

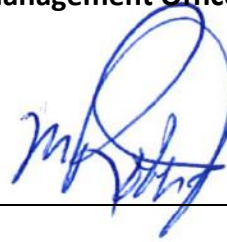
Staff Report to Council

Emergency Program

FILE: 01-0620-03/21

REPORT DATE: September 29, 2021 **MEETING DATE:** November 22, 2021
TO: Mayor and Council
FROM: Barbara Morgan, Emergency Program Manager
SUBJECT: **2022 Business Plan - Emergency Management Office**

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:



RECOMMENDATION(S):

THAT Council:

- A. Receive for information the Emergency Program 2022 Draft Business Plan and Staff Report as presented at the November 22, 2021 meeting of Council; OR
- B. Other.

PURPOSE

To present the 2022 Draft Business Plan for the Emergency Program.

Information Report Decision Report Direction Report

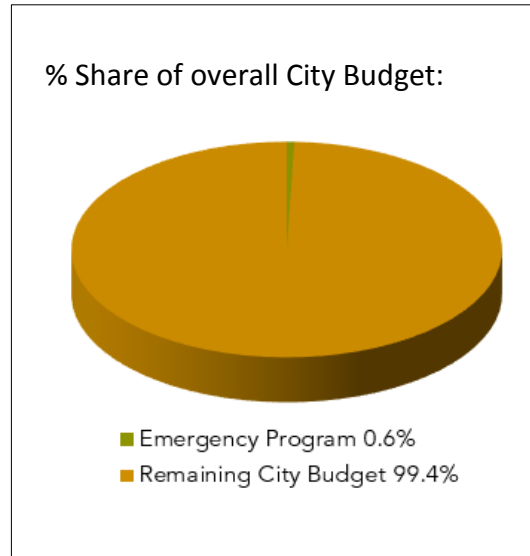
DISCUSSION

DEPARTMENT OVERVIEW

The Emergency Program ensures that the City is prepared for, and able to manage, small and major catastrophic events, whether man-made or natural disasters.

Operating Budget: \$149,000

Capital Budget: None



Staff Complement

TOTAL 1.0 FTE

Manager of
Emergency Program
Barbara Morgan

Forecasted position adjustments

The Emergency Management reporting structure will be changed from the CAO to the Fire Chief in 2022. This aligns with the operational response nature of emergency management and with the strengths of the Fire Chief in this field. The EOC will also be contained within the new fire hall.

Deferred Projects

As a result of priorities that emerged throughout the year the following 2021 business plan initiatives were deferred:

- **BUSINESS CONTINUITY PROJECT.** Deferred due to the various grants that received approval in 2022 and the managing of such. This project may resume again in 2023.
- **UPDATE OF RESPONSE PLANS.** Deferred due to the various grants that received approval in 2022 and the managing of such. This project may resume again in 2023.

2021 Achievements (Top 3)

- **INTRODUCTION OF FIRESMART PROGRAM & FIRESMART FARMER'S PROGRAM** These projects involved hiring a time-durated FireSmart Coordinator (FSC) and 3 FireSmart labourers (FSL). The FSC developed FireSmart workshops, performed community engagement and door to door campaigns to spread the awareness of fire risks and mitigation on personal property. He also continued with fire risk personal property assessments for residents.

The FireSmart labourers assisted with FireSmart displays and the door to door campaign. Also upon invitation, assisted seniors and people with vulnerabilities reducing the risk of fire on their properties by removing debris, cleaning gutters and removing fire enhancing trees and shrubbery.

These achievements comes under the Corporate Strategic Policy, Community Spirit – Health & Safety

- **INCREASED EMERGENCY SUPPORT SERVICES VOLUNTEER BASE.** A vigorous recruitment campaign resulted in doubling the amount of ESS volunteers to compliment a well rounded robust team. With the restrictions of COVID - 19 it proves to be difficult to provide face to face training but that may change in the near future.

This achievement comes under the Corporate Strategic Policy, Community Spirit – Health & Safety

- **DEVELOPMENT OF A PANDEMIC RESPONSE PLAN FOR KATZIE FIRST NATION.** Provided support to Katzie First Nation during COVID 19 Pandemic and endeavoured to develop a pandemic response plan in absence of any guidelines to manage through the event.

This achievement comes under the Corporate Strategic Policy, Community Spirit – Health & Safety

Key Challenges for 2022

- **PROVIDING EMERGENCY OPERATIONS CENTRE TRAINING** With the restraints of not meeting face to face and the healthy workloads on EOC staff, a limited training schedule has been developed for 2022 focusing on aspects such as evacuations.
- **ENGAGING ESS VOLUNTEERS** The ESS volunteers not only enjoy attaining training experience but also enjoy the social platform it provides. Although 2022 will, for the most part, present the same challenges as the previous two years with covid-19 in-person restrictions, we will still continued to provide an engaging program.

