



COUNCIL AGENDA	
Date: January 23, 2023	Item: 10.2



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

COUNCIL REPORT

Date:	January 17, 2023
From:	Emily Dicken, Director, North Shore Emergency Management
Subject:	UBCM Community Emergency Preparedness Fund Disaster Risk Reduction – Climate Action Grant
File:	0180-16

RECOMMENDATION

THAT:

1. The application submitted to the UBCM Community Emergency Preparedness Fund (CEPF) under the stream of 2022 Disaster Risk Reduction – Climate Action for the North Shore Resilience Framework and Roadmap to Implementation in the amount of \$369,066 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 a resolution and Council support for the application submitted to the UBCM CEPF under the stream of 2022 Disaster Risk Reduction – Climate Action for the North Shore Resilience Framework and Roadmap to Implementation.

NSEM has applied for this CEPF grant on behalf of the three North Shore municipalities and in partnership with the Tsleil-Waututh Nation. The Squamish Nation was unable to participate as a funding partner and will contribute through in-kind support as a project partner. NSEM will manage the project and provide periodic updates to the NSEM Executive Committee and Operations Committee.

2.0 Legislation/Bylaw/Policy

There is no legislation or policy directly relevant to the subject matter of this report.

3.0 Council Strategic Objective(s)/Official Community Plan

This project closely aligns with many aspects of the DWV Official Community Plan that address 'resiliency'. Specifically, in the policies 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 actions within Social Well-Being.

4.0 Financial Implications

The maximum available funding from CEPF for each municipality is \$150,000. With participation of the three North Shore municipalities and the Tsleil-Waututh Nation, the total project funding request is \$369,066.

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 Programs Act and reinforced through bylaw.

NSEM (and thereby the North Shore municipalities) also have mutual emergency support services arrangements with the Squamish Nation and Tsleil-Waututh Nation.

6.0 Analysis

6.1 Discussion

From the pressures of climate change, to shifts in social and economic disparities, the North Shore needs to develop a framework for resilience and an actionable roadmap for implementation. The focus of this grant will be both macro and micro in scope and will develop a regional framework and implementation strategy, as well as municipal specific plans. At a high-level, the goals of North Shore Resilience Framework and Roadmap are:

1. "Set the groundwork" will solidify governance, approach, methodology and relationships.
2. "Understanding resilience on the North Shore" by assessing the risk, vulnerabilities and capacities across and within each of our communities.
3. "Resilience workshops" will hold the space within and across the communities to come together and inspire collective action.
4. "Moving into action" will be a process of bringing the roadmap to life and developing an implementation plan.
5. "Is it working" will allow evaluation and accountability.

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 Disaster Risk Reduction – Climate Action is to support eligible

applicants to reduce risks from future disasters due to natural hazards and climate-related risks through the development and implementation of effective strategies to prepare for, mitigate and adapt to those risks.

The 2022 CEPF application form was submitted for the September 2022 intake. Council resolutions from all partners, which can be submitted after the fact, are required to complete the submission.

6.2 Sustainability

Due to the highly intersectional nature of this work, sustainability is deeply situated as a core attribute of consideration. With the ultimate goal to support Disaster Risk Reduction initiatives, outcomes of this work will consider climate action and sustainability across all aspects of the work, with the ultimate understanding of how the future impacts of climate change need to be considered in Disaster Risk Reduction planning.

6.3 Other Communication, Consultation, and Research

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 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 2022 Disaster Risk Reduction – Climate Action Grant Application
2. UBCM CEPF 2022 Disaster Risk Reduction – Climate Action Grant Budget

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Community Emergency Preparedness Fund

Disaster Risk Reduction – Climate Adaptation

2022/23 Application Form

Funding permitting, two application deadlines are scheduled for 2022/2023: September 30, 2022 and February 24, 2023. Applicants will be advised of the status of their application within 90 days of the application deadline.

