

Regional Emergency Management Partnership

Annual Report 2020



REMP

REGIONAL EMERGENCY
MANAGEMENT PARTNERSHIP
in the Capital Region

Strategic Direction

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The Regional Emergency Management Partnership (REMP) in the Capital Region was established in March 2016 through a Memorandum of Understanding between the Provincial Government of BC and the Capital Regional District (on behalf of its member municipalities and electoral areas) to enhance regional emergency management by providing regional planning on priority emergency management activities. The Capital Region is comprised of 13 municipalities, three electoral areas and nine First Nations and is home to approximately 380,000 people. Local government within the Capital Region are responsible for developing and implementing emergency management plans, including preparation for, response to and recovery from emergencies and disasters as outlined in the BC *Emergency Program Act* or jointly through municipal bylaws and other agreements. The Capital Regional District holds the responsibility for the same level of emergency management support to its three electoral areas.

VISION

A disaster resilient region where local, provincial, First Nation and federal governments work together with regional and community stakeholders as partners towards enhanced emergency management.

MISSION

REMP leads the development and delivery of regional emergency management.

PRIORITIES

- 1) Understanding regional emergencies, hazards and vulnerabilities to support loss prevention, mitigation and preparedness.
- 2) Planning for collaborative emergency response, business continuity and disaster recovery by regional partners.
- 3) Enhancing REMP's governance, capabilities and efficiency.

Message from the Co-Chairs

On behalf of the Regional Emergency Management Partnership (REMP) in the Capital region, we are proud to present the 2020 REMP Annual Report. 2020 proved to be an unforgettable year due to a worldwide pandemic (COVID-19) that shifted the direction and focus of the Province as a whole, including the communities within the Capital region. This report highlights REMP's 2020 accomplishments with our local government, provincial government and regional partners during these unprecedented times.

REMP began the year with a focus on engagement related to the modernization of the BC *Emergency Program Act*. Through regional submissions to both the 'Discussion Paper: Modernizing BC's Emergency Management Legislation' and the 'What We Heard Report', the Capital region helped provide context and key considerations from a variety of perspectives. REMP also finalized the Regional Hazard, Risk and Vulnerability Assessment (HRVA) project which focused on three hazards (earthquake, extreme heat and snowstorm) most likely to have region-wide impacts. This project involved engagement and collaboration with 50 different organizations from all levels of government, the private sector, academic institutions, First Nations, and community organizations. The results from the HRVA will inform REMP Disaster Risk Reduction initiatives, including the Extreme Heat Alert and Response Guidelines.

By March, the focus had entirely shifted to COVID-19. Regular responsibilities in regional emergency management planning were put on hold as REMP staff transitioned their skillsets to assist response efforts and ensure essential services remained available. REMP staff were deployed to the Capital Regional District (CRD) Emergency Operations Centre and the Provincial Emergency Coordination Centre over the course of approximately 10 weeks. COVID-19 also provided an opportunity for the advancement of the REMP Regional Concept of Operations that resulted in 10 municipalities from the CRD, 3 First Nations and Emergency Management BC (EMBC) signing the Memorandum of Understanding to collaborate during emergencies on multijurisdictional issues related to emergency management.

In order to provide proper support to the COVID-19 response and recovery efforts, REMP produced two COVID-19 Regional After Action Review Interim Reports highlighting 10 recommendations for the partnership. The purpose of the reports is to use learnings and experiences of local government, the Province and partners to better prepare for the subsequent waves of COVID-19. The benefit to the region is coordinated information sharing on actions and emerging best practices from other jurisdictions, integration on shared regional issues, information sharing in planning and responding to future waves of COVID-19, as well as for future regional emergencies.

To close off the year, we would like to thank Steering Committee local government representatives Laurie Hurst (Township of Esquimalt), Paul Thorkelsson (District of Saanich), Meagan Thompson (District of Saanich) and provincial government representatives Lori Halls (Provincial Co-Chair and EMBC), Jessica Brooks (Municipal Affairs), and Ian Meier (BC Wildfire Service) for their contribution in the past few years in advancing the partnership. We also like to welcome Christine Culham, (District of Central Saanich), Norm McInnis (District of Sooke), Tanya Patterson (City of Victoria), Daryn Martiniuk (Social Development and Poverty Reduction) and Raymond Fieltsch (Office of Housing and Construction Standards) to the Steering Committee.

We look forward to leveraging fresh ideas and perspectives to further strengthen collaboration in the region and also would like to thank REMP's contributors for all their hard work and effort throughout the COVID-19 Pandemic. We look forward to continuing our work with you all in enhancing emergency management and community resilience.



