



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

10.6.

COUNCIL REPORT

Date:	February 5, 2025
From:	Emily Dicken, Director, North Shore Emergency Management
Subject:	2025 Union of BC Municipalities Community Emergency Preparedness Fund Emergency Support Services Equipment and Training
File:	

RECOMMENDATION

THAT:

1. The application submitted to the Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF) under the stream of “2025 Emergency Support Services Equipment and Training” in the amount of \$90,000 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 Support Services 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 Support Services Equipment and Training” grant, for a project titled “Modernizing Emergency Support Services (ESS) on the North Shore.” At this time, Tsleil-Waututh Nation and Squamish Nation are not participating as funding partners but will contribute as project partners.

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

2.0 Legislation/Bylaw/Policy

Emergency Support Services (ESS) is a provincially funded program, delivered by municipalities to meet the basic needs of British Columbians impacted by disasters by providing short-term support in a compassionate

manner. ESS is designed to provide support for disasters ranging from a single house fire to provincial-level events involving large evacuations. These supports enable people to re-establish themselves as quickly as possible after an emergency or disaster. Under the Emergency and Disaster Management Act, municipalities are responsible for responding to emergencies in their areas, including providing emergency support services.

3.0 Council Strategic Objective(s)/Official Community Plan

This project closely aligns to many aspects of the DWV Official Community Plan that address resiliency. Specifically, in the policy section of Parks and Environment, key areas of this work fall within policies 2.6.19 through 2.6.23, as well as many of the key OCP actions within the Social Well-Being section.

4.0 Financial Implications

The maximum available funding for each local authority under this grant is \$30,000. This grant application has been submitted in partnership with the three North Shore; as result of this partnership, the total eligible project funding request from UBCM is for a total of \$90,000.00.

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) also have mutual aid Emergency Support Services agreements with the Squamish Nation and Tsleil-Waututh Nation.

6.0 Analysis

6.1 Discussion

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

This grant proposal aims to increase staffing support and focus on training, recruitment and retention of ESS volunteers. The training and exercises will foster the delivery of modernized ESS practices, response and advance evacuee/responder relations. The modernized training will

advance our current volunteer's knowledge of diversity, cultural safety, mental health and EOC practices in the field of emergency response.

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 grant funding stream for ESS supports the transition to the modernized delivery of ESS with a focus on volunteer training, retention and recognition. Training delivery includes cultural safety and humility training, mental health, EDI training, modernized ESS courses, and practical delivery of reception centre and group lodging exercises.

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 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 Conclusion

The grant proposal will enhance volunteer knowledge, retention and modernize ESS practices, as well as enhance equity diversity and inclusion and accessibility within the space of ESS, public safety and operational readiness for NSEM, the District of North Vancouver, and North Shore project partners.

Author:



Emily Dicken

Appendices: (List and label)

1. UBCM CEPF 2025 Emergency Support Services Equipment and Training Grant Application
2. UBCM CEPF 2025 Emergency Support Services Equipment and Training Grant Budget

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Community Emergency Preparedness Fund
Emergency Support Services Equipment and Training
2025 Application Worksheet

Please complete and return the worksheet with all required attachments by **January 31, 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-11591

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

SECTION 2: Detailed Project Information
<p>1. Location of Proposed Activities. For the purpose of CEPF funding, if minor renovations of group lodging facilities or reception centres are proposed, the facilities 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:</p> <p><input type="checkbox"/> Facility is located in a First Nations owned building (buildings owned by a Treaty First Nation or a First Nation band).</p> <p><input checked="" type="checkbox"/> Facility is located in a publicly owned building (buildings owned by a local government or public institution, such as health authority or school district).</p> <p><input type="checkbox"/> Asset (e.g., trailer for mobile ESS) is owned by the primary applicant or sub-applicant.</p>
<p>2. Proposed Activities. What <u>specific</u> activities will be undertaken as part of the proposed project? Refer to Section 6 of the <i>Program and Application Guide</i> for eligibility.</p> <p>a) Purchase of equipment and supplies, including installation of and training for eligible equipment.</p> <p style="padding-left: 20px;">It will include supplies for meetings, catering, presenter fees, consultant fees, ESS response equipment such as backpacks, clipboards etc., stationary, reception Centre printers, ESS comfort kits, PSLV response clothing (t-shirts, jackets etc.)</p> <p>b) Training (where possible, please list specific courses) and exercises.</p>

