

Staff Report to Council

Emergency Program

FILE: 14-7130-01/20

REPORT DATE: November 03, 2020 MEETING DATE: November 23, 2020
TO: Mayor and Council
FROM: Barbara Morgan, Manager of Emergency Management Program
SUBJECT: 2021 Business Plan - Emergency Program

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:



RECOMMENDATION(S): THAT Council:

- A. Receive for information the Emergency Program's 2021 Draft Business Plan and Staff Report as presented at the November 23, 2020, meeting of Council; OR
- B. Other.

DEPARTMENT OVERVIEW

The Emergency Program ensures the City is prepared for, and able to manage, small and major catastrophic events, whether manmade or natural disasters. It includes the oversight of the City's emergency management programs including key responsibilities:

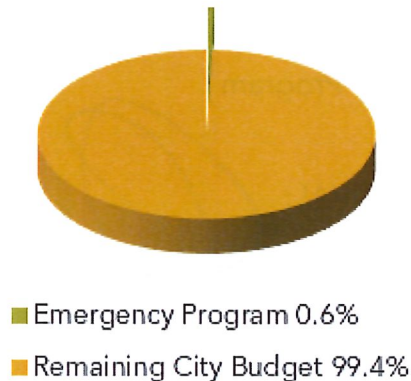
- Oversight of staffing and training for the City's Emergency Operations Centre (EOC);
- Coordination and training of the City's Emergency Support Services (ESS) volunteer team;
- Providing education to staff and community on emergency preparedness;
- Coordination and training for the City's Neighbourhood Emergency Preparedness Program;
- Management of grant funding and projects related to Emergency Program; and
- Oversight of the City's EOC and ESS activations.

Due to the over-arching impact of the Emergency Program on all aspects of the City business and its high priority for the City, the Emergency Program Manager reports directly to the CAO.

Operating Budget: \$137,300

Capital Budget: None.

% Share of overall City Budget:



Staff Complement



DEFERRED PROJECTS

As a result of the COVID-19 pandemic and the Spring Freshet, the following 2020 business plan initiatives were deferred:

- **EMERGENCY PREPAREDNESS VIDEO PREMIERE**
The Emergency Preparedness Video was due to premiere at the beginning of May. Due to the Public Health Order limiting the size of gathering it was decided to hold off the debut of this video until it can be received from the masses that anticipate its arrival.
- **INSTALLATION OF BACK UP GENERATORS**
COVID 19 presented many challenges over the course of this project from shortage of labour to lack of access to supplies. Due in no part of the City's staff the project continually was being delayed. Therefore applied and received extension from

provincial government, project will continue until March 2021 of which should see its completion.

- **ESS RECRUITMENT CAMPAIGN**

The ESS Recruitment and Retention project's completion was hindered by lack of access to a volunteer management professional and further aspirated with the commencement of COVID 19. The project for the grant purposes has been completed but the recruitment campaign has not started due to the overarching restrictions of COVID 19. It is hoped that a recruitment campaign will begin again in the Spring.

- **ESS AWARDS PROGRAM**

With limited access to volunteers, meetings being held virtually and provincial training being postponed, it is trying to introduce an incentive program that relies heavily on participation of all. The ESS Awards Program will be introduced in the Spring of 2021.

- **BUSINESS CONTINUITY PROJECT**

The activation of the EOC for the pandemic and Freshet responses have left very little time for the EOC personnel to invest in business continuity planning and updating of plans other than the processes at hand to manage both responses. This project will resume again in the Autumn of 2021.

- **NEIGHBOURHOOD EMERGENCY PREPAREDNESS PROGRAM (NEPP) TRAINING**

All NEPP training was canceled due to Public Health Orders limiting the size of inside gatherings. In the New Year the training will be redeveloped to accommodate virtual delivery in hope to re-introduce virtual NEPP training mid-2021.

- **EOC TRAINING**

All EOC training after March was cancelled with the onset of the pandemic which put an increased demand on the usual training participants. Therefore no EOC training will occur (unless necessary) for 2021 until out from under COVID-19.

2020 ACHIEVEMENTS

The emergency response training for both EOC and ESS paid off in dividends this year with the onset of COVID 19 and the Spring Freshet. Under diverse conditions, both teams were able to achieve a strong emergency response. The EOC is still activated (virtually) for the COVID 19 response ready for the next public health orders.

EOC ACTIVATIONS

- **EOC ACTIVATION**

The City's EOC was activated mid-March for planning and activities as a result of the commencement of the COVID-19 pandemic.

- BUSINESS CONTINUITY PLAN

The City's Business Continuity Plan was put into action as a result of the COVID-19 pandemic.

- EOC SPRING FRESHET RESPONSE

The City's EOC added freshet planning as a result of the forecasted high waters from the 2020 spring flood of the Fraser River.

ESS ACTIVATIONS

- KATZIE FIRST NATION & COVID - 19 GROUP LODGING RESPONSE PLAN

Developed an ESS and Group Lodging Response Plan with COVID-19 components for the City and Katzie First Nation.

- MENTORED & PROVIDED TRAINING FOR KATZIE FIRST NATION

Entered into temporary agreement to provide freshet ESS assistance, mentorship and training for Katzie First Nation.

- THREE FIRE RESPONSES

- Fire on Sharpe Rd resulting in 2 people needing ESS assistance due to loss of home and possessions.
- Fire on McMyn Rd displacing a family of seven, minimal assistance was required.
- Fire on Harris Rd displacing a gentleman who required support in coping with displacement.

