

Date: January 22, 2026

To: **Mayor and Council.**

Name and title: Eric Depenau, Director of Administrative Services

Subject: 2026 UBCM Community Emergency Preparedness Fund,
Emergency Operations Centre (EOC) – Grant Application

Attachment(s): None

Recommendation(s):

THAT Council;

1. SUPPORTS the City submitting a grant application to the Union of British Columbia Municipalities (UBCM) Community Emergency Preparedness Fund –Emergency Operations Centre (EOC) in the amount of thirty thousand dollars (\$30,000) to support the EOC Training plan for 2026/27 and purchase additional equipment for the EOC; AND
2. AUTHORIZES the City’s Director of Finance and Director of Administrative Services to sign the grant application and subsequent contract documents should grant approval be received; AND
3. That the City of Prince George will ASSUME overall grant management should grant approval be received.

Purpose:

The purpose of this report is to seek a City Council resolution in support of a UBCM Community Emergency Preparedness Fund – Emergency Operations Centre grant (CEPF grant) to support the proposed Emergency Operations Center (EOC) training plan for 2026/27 and purchase additional equipment for the effective operation of the EOC. The City of Prince George received grants through this funding stream in previous years (2018, 2019, 2020, 2022 and 2023) that supported EOC training and emergency exercises; procured health and safety and computer equipment to streamline and modernize processes during evacuation events; and, to outfit the permanent EOC location at Fire Hall #1.

In 2017 and 2018 the City had a well trained and experienced pool of EOC designated staff when the City hosted significant emergency events and required activations of a Level 3 EOC (full EOC was activated). Since that time there have been several retirements and/or other personnel changes, and the COVID pandemic limited the ability to conduct training, exercises and events. At the beginning of 2023 it was identified that the majority of staff who were designated to the EOC had limited amounts of training and had not participated in any formal exercise or live emergency events. Ensuring that regular EOC training and exercises are part of the annual calendar has been a priority

within the Emergency Programs division over the past several years and this focus continues in the 2026-27 training plan.

Continued training in Incident Command Systems and EOC core concepts as well as functional workshops in the primary functions (Operations, Planning, Logistics, and Finance/Administration) continue to be the focus, with tabletops and exercise events to ensure a well-rounded training plan and team cohesiveness.

The CEPF funded training plan recognizes the importance of continuing to develop the skills of current EOC staff and will develop additional staff as part of succession planning for the EOC and as part of business continuity planning for the City overall. This new training plan also incorporates plans to work with regional partners on a unified command exercise/workshop or tabletop to be held in conjunction with provincial, regional and first nations partners.

In addition to the training plan, grant funding is being sought to purchase a number of equipment pieces for the EOC. This list includes additional ergonomic chairs for the secondary EOC at the Safety Hub, a Starlink and telephone equipment to ensure a mobile backup for telecommunications within the EOC, acoustic dividers for the EOC to reduce the background noise that exists with many people working in the room and other items to enhance the operations of the EOC.

Strategic Priorities:

The proposal to apply to the UBCM's Community Emergency Preparedness Fund for EOC relates to the Environmental Stewardship and Climate Action strategic pillar, specifically in bolstering the resiliency of the City's ability to respond to emergency events within municipal boundaries, as well as emergency events outside of the City's boundaries that impact the City of Prince George such as community evacuations into the City.

Summary and conclusion:

The UBCM Community Emergency Preparedness Fund – Emergency Operations Centre Grant supports local governments by supporting the purchase of equipment and supplies required to maintain or improve Emergency Operations Centres (EOC) and to enhance EOC capacity through training or exercises. It is part of a larger funding program 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 the Union of BC Municipalities.

This grant will support the City's ability to activate and effectively respond to emergency events with trained EOC staff and will provide essential equipment needed within the EOC for future large-scale emergency and evacuation events.

Respectfully submitted:

Eric Depenau, Director of Administrative Services
Prepared by Tanya Spooner, Manager Emergency Programs

Approved:

Walter Babicz, City Manager

Meeting date: [2026/02/02]