Please complete and return the application form in advance of the deadline. All questions must 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 _____ (for administrative use only)
Name of Local Government or First Nation: District of North Vancouver	Date of Application: October 6, 2022
Contact Person*: Emily Dicken	Position: Director, North Shore Emergency Management
Phone: 604-916-2206	E-mail: edicken@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>District of North Vancouver, District of West Vancouver, City of North Vancouver and Tsleil-Waututh Nation.</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's role supporting the prevention and response to municipal emergencies is based on the Emergency Programs Act and reinforced by bylaw.</p> <p>Further, NSEM (and thereby the North Shore municipalities) have mutual support ESS agreements with the two North Shore First Nations - Squamish and Tsleil-Waututh.</p> <p>The proposed project is collaborative across all three North Shore municipalities and the Tsleil-Waututh Nation. Although the Squamish Nation is not a partnering agency, the project</p>

and partners will take an inclusive approach to their involvement and share the benefits of the project.

The approach to this work is cost-effective, as these parties will participate in and share the benefits of one project; versus the incremental burden of requiring individual approaches, third-party contracting processes and administrative overhead to achieve the same results individually.

SECTION 3: Project Summary

3. Name of the Project:

The North Shore Resilience Framework and Roadmap to Implementation

4. Type of Project. Please identify each component you are applying for:

- ☒ Category 1: Foundational activities (risk mapping, risk assessments, planning)
- ☐ Category 2: Non-structural activities (non-physical such as land use planning, community education, purchase of eligible equipment)
- ☐ Category 3: Small scale structural activities (refer to Appendix 1 in Program Guide)

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

From the pressures of climate change, to shifts in sustainable livelihoods, the North Shore needs to develop a framework for resilience and an actionable roadmap for implementation. The focus of this grant will be both macro and micro in scope and will develop a regional framework and implementation strategy as well as community based plans for each participating authority.

The North Shore Resilience Framework and Roadmap will:

1. "set the groundwork" to solidify governance, approach, methodology, and relationships.
2. "understanding resilience on the North Shore" by understanding what this means across and within each of our communities.
3. "resilience workshop" will hold the space within and across the communities to come together and inspire collective action.
4. "moving into action" will be a process of bringing the roadmap to life and developing an implementation plan.
5. "is it working" will allow evaluation and accountability.

6. Project Cost & Grant Request:

Total project cost: \$369,066.00

Category 1: \$369,066.00

Category 2: \$0.00

Category 3: \$0.00

Total project funding request: \$369,066.00

Have you applied for or received funding for this project from other sources (e.g., Adaptation, Resilience Disaster Mitigation Program - Green Infrastructure, Natural Infrastructure Fund – Small Projects)? If yes, please provide details below.

No

SECTION 4: Category 1: Detailed Project Information

Only complete this section if you are applying for a project under Category 1: Foundational Activities (risk mapping, risk assessments, planning)

If this project includes flood mapping, confirm that you have contacted EMBC in advance of submitting the application and provide the date and contact person:

☐ We have contacted EMBC:

7. Project Area.

- a. Describe the proposed project area(s) (location, size, total number of people benefiting from this project, land use, etc.).

Map(s) indicating the location of the proposed project must be included with this application along with GPS coordinates

This project includes the three municipalities and two First Nations on the North Shore.

Geographically, the North Shore is the term commonly used to refer to the communities adjacent to Vancouver on the north side of the Burrard Inlet. From west to east, it is comprised of the District of West Vancouver, the Squamish Nation, the District of North Vancouver, the City of North Vancouver, and the Tsleil-Waututh Nation. To its north, are the North Shore mountains, which are partially serviced by Metro Vancouver.

Collectively, this area supports a total population of just under 200,000 (as per the 2021 census).

- b. Does the proposed project(s) build on other recent projects in your region? If yes, please explain. If referencing reports, please include the relevant page number(s).