EMERGENCY PREPAREDNESS VIDEO

- The City partnered with the Maple Ridge-Pitt Meadows-Katzie Seniors Network to produce an emergency preparedness video in four different modules with closed captioning, sign language and descriptive text. Using the workbook Emergency Preparedness, "What Every Senior Needs to Know", viewers are able to follow along and accomplish the tasks explained in its contents. The premiere is highly anticipated.

GRANT FUNDING

\$875,000 of grant funding was attained that permitted the City to complete important safety related infrastructure improvements and further, allowed the City to redirect taxpayer funds to other City priorities. This achievement requires significant effort to monitor potential grant opportunities, prepare detailed grant applications and requires follow-up reporting to ensure the City follows the necessary grant requirements. As well, pending applications are in excess of \$1.9 million and staff are hopeful that some/all of them will prove to be successful.

SUCCESSFUL

| | |
|-----------|---|
| \$25,000 | New Horizon for Seniors - Emergency Preparedness Video |
| \$25,000 | UBCM - Evacuation planning update |
| \$25,000 | UBCM - ESS Recruitment and Retention |
| \$750,000 | UBCM - Structural Flood Mitigation, Fenton Rd pumps |
| \$50,000 | Community Resiliency Investment Program – Fire Smart principles for Official Community Plan |

PENDING

| | |
|-------------|--|
| \$75,000 | Regional Evacuation Plan |
| \$50,000 | CRIP – FireSmart Program and Community Wildfire Resiliency Plan |
| \$1,000,000 | Investing in Canada - New Fire Hall EOC |
| \$750,000 | UBCM - Structural Flood Mitigation back-up generators for Alouette and Pitt Polder |
| \$25,000 | UBCM – ESS Mass Care and Supplies |
| \$25,000 | UBCM – EOC Equipment and Furniture |

Key Challenges for 2021

- EMERGENCY RESPONSE PLANS - The City’s plans need to be refreshed to reflect current business processes and challenges the City could face in a significant catastrophic event however, current resources are such that this initiative will progress slowly over a few years.
- COVID-19 PANDEMIC - Departmental priorities will remain fluid throughout 2021 to ensure resources are available to address any initiatives that arise due to the ever evolving pandemic.

Key Initiatives 2021

| Strategic Priority | Initiative | Target Completion |
|--------------------------------|--|-------------------|
| Community Spirit and Wellbeing | MANAGE GRANT PROJECTS | |
| | • Regional evacuation planning | Q4 |
| | • Recruitment and Retention Program | Q3 |
| | • FireSmart principles for OCP | Q2 |
| | • FireSmart & Community Wildfire Resiliency Plan | Q4 |
| | • ESS Supplies (x2) | Q4 |
| | • EOC Supplies (x2) | Q5 |

| | | |
|--------------------------------|--|----|
| Community Spirit and Wellbeing | <p>DEVELOP VIRTUAL NEIGHBOURHOOD EMERGENCY PREPARDNESS PROGRAM TRAINING</p> <p>To not lose the community momentum in NEPP training, develop training to be performed over virtual software.</p> | Q4 |
| Community Spirit and Wellbeing | <p>DEVELOP PANDEMIC RESPONSE PLAN FOR KATZIE FIRST NATION</p> <p>Continue to assist KFN with pandemic planning and response until the end of March, when the agreement will be reviewed for possible continuation.</p> | Q2 |
| Community Spirit and Wellbeing | <p>BUSINESS CONTINUITY PLAN</p> <p>A start to business continuity seen interruptions from response to the COVID 19. Mid 2021 will see the process continue in completing the Business Impact Analysis which will bring us further into a completed Business Continuity Plan.</p> | Q4 |
| Community Spirit and Wellbeing | <p>REVIEW EMERGENCY MANAGEMENT IN LOCAL GOVERNMENT AUDITS</p> <p>To keep on top of government emergency management audits to ensure the City's planning is comparable and has addressed gaps in emergency management.</p> | Q4 |
| Community Spirit and Wellbeing | <p>CONTINUE EOC COVID – 19 OPERATIONS</p> <p>As the pandemic continues throughout 2021 will continue to review statistics, possible changes in Public Health Orders, directions from the Public Health Officer and Fraser Health. Make recommendations to the EOC & ESS teams.</p> | Q4 |

1. PROPOSED OPERATING BUDGET

| | 2020 Adopted Budget | 2021 Proposed Budget | Proposed Changes for 2021 | 2022 Proposed Budget | 2023 Proposed Budget | 2024 Proposed Budget | 2025 Proposed Budget |
|---|---------------------------|----------------------------|------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| Expenses | | | | | | | |
| Emergency Program | \$ 137,300 | \$ 137,300 | \$ - 0.0% | \$ 137,300 | \$ 137,300 | \$ 137,300 | \$ 137,300 |
| | 137,300 | 137,300 | - 0.0% | 137,300 | 137,300 | 137,300 | 137,300 |
| Net Operating Expense | \$ 137,300 | \$ 137,300 | \$ - 0.0% | \$ 137,300 | \$ 137,300 | \$ 137,300 | \$ 137,300 |
| Key Budget Changes for 2021: | | | | | | | |
| No Change | | | - | | | | |
| Change in Net Operating Expenses | | | \$ - | | | | |

2. PROPOSED CAPITAL BUDGET

None.

3. DECISION PACKAGE(S)

None.

PUBLIC PARTICIPATION

Inform Consult Involve Collaborate Empower

KATZIE FIRST NATION CONSIDERATIONS

The City continues with their commitment for incorporation of Katzie First Nation in all emergency training, planning and initiatives whenever possible.

Referral Yes No

SIGN-OFFS

Written by:

Barbara Morgan
Manager of Emergency Program

Reviewed by:

Mark Roberts,
Chief Administration Officer

ATTACHMENT(S):

None.

