



# PEACE RIVER REGIONAL DISTRICT

## Special Emergency Executive Committee Meeting Agenda

December 17, 2020, 9:00 a.m.  
1981 Alaska Avenue, Dawson Creek, BC

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### Pages

#### 1. Call to Order

1.1. Director Sperling to Chair the Meeting

#### 2. Adoption of Agenda

#### 3. Reports

3.1. 2021 Budget Review – Function 300 Emergency Planning, CS-EEC-004

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#### 4. Adjournment



# REPORT

To: Emergency Executive Committee

Report Number: CS-EEC-004

From: David Sturgeon, Protective Services Manager

Date: December 1, 2020

**Subject: 2021 Budget Review – Function 300 Emergency Planning**

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## **RECOMMENDATION #1:**

That the Emergency Executive Committee receive the 2021 Budget for Function 300 – Emergency Planning for discussion.

## **RECOMMENDATION #2:**

That the Emergency Executive Committee recommend that the Regional Board accept the 2021 Function 300 Emergency Planning operational budget as presented and to include it in the 2021 Annual Financial Plan.

## **RECOMMENDATION #3:**

That the Emergency Executive Committee recommend that the Regional Board approve the supplementary request to implement the FireSmart Education and assessment plan in the rural areas of the Regional District subject to obtaining a Community Resiliency Investment Grant from UBCM for up to \$150,000.

## **BACKGROUND/RATIONALE:**

### **Overall Budget**

The overall proposed budget for 2021 is \$535,695 down from 2020's approved budget of \$590,127. This includes items that will be funded by grants which includes \$120,000 for flood plain mapping that was awarded to the PRRD in 2020 from the provincial government and \$150,000 for a FireSmart education and assessment plan to be carried out in 2021 conditional to receiving the Community Resiliency Investment grant from UBCM. This also includes a carry-over from 2020 of \$24,352 for the completion of the Collaborative Emergency Management study to be finished in 2021.

### **Core Budget**

This leaves a core budget for 2021 at \$265,154, this is a decrease from the 2020 budget of \$290,126. This brings the requisition down from \$250,000 in 2020 to \$240,802 for 2021. One of the largest savings is due to a decrease of the Administration Allocation from \$51,522 in 2020 to \$9,772 in 2021. Administration allocations are calculated at 3% of the overall amount charged to the certain function, in this case the fees associated with previous Emergency Operations Centre (EOC) activations and response to emergencies led the function to have an inflated amount leading to such a high amount paid to administration. Costs associated with emergency responses will no longer be captured in function 300 and thus will not affect the Administration Allocation line in future planning.

### **Training Highlights**

Some highlights of the 2021 proposed 300 budget are:

- Training and Development: includes Recovery Awareness, EOC Essentials, Psychosocial Resiliency, Tabletop exercise and Incident Command System training.
- Conferences: includes the Northern Emergency Support Services Training, the Emergency Preparedness Conference, and the Municipal Insurance Association of BC Conference (if applicable to Emergency Management), the BC Fire Chiefs, and the Emergency Planning Conference – the majority of which were cancelled in 2020.

Staff has and will continue to take advantage of free online training through Emergency Management BC (EMBC) and sponsored partners as this continues to be very effective for a lot of courses. There are still a number of courses that need to be completed at an “in person” training session to be effective as they contain vast amount of information that can only be properly articulated in person.

### **Emergency Planning Highlights**

For emergency planning, some initiatives of note that have already approved are Flood Plain Mapping contract with BGC Engineering to be carried out in Q1 of 2021. This contract is 100% funded through the Community Emergency Preparedness Fund (CEPF) which is a suite of funding programs intended to enhance the resiliency of local governments, First Nations and communities in responding to emergencies. Funding is provided by the Province of BC and is administered by Union of BC Municipalities (UBCM) for Flood Mapping for the Chetwynd Fringe, Moberly Lake, Tomslake and Pouce Coupe Rural areas. \$30,000 of the contract will be paid out in 2020 and the remaining \$120,000 will be carried forward for the 2021 budget.

