Staff Report to Council

Emergency Program

FILE: 01-0450-01/26

REPORT DATE:	November 01, 2026	**MEETING DATE:**	November 24, 2026
TO:	Mayor and Council		
FROM:	Chris Miley, Acting Director of Fire Services		
SUBJECT:	**2027 Draft Business Plan - Emergency Program**		

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL: M. Roberts / November 13, 2026

RECOMMENDATION(S):

THAT Council:

A. Receive for information the Emergency Program 2027 Draft Business Plan and Staff Report as presented at the November 24, 2026 Council Meeting; OR

B. Other.

PURPOSE

To present the 2027 Draft Business Plan for the Emergency Program.

☒ Information Report ☐ Decision Report ☐ Direction Report

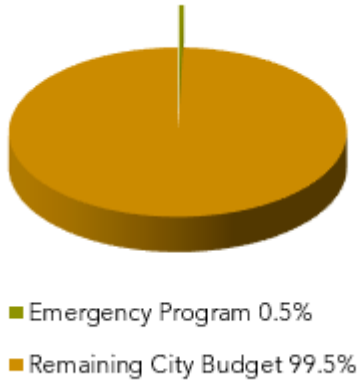
DISCUSSION

DIVISION OVERVIEW

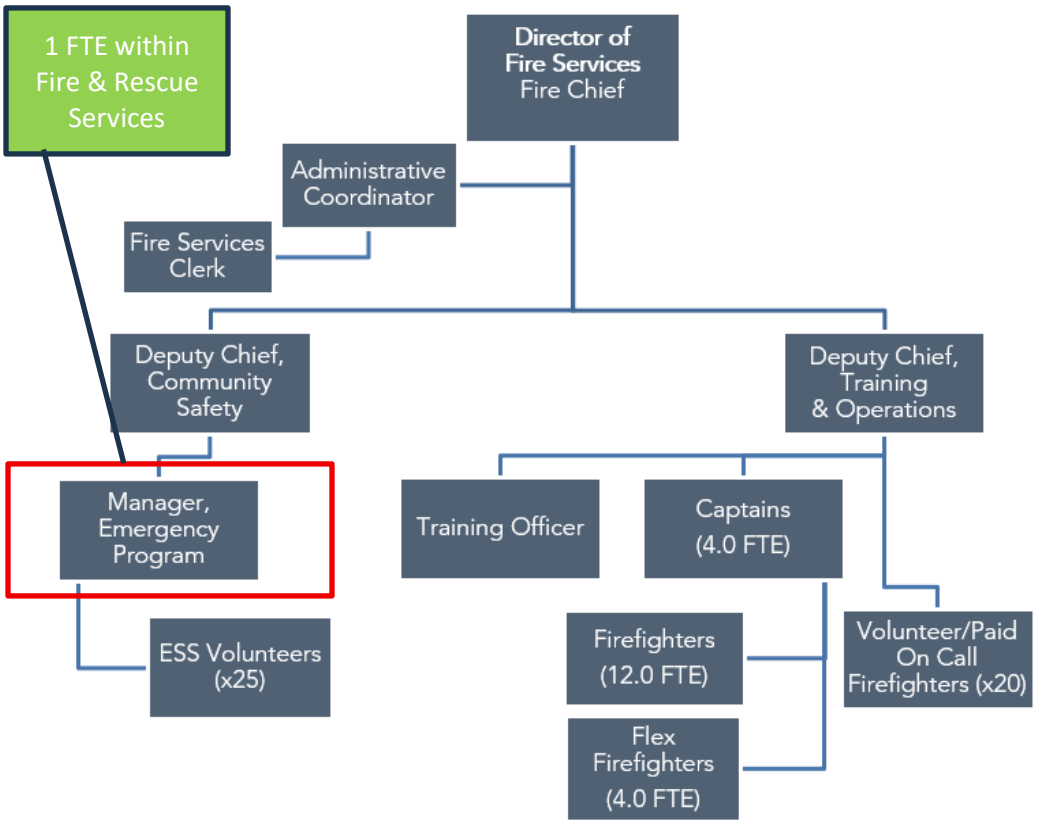
The Emergency Program supports community safety and resilience by ensuring the City is prepared to respond to, manage, and recover from small-scale incidents and major catastrophic events, including both natural disasters and human-caused emergencies. This includes maintaining the City's Emergency Operations Centre, coordinating training, staffing, supplies, and activations, supporting and training Emergency Support Services volunteers, delivering neighbourhood emergency preparedness training, and managing related grants and emergency planning projects.

Operating Budget: $182,100.00
Capital Budget: $0

% Share of overall City Budget: 0.5%



Staff Complement:



Forecasted Position Adjustments

None.

Key Performance Measures

The following table highlights key divisional statistics:

Performance Measure *[Strategic Priority]*	**2025 Actual**	**2026 Forecast**	**2027 Forecast**
ESS Activation *[Public Safety – Emergency Preparedness]*	3	3	0
Community Events & Public Workshops *[Public Safety – Emergency Preparedness]* *[Principled Governance – First Nations Relationship & Meaningful Engagement]*	14	5	12
EOC & ESS Exercises *[Public Safety – Emergency Preparedness]*	4	2	2
CPM Staff Training Workshops *[Public Safety – Emergency Preparedness]*	5	1	4
Emergency Plans Review or Development *[Public Safety – Emergency Preparedness]*	3	3	4

Deferred Projects

As a result of priorities that emerged throughout the year, the following 2026 business plan initiatives were deferred:

- **EMERGENCY AND DISASTER MANAGEMENT ACT COMPLIANCE DEADLINE.** The Province of British Columbia has introduced regulations deferring the anticipated compliance deadline under the *Emergency and Disaster Management Act* from early 2027, with direction for local authorities to work toward a proposed deadline of early 2031.

