


AGENDA INFORMATION	
<input checked="" type="checkbox"/> Regular Meeting	Date: <u>May 10, 2021</u>
<input type="checkbox"/> Other:	Date: _____

 Dept. Manager	 GM/ Director	 CAO
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The District of North Vancouver REPORT TO COUNCIL

April 28, 2021

File:

AUTHOR: Emily Dicken – Director, North Shore Emergency Management

SUBJECT: Community Emergency Preparedness Fund – 2021 Emergency Operations Centres & Training Grant

RECOMMENDATION:

THAT Council supports the submission of the application to the Community Emergency Preparedness Fund under the stream of 2021 Emergency Operations Centres & Training for the North Shore Emergency Operation Centre (EOC) Upgrades project;

AND THAT Council commits to the District of North Vancouver providing overall grant management for the project, on behalf of the City of North Vancouver and the District of West Vancouver.

REASON FOR REPORT:

A Council resolution is required as part of the submission to Union of BC Municipalities (UBCM).

SUMMARY:

North Shore Emergency Management (NSEM) has applied, on behalf of the three North Shore municipalities, to the Community Emergency Preparedness Fund under the funding stream for 2021 Emergency Operations Centres & Training for a project titled North Shore EOC Technical Upgrades. NSEM Staff will manage the project and provide periodic updates to the NSEM Executive Committee and Operations Committee.

BACKGROUND:

Grant funding for the Community Emergency Preparedness Fund (CEPF) is provided by the Province of BC and administered by UBCM. The CEPF is a suite of funding programs intended to enhance the resiliency of local governments and their residents in responding to emergencies. Specifically, this subject grant funding stream for Emergency Operations Centres & Training is to support the purchase of equipment and supplies required to maintain or improve Emergency Operation Centre (EOC) capabilities.

The NSEM Operations Committee has provided support for the grant application process on March 9, 2021 via email communication. As requested by the Operations Committee, a letter

of support has also been written from the District of North Vancouver IT Infrastructure and Client Services department.

The 2021 Emergency Operations Centres & Training application form was submitted prior to the March 26, 2021 deadline and a Council resolution is required to complete the submission.

ANALYSIS:

Timing/Approval Process:

The project must be completed within one year of the approval of the award.

Concurrence:

NSEM will continue to work with municipal Staff from related departments to ensure that the specific needs of each municipality are considered in the project. Specific to this project, the District of North Vancouver - IT Infrastructure and Client Services has provided a Letter of Support for their endorsement of this work.

Financial Impacts:

The maximum available funding for each municipality is \$25,000. Spread over three municipalities and three funding streams, the subject applications total \$75,000. The overall cost of the 'North Shore Emergency Operations Centre Technical Updates' totals \$158,951.65 and exceeds the available grant funding. The remaining funds have been accounted for in the NSEM 2021 budget.

Social Policy Implications:

The North Shore Emergency Operations Centre (NSEOC) is the municipal facility and organizational structure for coordinating response to and recovery from a major emergency or disaster. The NSEOC supports all response activities in the field. It centralizes information about the emergency; coordinates response across multiple departments and with other agencies; identifies critical needs and establishes priorities; and provides timely information to the public concerning the emergency or disaster. The CEPF EOC & Training Grant provides an opportunity to update computer equipment to more effectively manage information and share situational awareness.

Conclusion:

The grant proposal will enhance public safety, operational readiness and effective IT enhancements for the NSEOC and increase the level of disaster resilience across the North Shore.

Options:

1. THAT Council supports the submission of the application to the Community Emergency Preparedness Fund under the stream of 2021 Emergency Operations Centres & Training for the North Shore Emergency Operation Centre (EOC) Upgrades project;

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AND THAT Council commits to the District of North Vancouver providing overall grant management for the project, on behalf of the City of North Vancouver and the District of West Vancouver.

