

# IPREM Project Selection

## Background

Regional emergency management planning in the Metro Vancouver region is led by the Integrated Partnership for Regional Emergency Management (IPREM). IPREM was established in April 2009 between the Metro Vancouver Regional District (on behalf of its member 21 municipalities, one Treaty First Nation and one electoral area) and the BC Government (led by Emergency Management BC) to provide sub-regional and emergency management planning that addresses regional emergency management gaps that extend beyond individual jurisdictions as outlined in the Memorandum of Understanding<sup>1</sup>.

In accordance with the IPREM Business Planning Cycle (approved on June 26, 2017), which operates in a fiscal year period from January 1 to December 31, IPREM is required to undertake a systematic process annually to identify projects that will achieve the goals outlined in IPREM's Strategic Plan. Projects that are proposed annually or on an ad-hoc basis must have strong linkages to local government emergency management program goals and objectives, Emergency Management BC's Strategic Plan, and must demonstrate value to the Metro Vancouver region. The IPREM Steering Committee, which is comprised of senior level decision makers equally represented by the local and provincial governments, ultimately has the final approval to ensure the projects undertaken by IPREM are appropriately resourced (staff effort and funds) and are within the role of IPREM as articulated in the Memorandum of Understanding.

## Project Selection Guideline

Please reference the IPREM Project Selection Guideline (the "Guideline") for the process for proposing and assessing projects, selection criteria and further clarity on project scope before project work is underway.

Regional emergency management project proposals can be received:

1. Internally by IPREM (Policy Group, Steering Committee, Support Team), and
2. Externally by relevant partners, regional committees (e.g., Regional Emergency Planners Committee), provincial (e.g., Assistant Deputy Ministers' Committee on Disaster Risk and Emergency Management) and other entities.

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<sup>1</sup> Integrated Partnership for Regional Emergency Management Memorandum of Understanding (2009)  
<http://www.iprem.ca/docs/Documents/IPREM%20MOU%20Apr%202009.pdf>



# IPREM Project Proposal Template

Submitted by: \_\_\_\_\_

<b>1. Draft project title</b>			
<b>2. Project purpose</b>	<i>Add issue identification, problem statement?</i>		
<b>3. Value to the region</b>	<i>Briefly describe the benefits, added value, and regional co-operation this project would bring for the Metro Vancouver region.</i>		
<b>4. Timeline (Select 1)</b>	<input type="checkbox"/> <b>Short</b> <ul style="list-style-type: none"> <li><i>a project that can be completed within approximately 6 months, that does not require large-scale engagement.</i></li> </ul> <p>Is this project to be considered as an ad hoc proposal (current year) or for the next Annual Business Plan?</p> <input type="checkbox"/> Ad hoc <input type="checkbox"/> Upcoming Business Plan	<input type="checkbox"/> <b>Medium</b> <ul style="list-style-type: none"> <li><i>1-1.5 year project with one discrete phase</i></li> <li><i>will likely require a Project Advisory Team (PAT) or Working Group (WG)</i></li> </ul>	<input type="checkbox"/> <b>Long/Multi-year</b> <ul style="list-style-type: none"> <li><i>1+ year project with multiple project phases</i></li> <li><i>will likely require a PAT or WG</i></li> <li><i>may continue over multiple years to achieve various phases</i></li> </ul>
<b>5. Key advisors</b>	<ul style="list-style-type: none"> <li><i>Identify who the subject matter experts are who will be essential to advising the project.</i></li> <li><i>E.g., Emergency program staff, other subject matter experts such as engineers or planners, Chief Administrative Officers (CAOs)</i></li> </ul>		



<b>6. Resource needs and commitments</b>	<b>IPREM Staff</b>	<b>Partner Staff (Local Government, Indigenous Communities, Partner Agencies)</b>	
	<b>Resource Needs</b> <ul style="list-style-type: none"> <li>What is the type of work required by IPREM staff?</li> <li>E.g., Project management, contract administration, product/document development, or a combination of various tasks (identify).</li> </ul>	<b>Resource Needs</b> <ul style="list-style-type: none"> <li>What will be needed from local government staff?</li> <li>E.g., subject matter expertise, engagement</li> </ul>	<b>Commitments</b> <ul style="list-style-type: none"> <li>Identify any other resources that will be contributed to the project in addition to IPREM resources.</li> <li>E.g., municipal staff time, financial commitments, contributions in kind, etc.</li> </ul>
<b>7. Desired result(s) or deliverable(s)</b>	<ul style="list-style-type: none"> <li>Identify the draft expected product (e.g., emergency plan) or service (e.g., facilitation for a regional forum) desired or expected</li> </ul>		
<b>8. Advisory or Champion requirements</b>	<ul style="list-style-type: none"> <li>Identify the expected audience to provide advice and guidance on the project or products or who will be championing the project. <ul style="list-style-type: none"> <li>IPREM Staff or Partnership Director only, with advice from practitioners</li> <li>Steering Committee, CAOs or other senior leadership</li> <li>External committees</li> </ul> </li> </ul>		
<b>9. Approval or implementation requirements (select 1)</b>	<input type="checkbox"/> Partnership Director only <ul style="list-style-type: none"> <li>with advice from practitioners</li> </ul>	<input type="checkbox"/> Other subject matter experts <ul style="list-style-type: none"> <li>through various committees, e.g., engineers</li> </ul>	<input type="checkbox"/> Steering Committee <ul style="list-style-type: none"> <li>projects that require CAO engagement</li> <li>can require cross-region approval from each local government</li> </ul>
<b>10. Evaluation &amp; performance measurement</b>	<input type="checkbox"/> Cyclical review needed (Y/N) <input type="checkbox"/> Quarter and year of review: _____ <input type="checkbox"/> Other evaluation metrics: _____		