



Director	 Municipal Manager/Deputy Municipal Manager
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<u>COUNCIL AGENDA</u>	
Date: <u>March 31, 2025</u>	Item: <u>10.3.</u>

DISTRICT OF WEST VANCOUVER
750 17TH STREET, WEST VANCOUVER BC V7V 3T3

COUNCIL REPORT

Date:	Mach 17, 2025
From:	Emily Dicken, Director, North Shore Emergency Management
Subject:	2025 Union of BC Municipalities Community Emergency Preparedness Fund Emergency Operations Centres Equipment and Training
File:	0055-20-UBCM

RECOMMENDATION

THAT:

1. The application submitted to the Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF) under the stream of “2025 Emergency Operations Centres Equipment and Training” in the amount of \$120,000 be endorsed; and,
2. Council supports the District of North Vancouver, in partnership with North Shore Emergency Management (NSEM), to provide overall grant management for the project and funds.

1.0 Purpose

The purpose of this report is to seek resolution and Council support for the application submitted to the UBCM CEPF under the stream of “2025 Emergency Operations Centres Equipment and Training” grant.

North Shore Emergency Management (NSEM) has applied, on behalf of the three North Shore municipalities, to the CEPF under the funding stream, “2025 Emergency Operations Centres Equipment and Training” grant, for a project titled “2025 EOC and DOC Enhancement and training.”

NSEM staff will manage the project and provide periodic updates to the NSEM Strategic Leadership Committee.

2.0 Legislation/Bylaw/Policy

This work directly supports the roles and responsibilities of NSEM outlined in West Vancouver Emergency Plan Bylaw No. 4309, 2002 as well as North Shore Disaster Bylaw No. 4485, 2006.

3.0 Council Strategic Objective(s)/Official Community Plan

Strengthening the EOC with further training and new equipment purchases is directly supporting the North Shore Disaster Bylaw, that encourages tri-municipal preparedness and response to emergencies.

4.0 Financial Implications

The maximum available funding for each local authority under this grant is \$40,000. This grant application has been submitted in partnership with the three North Shore municipalities; as result of this partnership, the total eligible project funding request from UBCM is for a total of \$120,000.00.

5.0 Background

The emergency management obligations of the three North Shore municipalities are met by NSEM, whose role in supporting the prevention of and response to municipal emergencies is based on the Emergency and Disaster Management Act and reinforced through bylaw.

NSEM (and thereby the North Shore municipalities) have agreed to establish a tri-municipal Emergency Operations Center (EOC) in the event of a regional emergency. Additionally, municipal engineering and fire departments may establish a Department Operations Centre (DOC) if needed.

6.0 Analysis

6.1 Discussion

NSEM performs essential emergency management functions, including planning and maintaining a fully equipped EOC for use by all three North Shore municipalities.

This grant proposal aims to increase interoperability between DOCs and the EOC through an exploratory report, as well as a contingency fund to action outcomes of the report. It also aims to support the continued training of municipal staff to work in the EOC. Finally, the proposal intends to procure update radio equipment for the North Shore EOC Radio Room, as some of the existing equipment is reaching end of life.

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.

The 2025 CEPF application form was submitted for the January 2025 intake, but Council resolutions from all partners, which can be submitted after the fact, are required to complete the submission.

6.2 Climate Change & Sustainability

Due to the increased frequency and magnitude of natural hazard events on the north shore we are seeing an increased need for the North Shore EOC to support the operational response requirements of the District of West Vancouver and the two other North Shore municipalities.

6.3 Other Communication, Consultation, and Research

This grant application was presented to the NSEM Strategic Leadership Committee and direct support was provided by District of West Vancouver Fire Chief and the Deputy Municipal Manager, who both represent the District of West Vancouver on this committee.

NSEM will continue to work with municipal staff from related departments to ensure the specific needs of each municipality are considered in this project.

7.0 Options

7.1 Recommended Option

THAT Council supports the submission of the application to the Community Emergency Preparedness Fund under the stream of “2025 UBCM Community Emergency Preparedness Fund Grant Application -- Emergency Operations Centres Equipment and Training” project;

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

7.2 Considered Options

THAT Council provides staff with alternative direction.

8.0 Conclusion

The grant proposal will enhance public safety and operational readiness across NSEM, the District of West Vancouver, and North Shore project partners, and will increase the level of disaster resilience across the North Shore

Author: 

Emily Dicken

Appendices: (List and label)

1. UBCM CEPF 2025 EOC grant - Application
2. UBCM CEPF 2025 EOC grant - Budget

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Community Emergency Preparedness Fund

Emergency Operations Centres Equipment and Training 2025 Application Worksheet

Please complete and return the worksheet with all required attachments by **February 28, 2025**. Applicants will be advised of the status of their application within 90 days of the application deadline.

