the requests for supporting resolutions are brought forward to each council. Throughout this project, staff will focus on strengthening collaboration with the Westbank First Nation, the Okanagan Indian Band, EMBC, BCEHS, RCMP, Fortis, Hydro, and other stakeholders.

Alternative Recommendation:

THAT the Regional Board receive this report for information.

Considerations not applicable to this report:

- General
- Organizational
- Financial