



REPORT

Report Date: March 13, 2023
Contact: Magnus Enfeldt
Contact No.: 604.871.6268
RTS No.: 15652
VanRIMS No.: 08-2000-20
Meeting Date: April 11, 2023
[Submit comments to Council](#)

TO: Vancouver City Council

FROM: Manager of Operational Readiness, Vancouver Emergency Management Agency (VEMA)

SUBJECT: Funding Application to the UBCM Community Emergency Preparedness Fund for Emergency Operations Centres (EOCs) and Training

Recommendations

THAT Council approve a funding application to the Union of British Columbia Municipality's Community Emergency Preparedness Fund – EOCs and Training stream for \$19,000 to fund staff training as outlined in Appendix A.

Purpose and Executive Summary

The purpose of this report is to seek Council approval to proceed with an application for funding to the Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF) for \$19,000.

If successful, the funds would be used by staff to contract the Justice Institute of British Columbia to deliver: two (2) instances of EOC Essentials training for City staff that have an identified role in the EOC and; two (2) instances of Psychosocial Resilience in Disasters training for staff with response roles in the EOC or who regularly support response operations from within their home departments.

Council Authority/Previous Decisions

UBCM funding programs require a resolution of Council as part of the application package.

City Manager's Comments

The City Manager concurs with the foregoing recommendations.

Context and Background

The CEPF was created by the Province in 2017 with an allocation of \$32 Million. It is managed by the UBCM. The CEPF is a suite of funding streams intended to enhance the resiliency of local governments, First Nations and communities in responding to emergencies.

This report is seeking Council approval to apply for funds in the EOCs & Training stream. Under the Emergency Program Act, municipalities and regional districts are responsible for responding to emergencies in their area. This stream provides funding to support eligible applicants to 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 EOCs & Training funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$30,000.00 and the deadline to apply is March 31, 2023.

A resolution of Council is required for each funding application and may be submitted within a month following the application deadline.

Discussion

The responsibility for managing the EOC and ensuring there is a trained cadre of staff within the City that can be called upon to support activation and response coordination falls to VEMA. Over the last several years, VEMA's training program has been essentially paused while the department recovers from its efforts coordinating COVID response, the Strathcona encampment, seasonal heat response and Hastings Street destructuring activities.

There is now a pressing need for VEMA to resume its training program for City staff. UBCM funding to deliver multiple courses related to EOC functions and operations and psychosocial resilience in disaster is needed to move forward.

While there is a maximum of \$30,000 available for training and EOC enhancements, VEMA is not pursuing additional funds for EOC upgrades as capital projects marked as priority for this year have already been allocated resources through Technology Services, costs for which exceed the funding available under this grant program.

Financial Implications

Staff are recommending that the City request the maximum \$19,000 in UBCM funding. This will cover all associated training costs quoted by the Justice Institute of BC.

Legal Implications

If the funding application is successful, all applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM within 30 days. Grants are paid at the completion of the project and only when the final report requirements have been met.

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APPENDIX A
UBCM Community Emergency Preparedness Fund Application



Community Emergency Preparedness Fund
Emergency Operations Centres & Training
2023 Application Form

Please complete and return the application form by **March 31, 2023**. All questions are required to be answered by typing directly in this form. If you have any questions, contact cepf@ubcm.ca or (250) 387-4470.

SECTION 1: Applicant Information	AP <i>(for administrative use only)</i>
Local Government or First Nation Applicant: City of Vancouver	Date of Application: 10 March, 2023
Contact Person*: Kirsten Jasper	Position: Manager, Operational Readiness, Vancouver Emergency Management Agency
Phone: 604-396-9479	E-mail: kirsten.jasper@vancouver.ca

* Contact person must be an authorized representative of the applicant (i.e. staff member or elected official).