No, this would be an entirely new project. That said, it would utilize information from the North Shore Hazard, Risk and Vulnerability Assessment, the Climate Action and Environmental Health strategies, as well as other key initiatives that inform the awareness and understanding of resilience.

8. Proposed Activities.

- a. What specific activities will be undertaken as part of the proposed project? Please refer to Section 6 of the Program & Application Guide for eligibility and note that activities must align with the required workplan and budget.

Under section 6 of the Program & Application Guide, the proposed activities will be to develop a Resilience Plan, that for the purposes of this project will be referred to as a Framework. Using the principles of disaster risk reduction and climate action, this project will take an intersectional approach to resilience on the North Shore.

The specific activities undertaken as part of the North Shore Resilience Framework and Roadmap will include:

1. "set the groundwork"

-In this initial phase of the work, it will be critical to develop a shared understanding of resilience across all municipal and First Nations partners.

-To support representation and decision making, a strategic and operational governance structure will be developed.

-There are many philosophical and methodological approaches to resilience, this will be a critical element of the groundwork.

-Most importantly, this will be a time to form relationships and establish a collection vision.

2. "understanding resilience on the North Shore"

-It is critical to identify what is meant by resilience on the North Shore and within each of the municipalities and First Nation communities.

-how has/is resilience changing over time.

-how does it look the same and different across each of our communities and what can we learn from each other.

-how do we use this framework to withstand future uncertainties.

3. "resilience workshop" will hold the space within and across the communities to come together and inspire collective action

-The strength in relationships is critical to this work and honouring true representation that reflects the social and cultural diversity of the North Shore will be a critical undertaking in the engagement process.

-Workshops will be held to establish probable futures for this work and confirm current assumptions.

4. "moving into action"

-This will be the process of bringing the roadmap to life and developing an implementation plan for action.

-As part of the Framework, a Roadmap for Implementation will be created, this will guide actionable change.

5. "is it working"

-Evaluation is critical to upholding accountability. It will be critical to evaluate the process along the way, identify how success in this work is defined.

-It is critical to recognize that this part of the process is not linear and can not take place as a final step, but rather evaluation must be identified as part of the process the entire way through. This will allow for adaptations to evolve in a way that furthers the work.

- 9. Rationale.** What is the rationale and evidence for undertaking this project? This may include evidence of how the local natural hazard and/or climate risk is being assessed; threat levels (e.g., as identified in completed risk assessments), projected climate risks and/or recent history (e.g., evacuation order, disaster financial assistance).

With many future uncertainties, it is critical to plan in an adaptive way that reduces risk and increases resilience. In alignment to the Sendai Framework for DRR, it is widely recognized that this planning must follow an intersectional approach and silos must be dismantled. The intersectional nature of the North Shore Resilience Framework will not only look to dismantle business area silos, but build a collaborative narrative for resilience across municipal and First Nations spaces of community.

Copies or extracts of the available evidence is required to be submitted with the application.

10. Engagement & Collaboration

- a. In addition to Section 2 (if applicable), describe how the proposed project will contribute to a comprehensive, cooperative and regional approach to disaster risk reduction-climate adaptation.

Strategic and operational governance has been identified as a critical first step in "setting the groundwork". Strategically, each partners will set priorities, expectations and guide the operational deliverables.

At the operational level, representation will reflect the social and cultural diversity that makes up the North Shore. There are many pre-existing groups whose expertise will be reflected in this work, such as the North Shore Homelessness Taskforce, the North Shore Seniors Working Group and the cultural representation of the Tsleil-Waututh Nation and Squamish Nation.

- b. Describe how the proposed project will include engagement with First Nations, local governments and other with impacted and affected parties (e.g., equity-denied populations, critical infrastructure owners).

This has been identified above, but to further this thought, beyond engagement, this framework will be guided by Indigenous methodologies and worldviews. When selecting an individual to lead this work, cultural safety and humility will be a central consideration in the recruitment process.

It is also recognized that representation is key and those who are reflected in the work, need to have their voices heard in the work. As part of the workshopping process, diverse representation will be a central component to the work.