Engagement activities such as monthly training events/meetings with ESS volunteers on current ESS practices and emerging/modernizing NSEM ESS practices that incorporate EDMA legislation with an annual reception centre and group lodging exercise. Courses such as: Cultural Safety, Occupational First Aid training, Disaster Psychosocial and mental health, Evacuee Registration and Assistance ERA program training, Reception Centre exercise and Group Lodging exercises. NESST conference tickets/travel for allotted volunteers, ICS 100 & 200, fire extinguisher training, and De-escalation training. It will cover some of the fundamentals:

- Evolving/modernizing ESS process and ESS delivery through monthly meetings, presentations and activities.
- Trauma informed, First Aid, mental health and culturally safe training for PSL volunteers to support response.
- Accessibility presentation for raising awareness and how to adapt current ESS delivery.

Proposed Activities include:

- Engagement activities such as monthly training events/meetings with ESS volunteers on current ESS practices and emerging/modernizing NSEM ESS practices that incorporate EDMA legislation with an annual reception centre and group lodging exercise.
- Review and Develop a recruitment program based on the diversity of the community and analyzing current volunteer program participation and launch recruitment methods to increase capacity.
- Retention & recognition of PSL volunteers with year-end event and attendance at the Network of Emergency Support Services Teams conference.
- Existing auxiliary staff allocated to support the modernization of NSEM reception centre plans, group lodging plans and standard operating procedures for volunteer positions.

c) Volunteer recognition and retention.

We will focus on Equity Diversity & Inclusion (EDI) recruitment and retention: We will promote EDI in recruitment and retention of volunteers to reflect the diversity of cultures and experiences across the North Shore. This will be used as a key performance indicator for reporting and evaluation.

- Volunteer retention activities which will engage volunteers to understand delivery and ESS supports. Monthly training events, access to courses and presentations to retain current volunteers.
- Recruitment through engaging community members at public events and campaigning to bring on-board new volunteers with focus on EDI recruitment.
- Volunteer access to the Network of Emergency Support Services Team conference.
- Volunteer appreciation recognition year end event.

3. Alignment with Funding Stream.

- a) Describe how your activities align with the intent of the funding stream (build local capacity to provide emergency support services through ESS volunteer/responder recruitment, retention and training, and the purchase of ESS equipment).

The following activities aligned with the funding stream will be accomplished by:

- Funding an auxiliary Emergency Planning Coordinator to support the ESS and Recovery Coordinator on guidelines, RC and GL plans updates.
- Building local capacity of trained ESS volunteers adequately trained to ensure needs are met in community members.
- Reducing volunteer 'burnout' and turnover by improving knowledge of trauma and mental health training.
- Enhancing volunteer understanding and development both personally and professionally through training programs and monthly event/meetings.
- Developing an ESS program that more accurately reflects the community it serves.
- Improving local capacity by ensuring volunteers share cultural values and practices of the community.
- Providing volunteers with an opportunity to contribute to the greater project of improving ESS services for all British Columbians.
- Providing volunteers with a diversity of opportunities for participation (ie research, response, education, outreach).
- Providing volunteers identified clothing, gear and response equipment for safety and response needs.

- b) How will the proposed activities support the modernization of the local ESS program? Will the Evacuee Registration and Assistance (ERA) Tool be implemented?

With the support of this grant, NSEM will continue to implement the ERA tool during activations and will modernize the program by enhancing volunteer recruitment and training, and better link ESS with community recovery supports. NSEM will train on ERA through monthly meetings and have a campaign to get the public to sign up for BCEID. The training activities will enhance the ESS program to support the modernization of the community during response and recruitment as well as provide additional PSL volunteers to provide extended periods of time dedicated to those in need.

