


COUNCIL AGENDA/INFORMATION			
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<input type="checkbox"/> Regular	Date: _____	Item # _____	
<input type="checkbox"/> Agenda Addendum	Date: _____	Item# _____	
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Dept. Manager	Director	 CAO
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## The District of North Vancouver REPORT TO COUNCIL

February 16, 2022

File:

Tracking Number: RCA -

**AUTHOR:** Emily Dicken – Director, North Shore Emergency Management

**SUBJECT:** UBCM Community Emergency Preparedness Fund – 2022 Emergency Support Services

### RECOMMENDATION:

THAT council supports the submission of the application to the Community Emergency Preparedness (CEPF) under the stream of 2022 Emergency Support Services (ESS) for the Response Support Technical Integration 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: (brief statement covering the main points)

North Shore Emergency Management (NSEM) has applied, on behalf of the three North Shore municipalities, to the CEPF under the funding stream for 2022 ESS for a project titled Response Support Technical Integration. NSEM staff will manage the project and provide periodic updates to the NSEM Executive Committee and Operations Committee.

### BACKGROUND:

Grant funding for the CEPF is provided by the Province of BC and administered by UBCM. The CEPF is a suite of funding programs intended to enhance the resilience of local governments and their residents in responding to emergencies. Specifically, this subject grant funding stream for ESS is to support the purchase of equipment and supplies required to maintain or improve ESS capabilities and integration into the emergency operations centre.

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The NSEM Operations Committee has provided support for the grant application process on January 17, 2022 via a standing bi-weekly meeting. The 2022 ESS application form was submitted prior to the January 28, 2022 deadline and a Council resolution is required to complete the submission.

**ANALYSIS:**

**Timing/Approval Process:**

The project must be completed within one year from 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 given them support and endorsement of this work.

**Financial Impacts:**

The overall cost of the 'Response Support Technical Integration' totals \$106,342.65, with the UBCM CEPF ESS grant covering \$69,542.65. The remaining funds have been accounted for in the NSEM 2022 budget and through in-kind technical support provided by the District of North Vancouver IT Department.

**Liability/Risk:**

Based on learnings from the 2021 flooding in the Fraser Valley, we recognize the need for this technological enhancement to support large scale evacuation processes for the NSEM ESS program. This transition will enhance capacity and efficiency for response based services for evacuees.

**Social Policy Implications:**

The NSEM ESS program provides tri-municipal ESS supports to community members who have been displaced from disaster. We recognize that disasters often disproportionately impact members of the community and those who experience social and economic disparities are most at-risk. The technical enhancement that will be made through this grant will help reduce barriers and support streamlined services and supports for those most impacted.

**Conclusion:**

The grant proposal will enhance public safety, operational readiness and effective IT enhancements for the ESS program and integration into the North Shore Emergency Operations Centre (NSEOC) and increase the level of disaster resilience across the North Shore.

**Options:**

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1. THAT Council supports the submission of the application to the Community Emergency Preparedness Fund under the stream of 2022 Emergency Support Services for the Response Support Technical Integration 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.

**(Recommended)**

2. THAT Council provides staff with alternative direction.

Respectfully submitted,



Emily Dicken  
Director, North Shore Emergency Management

**Attachments:**

1. UBCM CEPF 2022 ESS Grant Application
2. UBCM CEPF 2022 ESS Budget

<b>REVIEWED WITH:</b>	<b>REVIEWED WITH:</b>	<b>REVIEWED WITH:</b>	<b>REVIEWED WITH:</b>
<input type="checkbox"/> Sustainable Community Development	X Clerk's Office	External Agencies:	Advisory Committees:
<input type="checkbox"/> Development Services	<input type="checkbox"/> Corporate Services	<input type="checkbox"/> Library Board	X NSEM Ops Committee
<input type="checkbox"/> Utilities	<input type="checkbox"/> Communications	<input type="checkbox"/> NS Health	<input type="checkbox"/> _____
<input type="checkbox"/> Engineering Operations	<input type="checkbox"/> Finance	<input type="checkbox"/> RCMP	<input type="checkbox"/> _____
<input type="checkbox"/> Parks & Environment	<input type="checkbox"/> Fire Services	<input type="checkbox"/> Recreation Commission	
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Human resources	<input type="checkbox"/> Other: _____	
	X ITS		
	<input type="checkbox"/> Solicitor		
	<input type="checkbox"/> GIS		

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**Community Emergency Preparedness Fund  
Emergency Support Services  
2022 Application Form**

Please complete and return the application form by **January 28, 2022**. All questions are required to be answered by typing directly in this form. If you have any questions, contact [cepf@ubcm.ca](mailto:cepf@ubcm.ca) or (250) 387-4470.

