

ADMINISTRATIVE REPORT

TO: Protective Services Committee

FROM: B. Newell, Chief Administrative Officer

DATE: June 16, 2022

RE: **Regional Emergency Management Program Review – Terms of Reference**

Background:

In 2006, the RDOS established its Emergency Management Program. A significant increase in events over the past ten years has prompted activation of the Emergency Operations Centre (EOC) to support residents dealing with floods, wildfires, landslides, windstorms, and hazardous material spills and most recently, the COVID-19 health pandemic.

On June 4, 2020, *Bylaw No.2091, 2020, Regional Emergency Management Program Regulatory Bylaw* was approved, which replaced *Bylaw No. 2423, 2007 Emergency Planning Program Regulatory Bylaw*. The revision included the development of the Emergency Management Committee, which consists of all board members and the Regional Emergency Planning team, which consists of the Chief Administrative Officers from the Jurisdictions listed in *Bylaw No.2375, 2006*. The Emergency Planning Team reviews and approves the work plan and budget for the upcoming year.

Severe wildfires have changed the landscape of the region and shown vulnerabilities in local communities. As well, flooding events over the last several years have impacted the region. This included widespread overland flooding in 2017, creeks and river flooding in 2018 and again in 2019; and most recently, the Atmospheric River in November of 2021. These events resulted in thousands of hours of staff time being committed to the EOC over and above the existing annual work plan.

At their regular meeting of December 16, 2021, the Regional District resolved: “THAT the Regional District do a complete review of our emergency management program, including but not limited to, working with the Town of Princeton to have a member of the emergency services team be a shared employee with the Town of Princeton”.

The project was added to the 2022 Regional Emergency Program work plan with a total budget of \$60,000.

Analysis:

Current best practices and lessons learned from recent events, evolving technologies, and the adoption of the Sendai Framework for Disaster Risk Reduction by the Province of British Columbia and the Government of Canada provide good timing for the RDOS to review and modernize its emergency management program. The proposed review is anticipated to take 3-5 months to complete following a Request for Proposals process. The proposed scope of work includes the following:

Proposed core objectives

- Examine the Emergency Management Program annual work plan, budget, regulatory bylaw and respective policies. Through a comparison, identify comparable Regional Districts to benchmark current industry standards, best practices, and policies.
- Review and analyze current procedures, policies, and operational planning.
- Compare the frequency and severity of EOC activations and program performance within the RDOS to other similar communities.
- Examine the Regional Emergency Management Program as it pertains to the interaction and working relationship and arrangements with regional partner organizations. Identify areas of improvement that will support improved decision-making, communication, and collaboration.
- Examine current staffing levels and determine if municipal Emergency Program Coordinators should be funded through the Regional District Emergency Program Budget.
- Examine the core functions of the RDOS Emergency Program and determine if policies, procedures, and staffing are meeting current industry standards.
- Review the current Emergency Management and Emergency Support Services Duty Officer on-call process and rotation.
- Review the Emergency Program staffing model for Level 2 & 3 Emergency Operations Centre activations.

Respectfully Submitted,

“Sean Vaisler,”

S. Vaisler, Emergency Services Manager