- c) Describe how the proposed project will increase emergency response capacity as a host community.

NSEM will be better able to host communities with a larger capacity of highly trained PSL volunteers, that have knowledge of diversity and cultural safety to provide advanced level ESS supports.

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 Nations' 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 (SN) and Tsleil-Waututh Nation(TWN) were both engaged regarding the submission of this grant application. Through the support of the Indigenous Engagement Requirements (IER) Funding, NSEM, Squamish Nation and Tsleil-Waututh Nation have met quarterly to discuss work planning and program objectives.

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

NSEM holds ESS MOUs with both Squamish Nation and Tsleil-Waututh Nation through these reciprocal programming arrangements, NSEM opens all of its training to the SN and TWN ESS programs. This supports and strengthens shared ESS capacity across the North Shore and builds relationships.

- 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 PSL 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 neighbouring jurisdictions and/or partners (e.g., equity-denied populations, pet-care organizations, organizations involved in a web of support network) 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.

Squamish Nation and Tsleil-Wauthuth Nation engagement during training and exercise events as well as holding space for Nations to provide a lens on current ESS and how to modernize for NSEM to provide mutual aid for the surrounding Nations.

NSEM is also dedicated to partnerships with support networks on the North Shore and will carry on building these relationships through engagement in activities and meetings.

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 your project will contribute to a comprehensive, cooperative, and regional approach to ESS. What regional benefits will result from this project?

With highly trained PSL volunteers that hold knowledge of modernized practices, cultural safety, and mental health awareness, NSEM can contribute to a comprehensive, cooperative and regional volunteer pool for EMCR and the surrounding communities. These volunteers will promote the ERA program, build knowledge of recovery resources and increase community recovery.

Modernize ESS to address the needs of equity-denied population groups across the North Shore from a cultural safety lens as a priority.

Deliver training to raise awareness within our ESS NSEM volunteers and recruitment of community that represents the diverse North Shore.

NESST conference NSEM attendance will build regional relationships with other emergency support service communities and further relationships to build more regional capacity.

Building off NSEM's regional ESS discussion following multiple large scale activations during the 2022/2023 season, NSEM will continue to lead discussion, share best practices, and inform Provincial working groups committed to modernizing ESS. Through this grant and as the North Shore's ESS program develops culturally safe ESS practices, we will be able to share our collaboration with Squamish Nation and Tsleil-Waututh Nation with the regional partners.

As conversations with EMCR's Recovery Division are already well underway, NSEM will capture lessons learned and share with Provincial partners currently working on policies and processes that meet the needs of all British Columbians. NSEM participates in Regional forums and meetings to provide updates and program learnings.

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

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: Emily Dicken

Title: Director, North Shore Emergency Services

Signature*:



Date: January 29, 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-ESS" in the subject line.

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Appendix 2 UBCM CEPF 2025 Emergency Support Services Equipment and Training Grant Budget

Detailed budget break down

Training Costs	Cost per unit	Number of Training Sessions	Total	Details
Engagement costs, included but not limited to: rental of spaces, equipment rental, catering, and facilitation tools (e.g., sticky notes, sharpies, flip board, etc.)		10	\$ 7,000.00	Meeting materials including stationary costs, catering and meals, space rental for volunteer meetings, engagement exercises and events
ESS equipment and ESS supplies			\$ 6,000.00	ESS Equipment Restock, ESS Comfort Kits, ESS clothing
ESS Training Events Consultation & Presenter fees -OFA Level 1, EOC Training, ICS 100 & 200, Mental Health and Truama, De-escalation training			\$ 30,000.00	Training Consultants, Presenters and educational experts for training sessions, materials and resources
Volunteer Appreciation Event			\$ 10,000.00	Volunteer appreciation gifts for dedication, retiring volunteers and PSL end of year appreciation event
NESST Conference for volunteers			\$ 12,000.00	Network of Emergency Support Services Teams conference in Prince George
Emergency Planning Coordinator - Outside auxiliary hire			25,000.00	Auxiliary Outside hiring

Total grant request **\$ 90,000.00**

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