- c. How will diverse populations, including equity-denied populations, be involved or benefit from this project (e.g., engagement considers non-English speaking populations, DRR-CA measures benefit equity-denied populations, opportunities for youth employment, etc.)

A significant component of this project will be to take a capacity-based approach to resilience by exploring the social determinants of health and understand how social equity is upheld within this process. With this intent in mind, it is recognized that resilience is built to greater and more equitable access to services, supports,

resources and capital. This framework will develop strategies for how this can be actioned across the North Shore.

11. Proposed Deliverables & Outcomes

- a. What specific deliverables will result from this project?

Specific deliverables include the following:

1. North Shore Resilience Framework
2. Roadmap for Implementation
3. The establishment of a governance structure that will last beyond the funding
4. The goal will be to share a collectively wise practice with others through regional, provincial and national forums for knowledge exchange

- b. Describe how the proposed project considers climate change in the project methodology and adapts to the impacts of climate change through the final deliverables.

Climate change and climate action are foundational elements within this work. Core to the engagement and governance, the Climate Action staff from all three municipalities and the two First Nations will help guide this work. Beyond government representation, community wisdom will also be recognized as a space of climate knowledge. Since time immemorial, the Tsleil-Waututh Nation and Squamish Nation have held and collected knowledge regarding climate change and this will be honoured within this work.

- c. How will the proposed project lead to increased understanding of the social, cultural, and/or environmental impacts of natural hazards and/or climate-related risks?

This Framework will take a highly intersectional approach to the social, economic, infrastructure, environmental, cultural, and well-being elements of resilience across the North Shore. We know that when we lift up all of these areas of community and understand their deep interconnections that disaster risk can be reduced and resilience can be increased.

Beyond the scope of disaster risk reduction and specific climate-related risks, the hope of this work is that it shines a light on planetary well-being across the North Shore and how to strengthen the community fabric from all perspectives.

- d. Will the project identify or achieve co-benefits (e.g., assessing multiple hazards, protecting valuable cultural assets, reducing greenhouse gas emissions, improving community health and wellbeing, enhancing biodiversity, etc.)?

Yes, as described above, this Framework will incorporate the underpinnings of Planetary Wellbeing/Wellness into DRR strategies. It is recognized that this alignment will further the DRR space of work and seek to achieve great equity in the outcomes. This project will deeply reflect how hazards, specifically climate-related hazards impact the social wellbeing across the North Shore and aim to address strategies that specifically reduce these risks.

- e. If applicable, how does this project address and/or inform existing or future amendments to local plans, policies, building codes, floodplain zoning bylaws, and/or public awareness/education?

This framework will be the first of its kind on the North Shore. Given where we are in the municipal election cycle, the hope is that this framework will inform the Official Community Plans, support the Council Directives, help drive the development of the 10-year Financial Plans and annual budget cycles and is reflected through actionable work in the Division Plans/Department Plans.

NSEM also expects that the outcomes of this framework will better inform and evolve the current HRVA.

12. Monitoring & Performance Measures. Describe how the project will be monitored and what performance measurements will be used (e.g. work progress reports, timeline review, resource planning, procurement plan and roll out, etc.).

As stated in #8 section a., monitoring and performance measures have been included in the project plan. The specific of the metrics will be co-constructed with the strategic and operational governance of those that are engaged in this work.

The work being proposed will unfold over a 2-year planning and implementation process. Over this time, quarterly reporting will be expected and success will be assessed against a timeline for end results.

This project will also seek to identify specific key performance indicators (KPIs) that are both quantitative and qualitative in nature. These may reflect considerations such as:

-Is this framework reaching everyone or area that it was intended to?

-Is it affecting anyone/area/community negatively?

-Is the initial scope of representation meaningfully engaged across the timeline of the project?

