

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: August 4, 2022

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

Recommendation:

That the Terms of Reference and the proposal rating format for the Regional Emergency Management Program Review be adopted.

Background:

The Regional Emergency Management Program was established in 2006 and it's recognized that the business of emergency management has changed significantly over the intervening 16 years. The preparations and response to floods and wildfires and pandemic have placed new stressors on the Service.

December 16, 2021 – Following the atmospheric flood in the Similkameen, the Regional District resolved to conduct a review of the emergency management program.

March 2022 – The project was added to the 2022 Business Plan and funds were approved in the operating budget to conduct the study.

June 16th – The Board reviewed the draft terms of reference for the study and deferred discussion to a workshop.

June 30th – A workshop was convened to further discuss the terms of reference.

July 21st - The Protective Services Committee reviewed a draft Terms of Reference for the Emergency Management Program Study. Amendments were proposed for bullet 7. and a new 8. has been added for consideration.

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 provides 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.

REGIONAL EMERGENCY MANAGEMENT PROGRAM REVIEW

Terms of Reference

The Regional District of Okanagan Similkameen is a local government, composed of 9 electoral areas and 6 municipalities. We serve approximately 90,000 residents throughout the Similkameen and South Okanagan Valleys.

The Board of Directors for the Regional District has established a Service in 2006 to provide an emergency management program for the 15 jurisdictions within our geographic boundary. With the frequency of events requiring activation of the Regional Emergency Operations Centre increasing, the more catastrophic nature of the events that we face over a longer duration each year and the increasing expectations for assistance to prepare, respond and recover from these events by our citizens, the Board of Directors requires a review of the emergency management program.

The Program is not seen to be meeting citizen expectations and the Board of Directors is interested in seeking input from the public, participating agencies, governments and other stakeholders in how our program is working now, identifying where it needs to go and what we need to do to close the gap. We're also looking for an accountability framework to help us determine if we're meeting expectations in the future.

Project Specifications:

1. Develop and conduct a public perception survey to determine citizen expectations for emergency response, recovery and mitigation from the Regional Emergency Management Program. The survey should explore willingness to pay for an expanded Service.
2. As part of an extensive literature search, examine the current Regional Emergency Management Program Regulatory Bylaw, annual work plan, budget, staffing and policies in relation to industry standards. Develop a list of comparable local governments to benchmark against for approval by the RDOS.
3. Explore the long-term Emergency Operations Centre (EOC) activation history to determine if a trend line is developing on the frequency and severity of events.
4. Examine the Regional Emergency Management Program as it pertains to the interaction, working relationship and arrangements with regional and inter-regional partner organizations. Develop an Issues List and identify areas of improvement that will support improved decision-making, communication, and collaboration.
5. Identify structural and/or staffing level changes to meet expectations. In conjunction, examine the regional program budget for fairness with regard to cost allocation.
6. Investigate the difference between EOC and Site Management with suggestions to improve site management capabilities.

7. Examine the core functions of the RDOS Emergency Program and determine if policies, procedures, and staffing are meeting **participant requirements** and industry standards.
8. **Provide an opinion if the current Regional Emergency Management Program will meet the requirements of the proposed Emergency Program Act.**
9. Review the current Emergency Management and Emergency Support Services Duty Officer on-call process and rotation.

Proponent's Name: _____			
Project Title: _____			
Evaluation Date: _____			
Evaluator: _____			
Step 1:		YES	NO
Mandatories	Proposal received prior to closing		
	Sub-Consultant list		
	Project Manager identified		
	Project Team identified – Resumes included		
	Reference List		
	Workers Compensation Number provided		
	Sufficient number of proposal copies		
Step 2:		Assigned Points	Points
Proponent (15-30 points)	Qualifications of firm and project team members		
	Experience of firm and project team members		
	References		
	Resources		
Proposal (30-50 points)	Scope		
	Methodology		
	Environmental Performance		
	Scheduling		
	Project Team - Level of Effort		
	Clarity of Proposal		
Price (20-50 points)	Consideration of Price Presented Price = (lowest cost proposal divided by proposal being evaluated) x (20% weight)		
Total Score	Proponent + Proposal + Price Scores	100	