<b>SECTION 1: Applicant Information</b>	<b>AP</b> <i>(for administrative use only)</i>
Local Government or First Nation Applicant: District of North Vancouver	Date of Application: January 27, 2022
Contact Person*: Emily Dicken	Position: Director
Phone: 778-338-6300	E-mail: <a href="mailto:nsem@nsem.ca">nsem@nsem.ca</a>

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

<b>SECTION 2: For Regional Projects Only</b>
<p><b>1. Identification of Partnering Applicants.</b> For all regional projects, please list all of the partnering eligible applicants included in this application. Refer to Section 4 in the Program &amp; Application Guide for eligibility.</p> <p>City of North Vancouver, District of West Vancouver</p>
<p><b>2. Rationale for Regional Projects.</b> 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's role and a tri-municipal commitment to mutual support in emergencies is reinforced by bylaw and a tri-municipal integrated emergency operations centre (EOC) and ESS program. Further, NSEM (and the North Shore member municipalities) have mutual support ESS agreements in place for our smaller neighbours of the Village of Lions Bay, Bowen Island Municipality and with the two North Shore First Nations, Squamish and Tsleil Waututh.</p>

**SECTION 3: Project Information****3. Project Information**

A. Project Title: Response Support Technical Integration

B. Proposed start and end dates. Start: January 1 2022 End: December 31, 2022

**4. Project Cost & Grant Request:**

Total proposed project cost: \$106,342.65 Total proposed grant request: \$69,542.65

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 is receiving budget support from the three municipalities for licensing of various software (\$13K for Lightship annually over 5 years, \$20k transition to Teams/Office 365) to realize the goal of establishing connectivity and an integrated common operating picture across the three municipalities of the North Shore. This grant application is primarily for the hardware on which to operate these systems.

**5. Project Summary.** Provide a brief 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. The primary component to be funded by the grants are tablets and deployment kits that can be utilized in support of Emergency Support Services by providing access to the online EMBC Evacuee Registration Assistance tool. In larger emergencies, this hardware and technology can also interface with NSEM's common operating picture platform to support reception centres and other functions with incident reporting, resource requests, situation reports, action planning, expenditure authorization, damage assessment and evacuation notification tracking. It will also support the software-based asset tracking tool in support of tracking deployable ESS assets (cots, etc) and other supplies. This expansion also complements the partially UBCM CEPF funded audio-visual upgrades and the CEPF supported Disaster Supply Caches 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.

NSEM's 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 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 6 of the Program & Application Guide for eligibility.

COVID-19 has revealed the potential for multi-stakeholder engagement in remote emergency operations using technology. Even before COVID-19, 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 a R&D contract with the emergency common operating 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's intention is for the 48 iPads to be staged at the EOC/NSEM and across the seven (7) North Shore CEPF funded Disaster Supply Cache (DSC) containers. In addition to their use as deployable ESS registration platforms, the EOC based tablets can further support the transition away from aging static and expensive dedicated EOC laptops to a contingency for the new "bring your own device" cloud-based approach. This initiative ensures consistent technical platforms and hardware for the proposed uses including functions within the EOC, support to the North Shore's ESS modernization efforts, in damage assessment and evacuation notification tracking and to link the DSC's to the North Shore EOC using Lightship, Teams and other technical means.

8. **Modernization of local ESS programs.** How will the proposed activities support the modernization of the local ESS program? Will the Evacuee Registration & Assistance (ERA) Tool be implemented?

The intention of this grant is to acquire hardware for access into the ERA tool as well as other emergency management technical platforms. The North Shore has been engaging in a multi-year (partially CEPF funded) initiative to stockpile resources in caches (DSC) which will ensure ease of access to resources across our 35 km reach and three municipalities whereby ensuring that resources will be available in areas where they will be used.