  By the end of 2026, the City of Pitt Meadows will have already achieved important compliance milestones, including updating the 2025 Hazard, Risk and Vulnerability Assessment and finalizing the City's Business Continuity Plans.

  The revised deadline provides the Emergency Program with an opportunity to adjust priorities and approach emergency plan updates through a longer-term, comprehensive, and well-coordinated process.

2026 Achievements (Top 3)

- **CONDUCTED A FULL SCALE FUNCTIONAL EOC EXERCISE.** The City of Pitt Meadows hosted an EOC functional exercise simulating a complex emergency involving community partners. The exercise provided an opportunity to test management roles, coordinate procedures, and inter-agency communication in a realistic setting, strengthening overall

EOC readiness. [*Public Safety – Emergency Preparedness; Principled Governance – Regional Partnerships]*

- **CONDUCTED A FULL SCALE FUNCTIONAL ESS EXERCISE.** The City of Pitt Meadows hosted an ESS functional exercise simulating an activation of a reception centre due to a large scale community disaster. The exercise provided an opportunity to test ESS roles, function, and build ESS volunteer capacity and experience in a realistic setting, strengthening overall ESS readiness. [*Public Safety – Emergency Preparedness; Principled Governance – Regional Partnerships]*

- **BUSINESS CONTINUITY PLANS.** The City advanced its business continuity planning in 2026 to strengthen organizational resilience and support the continuation and recovery of critical services during unplanned events, emergencies, or disasters. A tabletop exercise was provided to test the plans and strengthen City service resiliency. *[Public Safety – Emergency Preparedness; Principled Governance – Regional Partnerships]*

Key Challenges for 2027

- **EMERGENCY OPERATIONS CENTRE STAFF READINESS.** Ensuring an adequate number of City staff receive training through exercises, training programs, and learning opportunities continues to be a challenge due to competing priorities and staff workload.

- **EMERGENCY PLAN UPDATES.** Working collaboratively with departments to update emergency plans to be in alignment with the requirements of the Emergency and Disaster Management Act continues to present challenges due to competing priorities and staff workload capacity. However, the revised anticipated compliance deadline provides the City with an opportunity to implement a strategic, long-term approach to emergency planning and legislative compliance.

Key Initiatives 2027

Strategic Priority	Initiative
Principled Governance – Emergency Preparedness	**DEVELOP AN EMERGENCY & CONTINUITY MANAGEMENT PROGRAM FRAMEWORK.** The framework will give the City a coordinated, scalable approach to maintaining essential municipal services during incidents, disruptions, emergencies, and disasters. The framework will clarify roles, decision-making, notification, and escalation pathways across departments, supporting timely

Strategic Priority	Initiative
	activation of business continuity measures, crisis communications, Incident Management Team coordination, and the Emergency Operations Centre when required. This will strengthen organizational resilience, improve readiness and recovery, and support alignment with the *Emergency and Disaster Management Act*.
Principled Governance – Emergency Preparedness	**FACILITATE EOC EXERCISE.** The exercise allows city staff to practice cross-departmental coordination and test response protocols in a low-risk environment. This hands-on experience builds individual confidence and improves overall operational readiness by exposing critical planning gaps before a real crisis hits.
Principled Governance – Emergency Preparedness	**EOC IT ENHANCEMENTS AND CAPABILITY ASSESSMENT.** The IT assessment of EOC capabilities ensures critical data networks are resilient while enabling flexible room layouts and adaptable functionality to meet the dynamic needs of any crisis. This proactive evaluation prevents catastrophic technology failures and equips staff with scalable, modern tools for rapid, cross-functional decision-making.
Principled Governance – Emergency Preparedness	**STAFF INCIDENT COMMAND TRAINING.** Providing staff with role-specific Incident Command training ensures clear lines of authority and standardized communication during a high-pressure emergency. This targeted preparation empowers personnel to step confidently into leadership positions and execute their responsibilities seamlessly within the broader response framework.
Principled Governance – First Nations Relationship & Meaningful Engagement	**COMMUNITY ENGAGEMENT AND PUBLIC WORKSHOPS.** Developing and delivering community emergency workshops and engaging with the Katzie First Nation strengthens regional resilience by empowering residents and fostering trust-based, collaborative partnerships. This inclusive approach ensures that city emergency plans are culturally informed, unified, and capable of addressing the diverse needs of the broader community during a crisis.

PROPOSED OPERATING BUDGET

	2026 Adopted Budget	2027 Proposed Budget	Proposed Changes for 2027		2028 Proposed Budget	2029 Proposed Budget	2030 Proposed Budget	2031 Proposed Budget
Expenses								
Emergency Program	$ 170,700	$ 182,100	$ 11,400	6.7%	$ 188,300	$ 194,700	$ 201,400	$ 208,300
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Net Operating Expenses	**$ 170,700**	**$ 182,100**	**$ 11,400**	**6.7%**	**$ 188,300**	**$ 194,700**	**$ 201,400**	**$ 208,300**
Key Budget Changes for 2027:								
Salaries and Benefits			2,600					
Contracted Services			9,200					
Other			(400)					
Change in Net Operating Expenses			**$ 11,400**					

PROPOSED CAPITAL BUDGET

No projects planned.

DECISION PACKAGE(S)

None.

PUBLIC PARTICIPATION

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

KATZIE FIRST NATION CONSIDERATIONS

Referral ☐ Yes ☒ No

SIGN-OFFS

Written by:

Ben Wilson,
Deputy Fire Chief

Reviewed by:

Chris Miley,
Acting Director of Fire Services

ATTACHMENT(S):

None.