(Recommended)

OR

2. THAT Council provides staff with alternative direction.

Respectfully submitted,



Emily Dicken
Director, North Shore Emergency Management

Attachments:

1. Letter of Support from the Section Manager – IT Infrastructure and Client Services
2. UBCM Community Emergency Preparedness Fund Application – Emergency Operations Centres & Training

REVIEWED WITH:					
<input type="checkbox"/> Community Planning	_____	<input checked="" type="checkbox"/> Clerk's Office	_____	External Agencies:	
<input type="checkbox"/> Development Planning	_____	<input type="checkbox"/> Communications	_____	<input type="checkbox"/> Library Board	_____
<input type="checkbox"/> Development Engineering	_____	<input type="checkbox"/> Finance	_____	<input type="checkbox"/> NS Health	_____
<input type="checkbox"/> Utilities	_____	<input type="checkbox"/> Fire Services	_____	<input type="checkbox"/> RCMP	_____
<input type="checkbox"/> Engineering Operations	_____	<input checked="" type="checkbox"/> ITS	_____	<input type="checkbox"/> NVRC	_____
<input type="checkbox"/> Parks	_____	<input type="checkbox"/> Solicitor	_____	<input type="checkbox"/> Museum & Arch.	_____
<input type="checkbox"/> Environment	_____	<input type="checkbox"/> GIS	_____	<input type="checkbox"/> Other:	_____
<input type="checkbox"/> Facilities	_____	<input type="checkbox"/> Real Estate	_____		
<input type="checkbox"/> Human Resources	_____	<input type="checkbox"/> Bylaw Services	_____		
<input type="checkbox"/> Review and Compliance	_____	<input type="checkbox"/> Planning	_____		

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ATTACHMENT 1

March 16, 2021

TO: WHOM IT MAY CONCERN

FROM: Matthew McIntosh
Section Manager, IT Infrastructure and Client Services

SUBJECT: North Shore Emergency Management CEPF Application

This letter is provided in support of North Shore Emergency Management's CEPF Application.

The District of North Vancouver's Information Technology Services department is in full support of the technology upgrades proposed by NSEM. Digital systems are increasingly important in responding to emergency events, it is critical that responders are able to access those systems to perform their duties. NSEM's proposed upgrades will improve the reliability, efficiency and security of the Emergency Operations Centre technology stack.

The DNV ITS department will partner with NSEM to assist in the implementation and on-going maintenance of these new technologies.

Regards,

Matthew McIntosh
Section Manager, IT Infrastructure and Client Services

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Community Emergency Preparedness Fund
Emergency Operations Centres & Training
2021 Application Form

Please complete and return the application form by **March 26, 2021**. 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>
Name of Primary Applicant: District of North Vancouver Date of Application: 2021MAR05	
Contact Person*: Mike Andrews	Position: Deputy Director
Phone: 778-338-6306	E-mail: mandrews@nsem.ca

* Contact person must be an authorized representative of the applicant.

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>City of North Vancouver, District of West Vancouver</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>The emergency management obligations of the three North Shore municipalities are provided by North Shore Emergency Management (NSEM). NSEM was established as a tri-municipal commitment to provide mutual support in emergencies and is reinforced by bylaw and a tri-municipal integrated emergency operations centre (EOC).</p>

SECTION 3: Project Summary
<p>3. Name of the Project:</p> <p>North Shore EOC Technical Upgrades</p>

4. Project Cost & Grant Request:

Total Project Cost: \$158,951.65

Total Grant Request: \$71,011.65

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.

NSEM will receive funding (\$85,000) from the three North Shore municipalities for licensing of various softwares (\$13K for Lightship annually over 5 years, \$20k transition to Teams/Office 365) to realize the goal of establishing connectivity and an integrated common operational picture across the three municipalities of the North Shore. NSEM will also pay annual licenses for connectivity, etc.

This grant ask of \$71,011.65 is primarily for the hardware on which to operate these systems.

5. Project Summary. Provide a summary of your project in 150 words or less.

On behalf of the North Shore municipalities, NSEM is establishing a series of technical systems to link responders, response support facilities and the EOC in a crisis. NSEM and the municipalities are acquiring and updating a series of software systems for this purpose and this grant is for the necessary hardware to realize the overall project goal.