SECTION 2: For <u>Regional Projects Only</u>
<p>1. Identification of Partnering Applicants. For all regional projects, please list all of the partnering eligible applicants included in this application. Refer to Section 2 in the <i>Program & Application Guide</i> for eligibility.</p> <p>N/A</p>
<p>2. Rationale for Regional Projects. Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.</p> <p>N/A</p>

SECTION 3: Project Information
<p>3. Project Information</p> <p>A. Project Title: EOC training for City of Vancouver</p> <p>B. Proposed start and end dates. Start: June 2023 End: June 2024</p>

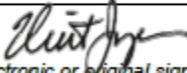
<p>4. Project Cost & Grant Request:</p> <p>A. Total proposed project budget: \$19,000.00</p> <p>B. Total proposed grant request: \$19,000.00</p> <p>C. Have you applied for, or received funding for, this project from other sources? If yes, please indicate the source and the amount of funding received or applied for.</p> <p>No</p>
<p>5. Project Summary. Provide a summary of your project in 150 words or less.</p> <p>The City of Vancouver seeks funding support to deliver a series of EOC-related training courses for City staff, under contract with the JIBC:</p> <p>1) EOC Essentials is a 2-day, in-person course that provides learners with the fundamentals of how EOCs operate. The training features applied scenarios and activities, provides learners with opportunities to practice some of the standard activities performed in an EOC, and addresses key aspects of site support operations within an ICS management structure. The City of Vancouver is interested in delivering two instances of this course</p> <p>2) Psychosocial Resilience in Disasters is a 1-day, in person course that provides an overview of the psychosocial needs of emergency management personnel and communities, before during and after disasters. Topics include psychosocial resilience, stress responses, vulnerable populations, risk and resiliency factors and resiliency toolkits. 2 instances of this training are also desired</p>
<p>6. Emergency Plan. Describe the extent to which the proposed project will <u>specifically</u> support recommendations or requirements identified in the local Emergency Plan.</p> <p>The EOC plays a central role in the City's emergency response framework, as outlined in the City of Vancouver Emergency Response Plan. To effectively operate within the EOC, staff must be trained in basic functions and concepts relevant to the EOC environment.</p>

<p>SECTION 4: Detailed Project Information</p>
<p>7. Proposed Activities. What <u>specific</u> activities will be undertaken as part of the proposed project? Refer to Section 6 of the <i>Program & Application Guide</i> for eligibility.</p> <p>This project will support delivery of multiple training courses for City staff through the Justice Institute of BC:</p> <p>EOC Essentials (2-days) - Spring 2023, course capacity 24 students</p> <p>EOC Essentials (2 days) - Fall 2023, course capacity 24 students</p> <p>Psychosocial Resilience in Disasters (1-day) - Spring 2023, course capacity 24 students</p> <p>Psychosocial Resilience in Disasters (1-day) - Fall 2023, course capacity 24 students</p>

<p>8. Capacity Building. Describe how the proposed project will increase emergency response capacity (i.e. having the physical resources and the skills to respond to emergencies) in your community.</p> <p>This project will support the City's response capacity by ensuring an additional 48 employees are trained to a basic level through EOC essentials and are better equipped to fill roles in an activated EOC. As a standing practice within the City, all members of the EOC staffing pool must obtain departmental approval and take EOC Essentials to ensure there is a consistent, base-level understanding of how EOCs function and how to perform basic tasks in a variety of EOC positions.</p> <p>The primary training audience for these courses is City staff however, when availability exists, the City also offers a small number of seats to PSLV volunteers and occasionally to external partners (i.e. Musqueam) as a means of relationship building and raising awareness of the EOC's role in coordinating supporting partners and volunteers in emergency events.</p> <p>Since COVID, the City of Vancouver has reaffirmed the importance of staff mental health and wellness, particularly in emergency situations when employees are asked to step into unfamiliar roles to make consequential decisions in challenging circumstances, as they do in the EOC. In 2022 VEMA offered training on Psychosocial Resilience in Disasters through EMCR's training program for local authorities, which was positively received. Many staff that took the training commented that it was encouraging to see the organization provide this support and acknowledge the additional pressure employees face when supporting response operations. Many staff also acknowledged that they are still personally recovering from the impacts of a global pandemic.</p> <p>VEMA recognizes that capacity building in emergencies is not just about the number of staff that are trained to respond, but in taking a trauma-informed approach to our work. Providing training that promotes staff's personal resilience, their self-awareness and ability to support their own health and wellbeing, as well as that of their colleagues is critical. Unfortunately the City's application for training support through EMCR was denied this year due to resource constraints within the province.</p> <p>Course capacity for PRD is also capped at 24 so with UBCM funding we will reach 48 students with this training, with the primary audience being new and existing staff with identified roles in the EOC.</p>
<p>9. Emergency Support Services. Describe the extent to which the proposed project will consider large scale emergency support services scenarios.</p> <p>N/A</p>
<p>10. Transferability. Describe the extent to which the proposed project may offer transferable resources and supplies to other local governments and/or First Nations (e.g. trained staff and/or equipment that will be made available to other communities, training resources, and exercise plans other communities will be invited to utilize, etc.).</p> <p>Where opportunities exist and pending outcome of this application, spots in training courses may be offered to PSLV volunteers (i.e. ESS), as well as to Indigenous partners (Musqueam) as part of cross-training and relationship building.</p>