13. Qualified Professionals. Disaster risk reduction-climate adaptation activities can require specialized technical knowledge and experience to provide meaningful results to your community. If applicable, please outline your procurement process to engage the necessary subject matter expertise (Qualified Professionals) required for this work and the criteria you will use to make the selection.

All partners in this work have agreed that the funding should be used for an auxiliary role to explore shared capacity within this work. NSEM work with the District of North Vancouver to adhere to appropriate human resource practices.

The selection of any professional for this work will be comprised of a panel that represents the three municipalities and two First Nations on the North Shore.

If any contracting work is required, formal processes will be followed through the District of North Vancouver Request For Proposals (RFP) process. All decisions that are made, will be made as a collective.

SECTION 5: Category 2: Detailed Project Information

Only complete this section if you are applying for a project under Category 2: Non-Structural Projects Non-structural activities (land use planning, community education, purchase of eligible equipment)

14. Project Area.

- a. Describe the proposed project area(s) (location, size, total number of people benefiting from this project, land use, etc.).

Map(s) indicating the location of the proposed project must be included with this application along with GPS coordinates

- b. Does the proposed project(s) build on other recent projects in your region? If yes, please explain.

15. Proposed Activities. What specific activities will be undertaken as part of the proposed project? Please refer to Section 6 of the Program & Application Guide for eligibility and note that activities must align with the required workplan and budget.

16. Rationale. What is the rationale and evidence for undertaking this project? This may include evidence of how the local natural hazard and/or climate risk(s) is being assessed; threat levels (e.g., as identified in completed risk assessments), projected climate risks and/or recent history (e.g., evacuation order, disaster financial assistance).

Copies or extracts of the available evidence is required to be submitted with the application.

17. Engagement & Collaboration

- a. In addition to Section 2 (if applicable), describe how the proposed project will contribute to a comprehensive, cooperative and regional approach to disaster risk reduction-climate adaptation.
- b. Describe how the proposed project will include engagement with First Nations, local governments and other impacted and affected parties (e.g., equity-denied populations, critical infrastructure owners).
- c. How will diverse populations, including equity-denied populations, be involved or benefit from this project (e.g., engagement considers non-English speaking populations, DRR-CA measures benefit equity-denied populations, opportunities for youth employment, etc.)

18. Proposed Deliverables & Outcomes

- a. What specific deliverables will result from this project?
- b. Describe how the proposed project considers climate change in the project methodology and adapts to the impacts of climate change through the final deliverables.
- c. How will the proposed project lead to increased understanding of the social, cultural, and/or environmental impacts of natural hazards and/or climate-related risks?
- d. Will the project identify or achieve co-benefits (e.g., assessing multiple hazards, protecting valuable cultural assets, reducing greenhouse gas emissions, improving community health and wellbeing, enhancing biodiversity, etc.)?
- e. If applicable, how does this project address and/or inform existing or future amendments to local plans, policies, building codes, floodplain zoning bylaws, and/or public awareness/education?

19. Monitoring & Performance Measures. Describe how the project will be monitored and what performance measurements will be used (e.g. work progress reports, timeline review, resource planning, procurement plan and roll out, etc.).

20. Qualified Professionals. Disaster risk reduction-climate adaptation activities can require specialized technical knowledge and experience to provide meaningful results to your community. If applicable, please outline your procurement process to engage the necessary subject matter expertise (Qualified Professionals) required for this work and the criteria you will use to make the selection.

SECTION 6: Category 3: Detailed Project Information

Only complete this section if you are applying for a project under Category 3: Small-Scale Structural Projects

21. Project Area.

- a. Describe the proposed project area(s) (location, size, total number of people benefitting from this project, land use, etc.).

Map(s) indicating the location of the proposed project must be included with this application along with GPS coordinates

- b. Does the proposed project(s) build on other recent projects in your region? If yes, please explain.
- c. Are there previous emergency response costs that this project is designed to mitigate?