This expansion complements the previously UBCM CEPF funded audio-visual upgrades and the CEPF supported Disaster Supply Caches (DSC) from 2019.

6. Emergency Plan. Describe the extent to which the proposed project will specifically support recommendations or requirements identified in the local Emergency Plan.

The NSEM vision is "a disaster resilient North Shore"

Each of the three North Shore Municipal Emergency Plans, section 5.1 Emergency Operations Centre states, "The Emergency Operations Centre (EOC) is the municipal facility for coordinating its response to a major emergency or disaster. The EOC supports all response activities in the field. Specifically, it centralizes information about the emergency; coordinates emergency response across municipal departments and with other agencies; identifies critical needs and establishes emergency response priorities; and provides timely information to the public concerning the emergency or disaster." It is the management of critical information and the sharing of situational awareness that we hope to enhance through this initiative.

SECTION 4: Detailed Project Information

7. Proposed Activities. What specific activities will be undertaken as part of the proposed project? Refer to Section 4 of the *Program & Application Guide* for eligibility.

COVID-19 has emphasized the importance of multi-stakeholder engagement in remote emergency operations using technology. Even before COVID, NSEM conceived and initiated efforts to establish platforms to link responders, response support facilities (ESS, DOCs, etc.) and the functions of the EOC through common technical platforms. NSEM engaged in an R&D contract with the emergency common operational picture software "Lightship" which allows for common situational awareness, process flows and other engagement at the various levels of response. This system will be supplemented

by municipal technical upgrades of Office 365 and MS Teams to enhance stakeholder connectivity and documentation retention. NSEM is applying for 6 EOC laptops to upgrade the aging technology in the EOC and 36 iPads to be staged at the EOC and the six, CEPF funded, Disaster Supply Cache containers across North Shore. This initiative will ensure consistent technical platforms and hardware for the proposed uses, including functions within the EOC, supporting the North Shore's ESS modernization efforts, damage assessment and evacuation notification tracking and to linking the DSC's to the North Shore EOC using Lightship, MS Teams and other technical means.

- 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.

Thanks in part to past CEPF grants, NSEM has established a series of containerized "Disaster Supply Caches" (DSC) across the North Shore. A key concept of these DSCs is to establish repositories of response support supplies (ESS, Damage Assessment, evacuation support, light tools, PPE) in strategic locations across the North Shore. As the EOC computers have aged beyond the ability of our IT department to maintain, we intend to replace them with tablets consistent with those proposed for our DSCs. This will provide a compatible interface to Lightship etc. and will tie key responders and support functions into coordinated situational awareness and allow use for the ESS Evacuee Registration & Evacuation tool (ESS modernization) and other functions (evacuation, damage assessment) as well as our inventory control systems.

- 9. Emergency Support Services.** Describe the extent to which the proposed project will consider large scale emergency support services scenarios.

The proposed tablets for the EOC will support EOC Operations, including the ESS Branch and will allow others to interact with this Branch and remote ESS responders and ESS delivery sites. Proposed ESS and other field uses (damage assessment, evacuation), including the modernized ERA system will help to ensure that residents are evacuated as necessary, supported through ERA once evacuated and returned home in a timely manner, where possible through technology enhanced damage assessment.

- 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.).

While this is a tri-municipal application, North Shore Emergency Management is now working on an integrated mutual ESS support model with both the Squamish Nation and the Tsleil-Waututh Nations. Further, as neither Lions Bay nor Bowen Island have significant commercial sectors, North Shore suppliers are often used and there is an understanding that North Shore ESS will be engaged when such suppliers are required by these jurisdictions. Also, Bowen Island recently completed an evacuation plan that delegates the care of evacuees displaced from the Island to NSEM/North Shore ESS.

- 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.