<p>11. Partnerships. In addition to Question 1, if applicable, identify any partners you will collaborate with on the proposed project and specifically outline how you intend to work together.</p> <p>This project is focused internally on City staff. With funding support this work can be managed and administered directly by VEMA.</p>
<p>12. Evaluation. How will the project be evaluated? How will performance measures and/or benchmarks be used to measure outcomes (i.e. tracking the number of training events and exercises, external evaluators, etc.)?</p> <p>Performance will be measured in 3 ways:</p> <ol style="list-style-type: none">1. Course evaluations and student feedback will be gathered via JIBC process.2. VEMA metrics related to training (person-hours delivered) are counted against annual departmental targets as an indicator of response capacity and staff engagement.3. VEMA metrics related to the total number of staff trained to take on roles within the EOC as part of the EOC staffing program (# of active VanTEAMS members) as an indicator of response capacity and staff engagement.
<p>13. Progress to Date. If you received funding under the 2018 - 2022 Emergency Operations Centres & Training funding stream intakes, please describe the progress you have made in increasing EOC capacity.</p> <p>N/A</p>
<p>14. Additional Information. Please share any other information you think may help support your submission.</p> <p>In late 2022, the City applied to EMCR for financial support to host in-person EM training in 2023/24 through the Province's training program. Unfortunately the City was advised in early March 2023 that our application was rejected due to limited provincial resources.</p>

<p>SECTION 5: Required Attachments</p> <p>Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application:</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Local government Council or Board resolution, Band Council resolution, or First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.<input checked="" type="checkbox"/> Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.<input type="checkbox"/> <u>For regional projects only:</u> local government Council or Board resolution, Band Council resolution, or First Nation resolution from each partnering applicant that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.
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SECTION 6: Signature. Applications are required to be signed by an authorized representative of the applicant. Please note all application materials will be shared with the Province of BC.	
I certify that: (1) to the best of my knowledge, 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) we understand that this project may be subject to a compliance audit under the program.	
Name: Kirsten Jasper	Title: Manager, Operational Readiness, VEMA
Signature*:  <i>A certified electronic or original signature is required.</i>	Date: 9 March, 2023

* Signatory must be an authorized representative of the applicant (i.e. staff member or elected official).

Submit applications to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

UBCM Community Emergency Preparedness Fund Emergency Operations Centres & Training 2023 Grant Application			
ORGANIZATION	City of Vancouver		
PROJECT TITLE	EOC training for COV staff		
PROJECT PURPOSE	Delivery of core training to identified EOC staff and department staff with response roles, through contract with the Justice Institute of BC		
LENGTH OF PROJECT	1 year		
TOTAL BUDGET	\$19,000		
DATE	March 13, 2023		
PROPOSED BUDGET:			
Course Title	Course description	Incidentals	Contract Price
EOC Essentials – spring 2023	2-days, in person. Training covers fundamentals of how EOCs operate and addresses key aspects of site support operations within and ICS management structure. Content features applied scenarios and activities. Learners are provided with opportunities to practice some of the standard activities performed in an EOC Capacity: 24	\$350	\$6,000
EOC Essentials – fall 2023	As above Capacity: 24	\$350	\$6,000

<p>Psychosocial Resilience in Disasters – spring 2023</p>	<p>1 day. In person. Training addresses the psychosocial needs of emergency management personnel and communities, before during and after disasters. Topics include psychosocial resilience, stress responses, vulnerable populations, risk and resiliency factors and resiliency toolkits. Capacity: 24</p>	<p>\$150</p>	<p>\$3,000</p>
<p>Psychosocial Resilience in Disasters – fall 2023</p>	<p>As above Capacity: 24</p>	<p>\$150</p>	<p>\$3,000</p>
		<p>Total</p>	<p>\$19,000</p>