A surplus carry-over of \$24,352 will be used to complete the already approved Collaborative Emergency Management feasibility study started in 2019 which was delayed due to lack of staffing and COVID-19 in 2020.

Some minor capital projects include:

1. \$5,000 - adding to the weather station network with the Peace Forage & Seed Association
2. \$4,000 - repair and maintenance of the sand bag bin program for the spring freshet
3. \$4,000 - purchase of a two handheld radios for the EOC to be able to communicate directly with Incident Commanders on-site giving the EOC increased communications

### **5-Year Protective Services Public Engagement Plan**

Below was the plan brought forward in 2019 for implementation in 2020 but due to COVID-19 and staff shortages these programs were not implemented. Timelines will be moved forward by one year. This will align with the application already submitted to the UBCM for FireSmart education.

In addition to the pre-planned public awareness campaigns (Fire Prevention Week, Emergency Preparedness Week, etc.), staff have begun developing a more robust and targeted public education and engagement plan for Protective Services which would follow the core principals of PreparedBC: ‘Know The Risks. Make a Plan. Build a Kit’. Below is a draft outline of this 5 year plan:

|                             |  |  |
|-----------------------------|--|--|
| <b>Year 1 2020<br/>2021</b> | FireSmart/Fire Prevention                        | Directed by grant funding through UBCM (CRI), to hire a contractor to lead public education and engagement.                          |
| <b>Year 2 2021<br/>2022</b> | Know the Risks                                   | Identify and highlight local risks in our area, and mitigation plans for each (Fire, Flood, Ag, Landslide, etc.)                     |
| <b>Year 3-2022<br/>2023</b> | Make a Household and Neighborhood Emergency plan | Emergency Planning with additional sessions on signing up for and using North East BC Emergency & Public Alerts.                     |
| <b>Year 4 2023<br/>2024</b> | Build a Kit                                      | Sessions focused on how to build household kits and how to maintain them.  |
| <b>Year 5-2024<br/>2025</b> | Recovery & Building Resilient Communities        | In following the cyclical nature of a resilient community, focus should lie in the recovery & rebuilding strategy of each community. |

### Supplemental Item - FireSmart Education & Assessments

\$150,000 has been budgeted for the FireSmart Education and Assessment Plan to be contracted out: This plan will include:

#### Public Education Campaigns through social media, radio and print.

- a. Start a YouTube channel & Twitter (Use current Facebook)
- b. Radio Campaign
- c. Newspaper articles (Features)
- d. Direct mailers to Extreme hazard zones

#### Site Information visits (Hazard Assessments)

- a. Attend sites by request
- b. Provide all information to homeowner about fire smart principles
- c. Do a walk around the property and talk about mitigation & best practices
- d. Hazard assessment to be provided
- e. Guidance and follow up provided (Risk assessment package left with homeowner)

#### Attend Home shows. Farmers markets etc. with an information booth

- a. Gather data on residents for follow up
- b. Provide Information & take home packages

Yard waste debris drop off locations throughout the PRRD will work in conjunction with the spring waste cleanup with PRRD Solid Waste Department. The PRRD will provide bins and messaging for debris collection and disposal and will work with BC Wildfire for ongoing consistent messaging. This project is contingent on receiving the Community Resiliency Investment Grant from UBCM for up to \$150,000.

### ALTERNATIVE OPTIONS:

1. That the Emergency Executive Committee provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Partnerships
  - ☒ Collaboration with Local and First Nations governments
- ☒ Responsive Service Delivery
  - ☒ Enhance Emergency Planning and Response Capacity
- ☒ Advocacy
  - ☒ Emergency Response Capacity for Local Governments

**FINANCIAL CONSIDERATION(S):**

- Requisition for the Core budget is proposed to decrease to \$265,154, this is a decrease from the 2020 budget of \$290,126.
- \$24,351 will be carried forward as surplus to complete the Collaborative Emergency Management Model project.
- \$270,000 has been budgeted as revenue from grants
  - \$120,000 for flood plain mapping which is confirmed
  - \$150,000 for FireSmart Education which is pending approval

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

None.