This initiative is a joint effort of the District of North Vancouver, the City of North Vancouver and the District of West Vancouver. By extension through mutual support, this initiative also has potential to support the Squamish and Tsleil-Waututh First Nations and our smaller neighbours, Bowen Island and Lions Bay.

12. Evaluation. How will the project be evaluated? How will performance measures and/or benchmarks be used to measure outcomes (e.g. tracking number of training events and exercises, external evaluators, etc.)?

NSEM has already established a rotational testing and maintenance protocol for the DSCs and this equipment will be incorporated into this schedule. As the North Shore's Operational Readiness Strategy progresses and, with the Disaster Supply Caches now stocked and operational, it is our intention to conduct training at and incorporating facilities supported by the DSCs and include the use of the technology outlined in this proposal, as coordinated through the North Shore EOC. The North Shore intends to run a series of functional exercises that will culminate in significant play in the regional exercise Coastal Response 2022.

13. Progress to Date. If you received funding under the 2018, 2019, or 2020 Emergency Operations Centres & Training funding stream, please describe the progress you have made in increasing EOC capacity.

NSEM and the North Shore member municipalities were grateful to receive \$74,534.54 in 2019 to support an audio-visual upgrade of our emergency operations centre to support technical components of our 5 year Operational Readiness strategy. Where the 2019 effort focused on audio visual outputs, this application is intended to support the information technology component for inputs and user interface. NSEM is also grateful for CEPF ESS support of \$74,998.89 in 2019 in establishing the Disaster Supply Cache initiative, all of which are now operational.

14. Additional Information. Please share any other information you think may help support your submission.

The North Shore is committed to Operational Readiness which is part of a broader Resilience Strategy that goes beyond emergency management and strives for disaster resilience. These efforts apply sub-regionally to the three geographically isolated municipalities and can benefit the co-located Squamish and Tsleil-Waututh Nations as well as our smaller neighbours on Bowen Island and in Lions Bay. These strategies also contribute to the North Shore's efforts to align with the United Nations Office for Disaster Risk Reduction's Sendai Framework.

SECTION 5: Required Application Materials

Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application:

- ☐ Local government Council or Board resolution, Band Council resolution, or Treaty First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.

- ☐ Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
- ☐ For regional projects only: local government Council or Board resolution, Band Council resolution, or Treaty 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.

SECTION 6: Signature

I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within our jurisdiction (or appropriate approvals are in place).

Name: Mike Andrews

Title: Deputy Director

Signature:

An electronic or original signature is required.

Date: 2021MAR09

Submit applications to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

Project Budget

Item	Desc	Qty	Unit	Total (excl. taxes)
Laptops	Laptops	6	\$1,600.00	\$9,600.00
iPad	iPad Air LTE 256G	36	\$1,149.00	\$41,364.00
Video Adapter	iPad USB-C Digital AV Multiport Adapter	8	\$85.00	\$680.00
iPad Keyboard Cover	Smart Keyboard Folio for iPad Air	8	\$239.00	\$1,912.00
Keyboard/Mouse	Microsoft Bluetooth Keyboard and Mouse Bundle	8	\$70.00	\$560.00
Rugged Device Case	Otterbox Defender Series (or similar)	28	\$90.00	\$2,520.00
Monitor	HP 24" adjustable	8	\$270.00	\$2,160.00
Case Cruzor	Carrying & Charge Waterproof cases	7	\$887.95	\$6,215.65
Wireless Boosters	Cypress LTE hotspot with external antenna	6	\$1,000.00	\$6,000.00
CEPF Grant				\$71,011.65
Lightship Software	Lightship Works common operating picture platform	5 years	\$13,000.00	\$65,000.00
EOC Software	Office 365/Teams Upgrade for EOC	Contact	\$20,000.00	\$20,000.00
Device Mgmt	MobileIron Device Management License (1 year)	36	\$35.00	\$1,260.00
LTE Access	TELUS Data Only SIM (1 year)	28	\$60.00	\$1,680.00
NSEM Amount				\$87,940.00
TOTAL				\$158,951.65

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