22. Proposed Activities.

- a. What specific activities will be undertaken as part of the proposed project? Include key activities and steps that will be taken to complete the project.
Refer to Section 6 of the Program & Application Guide for eligibility, and note that activities should align with the required work plan and budget.
- b. Describe how the proposed project considers climate change in the project methodology (e.g. design life) and adapts to the impacts of climate change through the final deliverables.
- c. Will the project identify or achieve co-benefits (e.g., assessing multiple hazards, protecting valuable cultural assets, reducing greenhouse gas emissions, improving community health and wellbeing, enhancing biodiversity, etc.)?
- d. Have discussions taken place with applicable agencies to prepare for all required permits and regulatory approvals? Have the required approvals, authorizations and permits to complete the proposed project been applied for or received?
- e. How do you intend to ensure the project is completed to provincial and federal standards?
- f. List any potential implementation risks that may impact your ability to deliver on the project, and explain what mitigation measures are in place to address them (e.g., staff capacity, procurement, severe weather, permitting (DMA, WSA, DFO), in-stream works fishery window, Land Right of Way requirements, etc.).
- g. How will the project be developed and constructed to ensure that project risk is not increased, or transferred, to any parties or to the environment (e.g. transfer of flood risk downstream, destruction of fish habitat, introduction of pollutants to the environment, etc.).

23. Rationale.

- a. What is the rationale and evidence for undertaking this project? This may include completed risk maps, assessments or plans, environmental impact analysis, design drawings or details, record of engagement with First Nations, asset management plan (including natural assets where applicable), projected climate risks, recent history (e.g., evacuation order, disaster financial assistance), and/or letters of support (from provincial ministries, etc.).
- b. Describe the options assessment (e.g., benefit cost analysis) and engagement process that was utilized to determine the proposed project:

Copies or extracts of the available evidence is required to be submitted with the application. Please ensure the application clearly explains where to find supporting documentation (e.g., report page number)

24. Engagement & Collaboration

- a. In addition to Section 2 (if applicable), describe how the proposed project will contribute to a comprehensive, cooperative and regional approach to disaster risk reduction-climate adaptation.
- b. Describe how the proposed project will include engagement with First Nations, local governments, and other impacted and affected populations (e.g. equity-denied populations, critical infrastructure owners).

25. Asset Management. Project sustainability and lifecycle costing are important considerations for structural mitigation projects. Many organizations have implemented asset management practices consistent with [Asset Management for Sustainable Service Delivery: A BC Framework](#).

Outline any ongoing asset management / lifecycle maintenance considerations for the project, and how these will be addressed as part of your organization's asset management framework (at a minimum please include details on ownership, lifetime, operation and maintenance and budgets).

26. Proposed Outcomes. For each of the following, please describe the extent to which the proposed project will:

- a. Prevent, eliminate or reduce the impacts of hazards through construction of disaster risk reduction-climate adaptation works.
- b. Reduce disaster-related financial liabilities (e.g., history or likelihood of future Disaster Financial Assistance (DFA) claims).

27. Disaster Risk Reduction – Climate Adaptation Measures. In the area of the proposed project, have policies been implemented that reduce disaster risk, or will be implemented as a result of this project (e.g., floodplain zoning bylaws or land use planning updates)?

28. Monitoring & Performance Measures. Describe how the project will be monitored and what performance measurements will be used (e.g. work progress reports, timeline review, resource planning, procurement plan and roll out, etc.).

29. Qualified Professionals. Small-scale structural disaster risk reduction-climate adaptation activities require specialized technical knowledge and experience to provide meaningful results to your community. Outline your procurement process to engage the necessary subject matter expertise (Qualified Professionals) required for this work and the criteria you will use to make the selection.