Attachments:

1. Budget Report (300 Emergency Planning)
2. PRRD 2021 Supplemental-Form (300 FireSmart)



General Operating Fund

300 Emergency Planning

|  | 2020 Actuals | 2020 App. Budget | 2021<br>1. Provisional Budget |
|--|--------------|------------------|-------------------------------|
| REVENUES   |              |                  |                               |
| 1-0010 Requisition                                 |              |                  |                               |
| 01-1-0010-0010 Electoral                           | (250,000)    | (250,000)        | (240,802.00)                  |
| <b>Total 1-0010 Requisition</b>                    | (250,000)    | (250,000)        | (240,802.00)                  |
| 1-0020 Surplus/Deficit                             |              |                  |                               |
| 01-1-0020-0020 Surplus/Deficit                     | (39,596)     | (39,596)         | (24,352.00)                   |
| <b>Total 1-0020 Surplus/Deficit</b>                | (39,596)     | (39,596)         | (24,352.00)                   |
| 1-0030 Grants                                      |              |                  |                               |
| 01-1-0030-0037 Provincial Conditional              | (77,445)     | (300,000)        | (270,000.00)                  |
| <b>Total 1-0030 Grants</b>                         | (77,445)     | (300,000)        | (270,000.00)                  |
| 1-0040 Recovery of Costs                           |              |                  |                               |
| 01-1-0040-2821 Task #193467                        | (677)        |                  |                               |
| <b>Total 1-0040 Recovery of Costs</b>              | (677)        |                  |                               |
| 1-0080 Miscellaneous                               |              |                  |                               |
| 01-1-0080-0081 FSJ Boundary Expansion Compensation | (531)        | (531)            | (541.00)                      |
| <b>Total 1-0080 Miscellaneous</b>                  | (531)        | (531)            | (541.00)                      |
| TOTAL REVENUES                                     | (368,249)    | (590,127)        | (535,695.00)                  |
| EXPENDITURES                                       |              |                  |                               |
| 2-1000 General Expenditures                        |              |                  |                               |
| 01-2-1000-1010 Wages - Full Time                   | 60,172       | 102,210          | 102,617.00                    |
| 01-2-1000-1030 Benefits                            | 14,633       | 29,964           | 29,759.00                     |
| 01-2-1000-1040 WCB                                 | 2,163        |                  | 4,235.00                      |



General Operating Fund

300 Emergency Planning

|   | 2020 Actuals   | 2020 App. Budget | 2021<br>1. Provisional Budget |
|---|----------------|------------------|-------------------------------|
| 01-2-1000-2030 Phone/Internet                   | 1,046          | 1,632            | 1,500.00                      |
| 01-2-1000-2055 Contingency                      |                | 3,564            | 1,310.00                      |
| 01-2-1000-2065 Insurance - Property             | 1,680          | 46               | 1,700.00                      |
| 01-2-1000-2070 Insurance - Liability            | 2,215          | 2,204            | 2,900.00                      |
| 01-2-1000-3010 Travel                           |                | 2,000            | 1,500.00                      |
| 01-2-1000-3016 Mileage                          | 110            |                  | 500.00                        |
| 01-2-1000-3020 Meals                            | 548            |                  | 500.00                        |
| 01-2-1000-3030 Training & Development           | 128            | 1,000            | 2,720.00                      |
| 01-2-1000-3040 Conferences & Seminars           | 881            | 6,000            | 7,280.00                      |
| 01-2-1000-3050 Memberships                      | 1,004          | 1,000            | 1,200.00                      |
| 01-2-1000-3060 Meetings                         |                | 1,500            | 1,500.00                      |
| 01-2-1000-5010 Advertising Services             |                | 12,000           | 12,000.00                     |
| 01-2-1000-5030 Legal Services                   | 23,940         | 10,000           | 10,000.00                     |
| 01-2-1000-5120 Supplies - Office                | 2,197          | 3,000            | 2,000.00                      |
| <b>Total 2-1000 General Expenditures</b>        | <b>110,717</b> | <b>176,120</b>   | <b>183,221.00</b>             |
| 2-1150 Allocations                              |                |                  |                               |
| 01-2-1150-1160 Administration                   | 50,722         | 50,722           | 7,514.00                      |
| 01-2-1150-1190 PRRD Vehicles                    | 800            | 800              | 2,258.00                      |
| <b>Total 2-1150 Allocations</b>                 | <b>51,522</b>  | <b>51,522</b>    | <b>9,772.00</b>               |
| 2-1275 Emergency Operations Centre              |                |                  |                               |
| 01-2-1275-3030 Training & Development           |                | 18,000           | 23,500.00                     |
| 01-2-1275-5120 Supplies - Office                | 128            | 2,500            | 3,000.00                      |
| <b>Total 2-1275 Emergency Operations Centre</b> | <b>128</b>     | <b>20,500</b>    | <b>26,500.00</b>              |
| 2-2510 Emergency Planning                       |                |                  |                               |