- **PROVINCIAL GRANTS** With the many provincial/federal grants available to the benefit of the CPM, it makes it increasingly difficult to manage the grant projects in addition to other initiatives that are encompassed in the Emergency Program.

Key Initiatives 2022

Strategic Priority	Initiative
Principled Governance – Community Voice Health & Safety	<p>DELIVERY OF NEIGHBOURHOOD EMERGENCY PREPAREDNESS PROGRAM WORKSHOPS. The NEPP is comprised of ten components to equip the residents of CPM with the necessary tools to manage on their own in a catastrophic event.</p> <ul style="list-style-type: none"> • FireSmart • Light Urban Search & Rescue • Utilities & Fire Suppression • Introduction to the NEPP • Leadership of the NEPP • Shelter & Caregiving • Communications – Amateur Radio • Rapid Damage Assessment • Personal Emergency Preparedness <p>This initiative comes under the Corporate Strategic Policy, Community Spirit – Health & Safety</p>
Principled Governance – Community Voice Health & Safety	<p>PARTICIPATE IN THE REGIONAL EXERCISE “GROUND TRUTH” – EMERGENCY SUPPORT SERVICES FUNCTIONAL EXERCISE. Emergency Management BC has for the last two years been planning a regional functional exercise that the CPM’s Emergency Program has committed to partake by setting up a regional ESS Reception Centre. The Tri Cities to the west will be part of this alliance.</p> <p>This initiative comes under the Corporate Strategic Policy, Community Spirit – Health & Safety</p>
Principled Governance – Community Voice Health & Safety	<p>TRANSFER THE EMERGENCY PROGRAM AND OFFICE OVER TO THE NEW FIRE HALL. Upon completion of the new fire hall in the fall of 2022, the office of the Emergency Program will be relocated to the third floor next to the new Emergency Operations Centre.</p> <p>This initiative comes under the Corporate Strategic Policy, Community Spirit – Health & Safety</p>

<p>Principled Governance – Community Voice</p> <p>Health & Safety</p>	<p>SUPPORT THE MAPLE RIDGE, PITT MEADOWS SENIOR CENTRE IN DEVELOPING A RECEPTION CENTRE TEMPLATE FOCUSED ON SERVICING SENIORS</p> <p>The MRPMKSN have applied for a grant to produce an ESS Reception Centre Plan that will focus on the needs of seniors and those living with disabilities. An Emergency Preparedness Committee will build the template and the Emergency Program Manager will incorporate the specific needs of Pitt Meadows.</p> <p>This initiative comes under the Corporate Strategic Policy, Community Spirit – Health & Safety</p>
<p>Principled Governance – Community Voice</p> <p>Health & Safety</p>	<p>MANAGE 2021/22 GRANT PROJECTS</p> <ul style="list-style-type: none"> • Wildfire Resiliency Plan • FireSmart Economic Recover Fund - Farmers • Emergency Operations Centre Supplies • Emergency Support Services Mass Care <p>This initiative comes under the Corporate Strategic Policy, Community Spirit – Health & Safety</p>
<p>Principled Governance – Community Voice</p> <p>Health & Safety</p>	<p>CONTINUE TO OVERSEE THE EMERGENCY OPERATIONS CENTRE AND EMERGENCY SUPPORT SERVICES ACTIVATIONS. ESS receives a call for activation approximately once a month. The ESS team will continue to respond under the guidance of the Emergency Program Manager. Although the response itself takes anywhere from 3 – 8 hours, additional paperwork requires submission to EMBC.</p> <p>Even though the EOC is not activated all that often, EOC staff must be ready and vigilant to tackle any emergency that materializes and we do that by training at given opportunities.</p> <p>This initiative comes under the Corporate Strategic Policy, Community Spirit – Health & Safety</p>

PROPOSED OPERATING BUDGET

	2021 Adopted Budget	2022 Proposed Budget	Proposed Changes for 2022		2023 Proposed Budget	2024 Proposed Budget	2025 Proposed Budget	2026 Proposed Budget
Expenses								
Emergency Program	\$ 144,500	\$ 149,000	\$ 4,500	3.1%	\$ 151,300	\$ 153,600	\$ 155,900	\$ 158,400
	144,500	149,000	4,500	3.1%	151,300	153,600	155,900	158,400
Net Operating Expenses	\$ 144,500	\$ 149,000	\$ 4,500	3.1%	\$ 151,300	\$ 153,600	\$ 155,900	\$ 158,400
Key Budget Changes for 2022:								
Salaries and Benefits			2,200					
Other			2,300					
Change in Net Operating Expenses			\$ 4,500					

PROPOSED CAPITAL BUDGET

None.

DECISION PACKAGE(S)

None.

PUBLIC PARTICIPATION

Inform Consult Involve Collaborate Empower

KATZIE FIRST NATION CONSIDERATIONS

Referral Yes No

SIGN-OFFS

Written by:

Barbara Morgan,
Manager of Emergency Program

Reviewed by:

Mark Roberts,
Chief Administrative Officer

ATTACHMENT(S)

None.