

FOR: COUNCIL

MEETING DATE: March 2, 2026

DEPARTMENT: FINANCIAL PLANNING

SUBJECT: **UBCM Emergency Operations Centres Equipment and Training 2026 Intake**

**OVERVIEW**

**Purpose of Report**

To obtain a Council resolution supporting a grant application to the UBCM Emergency Operations Centres Equipment and Training funding stream. |

**Recommendation**

That Council approve the submission of a grant application to the UBCM Emergency Operations Centres Equipment and Training program for funding to provide in-house Emergency Operation Centre training and education and endorse the City of Nanaimo’s role in providing overall grant management.

**BACKGROUND**

UBCM’s Emergency Operation Centres Equipment and Training Funding Stream (EOCET) is part of the Community Emergency Preparedness Fund (CEPF) suite of programs intended to support First Nations and Local Governments to better prepare for disasters and reduce risks from natural hazards.

The intent of the EOCET funding stream is to support eligible applicants to build local capacity through the purchase of equipment and supplies required to maintain or improve an Emergency Operations Centre (EOC) and to enhance EOC capacity through training and exercises. For CEPF funding EOC’s must be in a First Nation owned building, or publicly owned building or an asset owned by the primary applicant or the sub-applicant.

The program provides 100% funding to a maximum of \$30,000 per applicant. Eligible applicants can submit one application per funding stream intake.

Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the applicant to conduct eligible activities such as the purchase of supplies, purchase and installation of equipment, and costs of training and exercises.

The grant application deadline was **2026-Feb-27**. Applicants will be advised of the status of their application within 90 days of the application deadline.

## **DISCUSSION**

Staff have submitted an application to the EO CET program for \$30,000 in funding to hire temporary, part-time contracted staff to support the delivery of in house EOC training and the design and delivery of full-scale EOC exercises. EOC training enables staff to respond knowledgeably within the EOC in the event of major emergencies impacting the City or neighbouring regions. The Emergency Program maintains an EOC staff roster from staff across all city departments and regular training is vital to maintaining readiness and response capabilities.

## **FINANCIAL IMPLICATIONS**

The 2026-2030 Provisional Financial Plan does not include budget for a temporary, part-time contract position for training and education. Hiring for this position would be contingent on a successful grant application. The role is anticipated to total 780 hours, with a maximum 15 hrs a week for 52 weeks.

If the grant application is successful, the 2026-2030 Financial Plan will be amended to incorporate this temporary position.

## **COMMUNICATION AND COMMUNITY ENGAGEMENT**

This initiative does not require a statutory notification or include community engagement activities.

## **ALIGNMENT WITH CITY PLAN**

The report is aligned with the following City goals:

- A Healthy Nanaimo: Community Wellbeing and Livability
  - C3.5 Emergency Management

## **ALIGNMENT WITH COUNCIL'S STRATEGIC PRIORITIES**

The report is aligned with the following Council Strategic Framework:

- Implementing City Plan Action Plans and Key City Management Plans
- Social, Health and Public Safety Challenges
- Maintaining and Growing Current Services
- Capital Projects
- Communicating with the Community
- Governance and Corporate Excellence

## **NEXT STEPS**

If the grant application is successful, the 2026-2030 Financial Plan will be amended to include the amount awarded.

**OPTIONS**

1. That Council approve the submission of a grant application to the UBCM Emergency Operations Centres Equipment and Training program for funding to provide in-house Emergency Operation Centre training and education and endorse the City of Nanaimo's role in providing overall grant management.
  - A successful grant application would strengthen the City's EOC training and education capacity by providing dedicated support, thereby allowing the Manager, Emergency Program to redirect time from training duties to other priority areas.
  - Financial Implications: The proposed temporary part time contract position is contingent on a successful grant application. The 2026-2030 Financial Plan would be amended to include the position if the application is successful.
2. That Council instruct Staff to withdraw the application for funding under the UBCM Emergency Operations Centres Equipment and Training funding stream.

**KEY MESSAGES**

- City Staff have submitted an application to the UBCM Emergency Operations Centres Equipment and Training program for funding to hire temporary part-time contract staff to provide in-house training and education.
- The program provides 100% funding up to a maximum of \$30,000 per applicant.
- The grant application deadline was 2026-Feb-27.

**Authored by:**

Deanna Walker  
Senior Financial Analyst

Evan Lloyd  
Manager, Emergency Program

**Concurrence by:**

Tim Doyle  
Fire Chief

Dhanya Balachandran  
Manager, Financial Planning

Wendy Fulla,  
Director, Finance

Laura Mercer,  
General Manager, Corporate Services

Lisa Bhopalsingh  
General Manager, Community Services and  
Deputy CAO