9. **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" 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 interface to Lightship etc. and will tie key responders and support functions into coordinated Lightship's situational awareness and allow use for the ESS Evacuee Registration & Evacuation tool (ESS modernization) and other functions (call centre, evacuation, damage assessment) as well as our asset management inventory control systems.

**10. Host Community Capacity.** Describe how the proposed project will increase emergency response capacity as a host community?

NSEM was host community to Canim Lake First Nation evacuees and others in the 2021 fire season and we expect to offer these services again in large provincial emergencies. The flexibility of these devices and their packaging ensures that they can be taken anywhere on the North Shore (including our neighbour First Nations) and will be self-contained, even away from pre-designated ESS facilities. Further, these tablets will be available for rapid deployment to support our neighbouring jurisdictions or to be taken farther afield with staff and volunteers when assisting in provincial emergencies. NSEM staff have been deployed for dozens of days and volunteers have provided hundreds of hours of out-of-jurisdiction support during floods and fires in 2017, 2018 and 2021. They can also be used in conjunction with the NSEM software based call centre to provide remote ERA registration for emergencies on the North Shore, across BC or further afield.

**11. Transferability.** Describe the extent to which the proposed project may offer transferable resources and supplies and knowledge sharing with other local governments and/or First Nations (e.g. ESS volunteers/responders, training resources, cots, blankets, 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 as well as Lions Bay and Bowen Island. 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.

**12. 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 and enhance mutual aid.

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.

**13. Evaluation.** How will the project be evaluated? How will performance measures and/or benchmarks be used to measure outcomes? (e.g. tracking the number of training events and recruitments, 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 facilities supported by the DSCs and include the use of the technology outlined in this proposal, coordinated through the North Shore EOC. The North Shore intends to run a series of EOC and ESS functional exercises that will culminate in significant play in the regional exercise Coastal Response 2023.



**14. Progress to Date.** If you received funding under prior intakes for the Emergency Support Services funding stream, please describe the progress you have made in increasing ESS capacity through prior projects.

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.

**15. 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 to the three geographically isolated North Shore 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 Attachments**

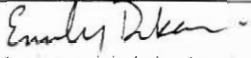
Only complete applications will be considered for funding.

The following separate attachments are required to be submitted as part of the application:

- ☐ 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.
- ☒ 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: 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.

**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: Emily Dicken	Title: Director
Signature*:  <small>A certified electronic or original signature is required</small>	Date: January 27, 2022

\* 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](mailto:cepf@ubcm.ca)

# NSEM 2022 CEPF ESS GRANT

ATTACHMENT 2

Grant cost				NSEM/Municipal Contribution	Grant Request Contribution
Quantity	Item	Unit Cost	Total Cost (Estimate for Submission)	Vendor	Note
	<b>Grant Project Items</b>				
40	iPad Air LTE 256G	1,149.00	45,960.00	c/o District of North Vancouver IT Dept	5 per container, 5 at EOC/NSEM
40	Smart Keyboard Folio for iPad Air	239.00	9,560.00	c/o District of North Vancouver IT Dept	
40	Microsoft Bluetooth Keyboard and Mouse Bundle	70.00	2,800.00	c/o District of North Vancouver IT Dept	
40	Otterbox Defender Series (or similar)	90.00	3,600.00	c/o District of North Vancouver IT Dept	
7	Case Cruzar Carrying & Charge Waterproof cases	887.95	622.65		
7	Cypress LTE hotspot with external antenna	1,000.00	7,000.00	c/o District of North Vancouver IT Dept	
			69,542.65		
	<b>In Kind Project Items</b>				
5yr License	Lightship Works common operating picture platform	13,000.00	65,000.00		
EOC Software	Office 365/Teams Upgrade for EOC	20,000.00	20,000.00		Upgrade cost, not license
Annual x 40	MobileIron Device Management License	35.00	1,400.00		
Annual x 40	TELUS Data Only SIM	60.00	2,400.00		
			88,800.00		
TOTAL PROJECT COST + 1 YR RECURRING		36,800.00	69,542.65	106,342.65	

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