SECTION 7: 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 First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- ☒ Detailed work plan and budget for each category identified in the application. This must include a breakdown of work activities, tasks, deliverables or products, resources, timelines (start and end dates), and other considerations or comments. The budget must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
- ☐ Map(s) indicating the location of the proposed project(s).
- ☐ If applicable, copies of any relevant documents that support the rationale for this project must be included with this application. (e.g., Small-Scale Structural applications must be supported by risk assessments, options analysis, etc.).
- ☐ If undertaking a flood risk assessment it is encouraged that proponents utilize the [Risk Assessment Information Templates \(RAITs\)](#).

- ☐ 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 8: 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 local authority's jurisdiction (or appropriate approvals are in place).

Name: Emily Dicken

Title: Director, North Shore Emergency Management

Signature: 
An electronic or original signature is required.

Date: October 6, 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

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

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APPENDIX 2

Applicant Name: North Shore Emergency Management Office

Project Title: The North Shore Resilience Framework and Roadmap to Implementation

Cost Estimate Developed By: Emily Dicken

Date of Cost Estimate (DD-MM-YYYY): 2022/07/10

Cost Estimate Class - A,B,C,D (see guidance below): Class D

ELIGIBLE COSTS				
	Description	Quantity	Per Unit Amount	Total Cost
Human Resource Capacity				299,466
Costs associated with auxillary human resource capacity	year 1: human resource costs associated with the retention of 1 auxillary staff to: lead the project, project manage from start to finish, lead engagement and facilitation, analyze data, write the plans and implementation strategy and deliver on the completion of the project. Based off the requirements of the work, the salary is in alignment with a municipal project manager. In addition to the salary, an addition of 25% has been included in lue ofand benifits and vacation.			149,733.00
	year 2: human resource costs associated with the retention of 1 auxillary staff to: lead the project, project manage from start to finish, lead engagement and facilitation, analyze data, write the plans and implementation strategy and deliver on the completion of the project. Based off the requirements of the work, the salary is in alignment with a municipal project manager. In addition to the salary, an addition of 25% has been included in lue ofand benifits and vacation.			149,733.00
Data collection Sub-Total:				\$299,466.00

Project Costs				59,600
Costs associated with engagement, data collection and reportinig (*costs are based on quarterly meetings over a 2 year period)	Engagement costs, included but not limited to: rental of spaces, catering, facilitation tools (e.g., sticky notes, sharpies, flip board, etc.)			50,000.00
	Honourarium for Indigenous protocol			2,600.00
	Reporting will require internal and external accountability and the Framework and Roadmap will be printed for all partners			5,000.00
	Incidental expenses incurred by the project lead, including travel to meetings, meeting parking, incidentals, etc.			2,000.00
Analysis Sub-Total:				\$59,600.00

Contingency				
Contingency is generally reflective of the Class of Cost Estimate				10,000.00
Contingency Sub-Total:				\$10,000.00
TOTAL ELIGIBLE GRANT COSTS*:				\$369,066

INELIGIBLE COSTS				
	Description	Quantity	Per Unit Amount	Total Cost
TOTAL INELIGIBLE COSTS*:				\$0

TOTAL GRANT COSTS (Eligible):	369, 066
TOTAL PROJECT COSTS (Eligible + Ineligible)*:	\$369,066

*Totals must match totals in the Project Costs section of the Application Form and Project Record.

Cost Estimate Comments

Please add any information that you feel is relevant to your cost estimate

Cost Estimate Classes - definitions & assumptions [sourced from the Association of Professional Engineers and Geoscientists of British Columbia (APEGBC)]

Cost estimate class	Features & Uses	Suggested Contingency for Associated Class
Class A	Detailed estimate based on final drawings and specifications Used to evaluate tenders	±10-15%
Class B	Prepared after completing site investigations and studies, and after defining major systems Based on a project brief and preliminary design Used for project approvals and budgetary control	±15-25%
Class C	Prepared with limited site information and based on probable conditions Captures major cost elements Used to refine project definition and for preliminary approvals	±25-40%

Class D	Preliminary estimate based on little or no site information Represents the approximate magnitude of cost, based on broad requirements Used for preliminary discussion and long-term capital planning	±50%
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