All questions must be answered by typing directly in this form. **As all questions are reviewed and scored as part of the adjudication process, please do not leave any questions blank.**

If you have any questions, contact cepf@ubcm.ca or (604) 270-8226 ext. 220.

SECTION 1: Primary Applicant Information

First Nation or Local Government Name:
District of North Vancouver

File Number*:
LGPS-11664

**Refer to the LGPS Online Application Form submission confirmation email*

SECTION 2: Detailed Project Information

1. Location of Proposed Activities. For the purpose of CEPF funding, EOCs must be located in a First Nation owned building or publicly owned building or an asset owned by the primary applicant or a sub-applicant:

- EOC is located in a First Nations owned building (buildings owned by a Treaty First Nation or a First Nation band).
- EOC is located in a publicly owned building (buildings owned by a local government or public institution, such as health authority or school district).
- Asset (e.g. trailer for mobile EOCs) is owned by the primary applicant or sub-applicant.

2. Proposed Activities. What specific activities will be undertaken as part of the proposed project? Refer to Section 6 of the *Program and Application Guide* for eligibility.

- a) Purchase of equipment and supplies, including installation of and training for eligible equipment.

NSEM Radio Equipment:

NSEM maintains a series of radio equipment and towers. The current High Frequency radio is reaching end of life, and a replacement will ensure the Radio Room is better equipped in the event of an emergency. An additional box will be procured to move the radio out of the office for field deployments.

DOC and EOC interoperability assessment report:

As NSEM serves three municipalities, it is an ongoing priority to ensure there is interoperability between the Engineering DOCs, Fire DOC and the EOC. NSEM wishes to hire an external contractor to undertake an assessment of the tools and needs of the DOCs and EOC, to make recommendations on how interoperability can be strengthened and by what means as well as to prioritize the recommendations to support tri-municipal decision making.

Proposed priority actions associated with the assessment report:

In October 2024, an intensive atmospheric river struck the North Shore and caused significant damage. A comprehensive after action review of the 2024 atmospheric river response is underway with the final report due on March 10th, and it is expected that there will be several areas of improvements for future responses highlighted. In order to action those items, as well as the interoperability assessment reports findings, NSEM wishes to keep a \$65,000 reserve fund to action those recommendations. The recommendations actioned will be within the scope of this UBCM grant, and a budget review will be submitted to UBCM prior to spending any of the reserve fund.

- b) Training. Where possible, please list specific courses.

NSEM wishes to bring in external trainers to provide Emergency Management training. Training includes EOC basics, section specific training, and ICS 100 & 200.

- c) Exercises, including tabletop exercises and mock EOC activations.

NSEM wants to hire a contractor to facilitate a tabletop exercise testing out the municipal evacuation plan.

- 3. Alignment with Funding Stream.** Describe how your activities align with the intent of this funding stream 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 proposed activities will all strengthen the operational readiness of the North Shore EOC and DOCs, both from an infrastructure perspective as well as a training and strategy perspective.

- 4. Engagement with First Nations and/or Indigenous Organizations.** In the following questions, please identify the specific bands, Treaty First Nations, and/or Indigenous organizations as well as the specific traditional territory, reserve, or other First Nation's land that may be impacted by the proposed project.

- a) Which First Nations and/or Indigenous organizations were proactively engaged as part of the development of this application?

Squamish Nation and Tsleil-Waututh Nation share jurisdictional boundaries with the three municipalities on the North Shore. Their Emergency Program Coordinators have been made aware of NSEM's intent to apply for the grant and they have expressed their support. Although they are not funding partners in this grant, they both have Service Agreements with the three fire departments on the North Shore and the

enhancements proposed in this grant would directly benefit both of the Nations in term of enhancing public safety.

- b) Which First Nations and/or Indigenous organizations will participate in the proposed activities and what specific role will they play?

Both Squamish Nation and Tsleil-Waututh Nation will be engaged to varying degrees through elements of the work proposed within this grant application.

Neither of the Nations will be directly engaged in the work specific to the DOC and EOC interoperability. This assessment and recommendations based enhancement will be focused on CNV, DNV and DWV DOCs in relation to the North Shore EOC. It is important to recognize that both Squamish Nation and Tsleil-Waututh Nation have their own EOCs and engage in the North Shore EOC if/when appropriate.

Both Nations will be included in the EOC exercising and training components of the grant based work. As valued regional partners, both Nations are always included in all EOC exercises and training opportunities.

- c) Please indicate the extent to which staff and/or elected officials have undertaken Indigenous Cultural Safety and Cultural Humility Training.