General Operating Fund

300 Emergency Planning

|   | 2020 Actuals | 2020 App. Budget | 2021<br>1. Provisional Budget |
|---|--------------|------------------|-------------------------------|
| 01-2-2510-2512 Flood Response Supplies              | 4,899        | 5,500            | 5,500.00                      |
| 01-2-2510-3100 Contract for Services EMERG PLANNING |              | 150,000          | 150,000.00                    |
| 01-2-2510-5060 Studies, Plans and Assessments       |              | 174,352          | 144,352.00                    |
| 01-2-2510-5140 Minor Capital                        | 3,393        | 9,000            | 13,000.00                     |
| <b>Total 2-2510 Emergency Planning</b>              | <b>8,292</b> | <b>338,852</b>   | <b>312,852.00</b>             |
| 2-2515 Weather Stations                             |              |                  |                               |
| 01-2-2515-2030 Phone/Internet                       |              | 822              | 900.00                        |
| 01-2-2515-4435 Website Maintenance                  |              | 761              | 800.00                        |
| 01-2-2515-6240 Repairs                              |              | 500              | 550.00                        |
| 01-2-2515-6250 Maintenance                          |              | 1,050            | 1,100.00                      |
| <b>Total 2-2515 Weather Stations</b>                |              | <b>3,133</b>     | <b>3,350.00</b>               |
| 2-2802 EMBC Task #2016455                           |              |                  |                               |
| 01-2-2802-5112 EOC #190832 Supplies - Unrecoverable | 802          |                  |                               |
| <b>Total 2-2802 EMBC Task #2016455</b>              | <b>802</b>   |                  |                               |
| 2-2821 EOC Task #193467                             |              |                  |                               |
| 01-2-2821-2050 Miscellaneous                        | 2,734        |                  |                               |
| <b>Total 2-2821 EOC Task #193467</b>                | <b>2,734</b> |                  |                               |
| TOTAL EXPENDITURES                                  | 174,195      | 590,127          | 535,695.00                    |
|   |              |                  |                               |
| CAPITAL REVENUES                                    |              |                  |                               |
|   |              |                  |                               |
| TOTAL CAPITAL REVENUES                              |              |                  |                               |
| CAPITAL EXPENDITURES                                |              |                  |                               |





