



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

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:

Year 1 2020 2021	FireSmart/Fire Prevention	Directed by grant funding through UBCM (CRI), to hire a contractor to lead public education and engagement.
Year 2 2021 2022	Know the Risks	Identify and highlight local risks in our area, and mitigation plans for each (Fire, Flood, Ag, Landslide, etc.)
Year 3-2022 2023	Make a Household and Neighborhood Emergency plan	Emergency Planning with additional sessions on signing up for and using North East BC Emergency & Public Alerts.
Year 4 2023 2024	Build a Kit	Sessions focused on how to build household kits and how to maintain them.
Year 5-2024 2025	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)