Through the funding support of the UBCM CEPF Cultural Safety and Humility Grant, and ESS grant and the IER Funding, NSEM has supported the delivery of Cultural Safety and Humility training for 50 Public Safety Lifeline volunteers and 60 municipal staff in 2024. The 2025 training is on track and numbers are expected to be similar to 2024.

If applicable, evidence of support for the proposed activities from First Nations and/or Indigenous organizations has been submitted with this application. This could be in the form of a letter, email, or other correspondence.

- 5. Engagement with Neighbouring Jurisdictions and Affected Parties.** Identify any neighbours and/or partners (e.g., equity-denied populations, organizations that participate in the EOC program, etc.) you will engage with as appropriate to the project.

Rural and remote communities may want to consider engaging with regional districts and/or health authorities, and First Nation applicants may want to consider engaging with the First Nations' Emergency Services Society or the First Nations Health Authority.

NSEM partners with many different groups who may be invited to join the EOC/DOC during events. Partners include, but not limited to, Tsleil-Waututh Nation, Squamish Nation, Metro Vancouver, Bowen Island Municipality, Lions Bay Municipality, District of Squamish, City of Vancouver, City of Burnaby, HEMBC, BCEHS, FNHA. None of these organizations will be directly involved in the project, but may benefit from the results or be invited to training.

If applicable, evidence of support for the proposed activities from neighbouring jurisdictions or other parties has been submitted with this application. This could be in the form of a letter, email, or other correspondence.

- 6. Comprehensive, cooperative, regional approach and benefits.** Describe how the project will contribute to a comprehensive, cooperative, and regional approach to EOCs. What regional benefits will result from this project?

NSEM is a multi-jurisdictional emergency management organization serving and co-founded by the three North Shore municipalities. Aside from performing core emergency management functions municipally, NSEM takes a regional approach to its work both strategically and operationally. A comprehensive, cooperative and regional approach sits at the core of this grant application, with the focus of the work strengthening EOC and DOC interoperability across the North Shore. Beyond the interoperability assessment and the proposed spending in alignment to the assessment recommendations, the outcomes of this grant also bring all three North Shore municipalities and both Nations together for EOC exercising and training opportunities.

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

In October 2024, the North Shore experienced a significant Atmospheric River event. The consequences of this event resulted in response and recovery costs into the ten's of millions of dollars. The three North Shore municipalities have made considerable investments into learning from this event and strengthening the municipal and regional approach to disaster response. An expected outcome and recommendation from the After Action Review, is to identify and strengthen interoperability between the municipal DOCs (including Fire and Engineering) and the North Shore EOC. The proposed initiatives outlined within this grant application will enable the three municipalities to take action on the learnings and recommendations that emerged from this significant event.

SECTION 3: Required Attachments

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

- Band Council, Treaty First Nation, or local government resolution **OR** a letter of support from the Band Manager, CAO or CFO for applications that request less than \$50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant management. All regional applications, or applications requesting more than \$50,000 in funding, will require resolutions to be submitted.
- Detailed budget that indicates the proposed expenditures from CEPF and aligns with the proposed activities outlined in the Application Worksheet. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#).

For regional projects only:

- Band Council, Treaty First Nation, or local government resolution from the primary applicant, indicating support for the current proposed activities and willingness to provide overall grant management; and,
- Band Council, Treaty First Nation, or local government resolution from each sub-applicant that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf. Resolutions from sub-applicants must include this language

SECTION 4: Signature This worksheet is required to be signed by an authorized representative of the applicant (i.e., staff member or elected official). Please note all application materials will be shared with the Province of BC.

I certify that to the best of my knowledge: (1) 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) it is understood that this project may be subject to a compliance audit under the program.

Name: Simon Svane Als

Title: Manager, Operational Readiness

Signature*:



Date: March 7, 2025

A certified digital or original signature is required.

**Documents should be submitted as Word, Excel, or PDF files.
Total file size for email attachments cannot exceed 20 MB.**

**All documents should be submitted to Local Government Program Services,
Union of BC Municipalities by email: cepf@ubcm.ca.**

Please note "2025-EOC" in the subject line.

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Proposed Budget

Name of Applicant

Funding Program/Stream

Project Name/Application #

BUDGET

The budget is required to be submitted as part of the application package. For each proposed expense, provide a calculation that explains how the cost was determined. For example, for incremental staffing provide the wage and proposed number of hours; for the purchase of items, provide the quantity and unit price. Additional rows can be added as needed.

Proposed Expenses	Calculation	Total Cost
DOC & EOC Interoperability Assessment Report	Max available budget.	\$20,000.00
Action critical recommendations	Depending on recommendations	\$65,000.00
EOC Exercise		\$15,000.00
EOC Training		\$15,000.00
NSEM Radio Equipment	Radio: \$2000. Box: \$1000. Installation, training and contingency: \$2000	\$5,000.00
Total:		\$120,000.00

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