General Operating Fund

300 Emergency Planning

|                            | 2020 Actuals | 2020 App. Budget | 2021<br>1. Provisional Budget |
|----------------------------|--------------|------------------|-------------------------------|
| TOTAL CAPITAL EXPENDITURES |              |                  |                               |
|                            |              |                  |                               |
| Surplus / Deficit          | (194,054)    |                  |                               |

| 2021 Budget - Supplemental Item   |                                   |      |      |      |                                 |                          |
|---|-----------------------------------|------|------|------|---------------------------------|--------------------------|
| Title:  | Contract For Services             |      |      |      |                                 | Community Services       |
| Division:   | Community & Regional Planning     |      |      |      |                                 | Emergency Planning - 300 |
| Type:   | Operating Supplemental - One-time |      |      |      |                                 | High                     |
| Description   |                                   |      |      |      |                                 |                          |
| <p>The Community Resiliency Investment (CRI) grant program is intended to reduce the risk and impact of wildfire to communities in BC through community grant funding. This program supports and implements priority fuel management activities. One of the first steps to managing fuel loads is to provide FireSmart education to residential land owners, farms and businesses in the rural communities. FireSmart is part of the protective services 5 year education plan.</p>   |                                   |      |      |      |                                 |                          |
| Benefits  |                                   |      |      |      |                                 |                          |
| <p>If successful in obtaining this grant, a contractor would be hired on a 8-10 month contract to conduct public education throughout the rural areas this will consist of - Public Education Campaigns through social media, radio and print.</p> <p>a. Start a YouTube channel &amp; Twitter (Use current Facebook )</p> <p>b. Radio Campaign</p> <p>c. Newspaper articles (Features)</p> <p>d. Direct mailers to Extreme hazard zones</p> <p>- Site Information visits (Hazard Assessments)</p> <p>a. Attend sites by request</p> <p>b. Provide all information to homeowner about fire smart principles</p> <p>c. Do a walk around the property and talk about mitigation &amp; best practices</p> <p>d. No Formal Hazard assessment to be provided</p> <p>e. Guidance and follow up provided (Risk assessment package left with homeowner)</p> <p>- Attend Home shows. Farmers markets etc. with an information booth</p> <p>a. Gather data on residents for follow up</p> <p>b. Provide Information &amp; take home packages</p> <p>- Yard Waste debris drop off locations throughout the PRRD. Work in conjunction with the spring waste cleanup with solid waste. Provide bins and messaging.</p> <p>- Work with BC Wildfire for consistent messaging</p> |                                   |      |      |      |                                 |                          |
| Risks   |                                   |      |      |      |                                 |                          |
| <p>To ensure a program this size will be successful, capacity will have to be built throughout the PRRD, to facilitate this a FireSmart Contractor will be hired on contract to implement the program. Multiple years of this program will have to be implemented to ensure its success.</p>  |                                   |      |      |      |                                 |                          |
| Financial Information   |                                   |      |      |      |                                 |                          |
| Operating   |                                   |      |      |      |                                 |                          |
| Funding Sources   | 2021                              | 2022 | 2023 | 2024 | 2025                            | 5 Year Total             |
| UBCM CRI Grant  | 150,000                           |      |      |      |                                 | 150,000                  |
|   |                                   |      |      |      |                                 | 0                        |
|   |                                   |      |      |      |                                 | 0                        |
|   | #                                 | 0    | 0    | 0    | 0                               | 150,000                  |
| Expenses  | 2021                              | 2022 | 2023 | 2024 | 2025                            | 5 Year Total             |
|   |                                   |      |      |      |                                 | 0                        |
| Fire Smart Program Contract   | 150,000                           |      |      |      |                                 | 150,000                  |
|   |                                   |      |      |      |                                 | 0                        |
|   |                                   |      |      |      |                                 | 0                        |
|   |                                   |      |      |      |                                 | 0                        |
|   |                                   |      |      |      |                                 | 0                        |
|   |                                   |      |      |      |                                 | 0                        |
|   |                                   |      |      |      |                                 | 0                        |
|   | #                                 | 0    | 0    | 0    | 0                               | 150,000                  |
|   |                                   |      |      |      |                                 |                          |
| Administration  |                                   |      |      |      |                                 |                          |
| Author: David Sturgeon  |                                   |      |      |      | Date Prepared: November 30 2020 |                          |
| Approval Date   |                                   |      |      |      |                                 |                          |