Dave Peterson
Provincial Co-Chair

Assistant Deputy Minister
Emergency Management BC,
Ministry of Public Safety and
Solicitor General

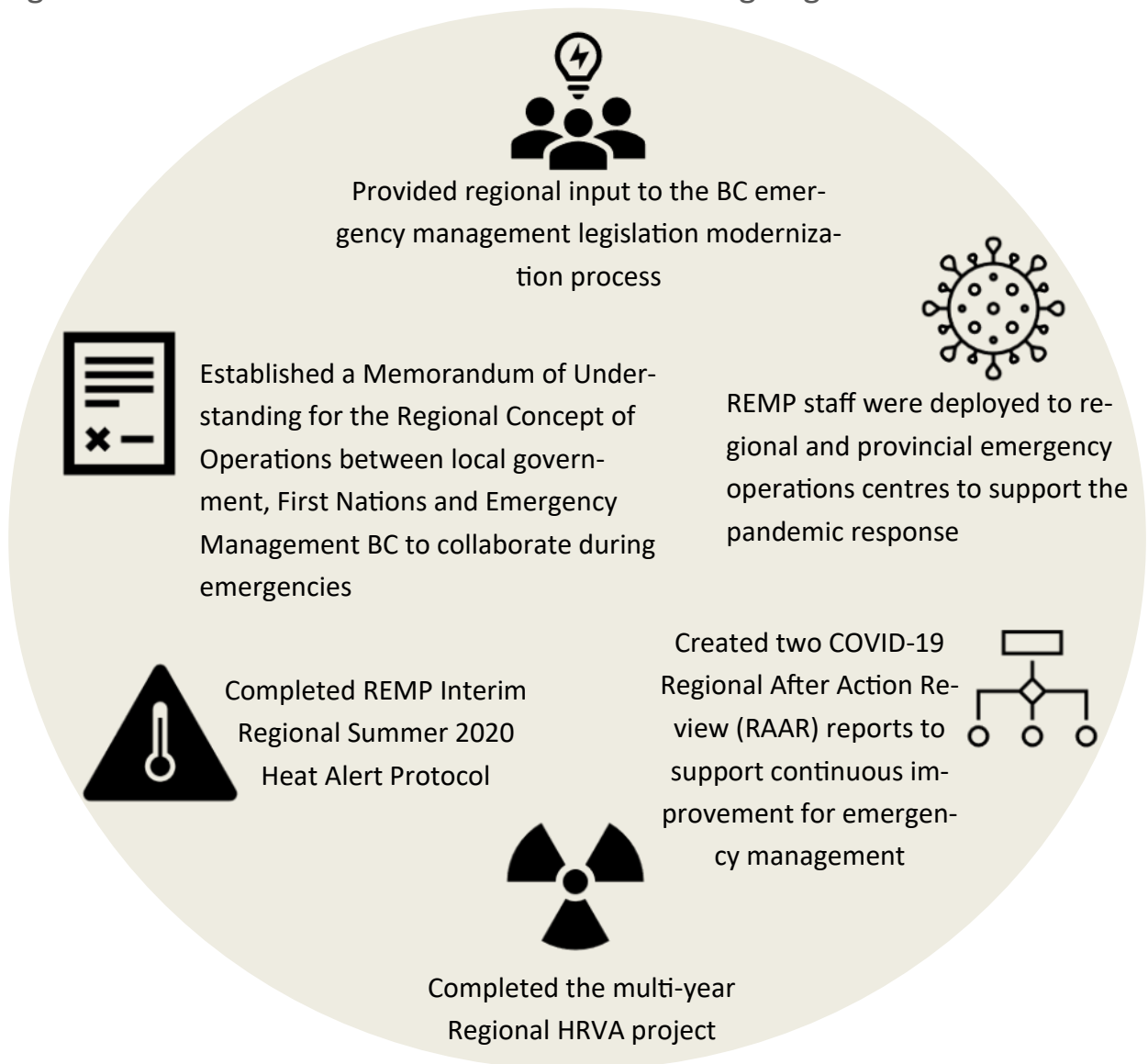


Robert Lapham
Local Co-Chair

Chief Administrative Officer
Capital Regional District

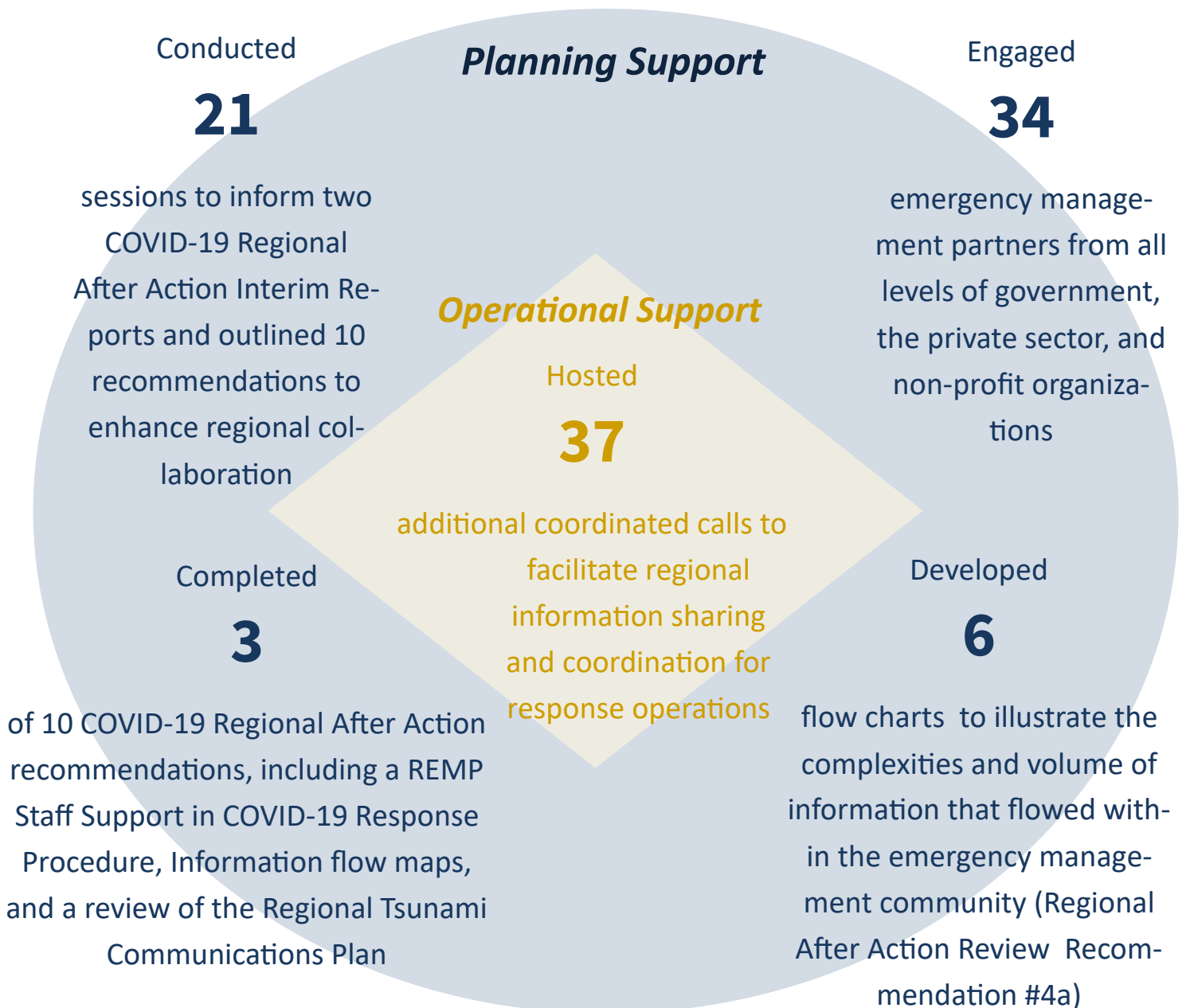
2020 Highlights

COVID-19 disrupted many of REMP's goals and key milestones outlined in the 2020 Work Plan presented to and approved by the REMP Steering Committee in December 2019. Although REMP's purpose is to exclusively focus on regional planning, it quickly became evident that COVID-19 was an extraordinary event, and an all-hands-on-deck approach was adopted by the partnership to support the Capital region in their response activities. However, the pandemic also offered new and unique opportunities to further REMP's three goals through strengthened collaboration and communication. The next five pages provides a snapshot of REMP's accomplishments throughout 2020 and how COVID-19 has informed ongoing initiatives.



Regional COVID-19 Coordination

An important takeaway from 2020 was the ability of the Capital region to identify and emphasize the need for increased coordination and effective communication. The pressures from the COVID-19 response highlighted gaps throughout the emergency management structure as a whole, and the Capital region was able to not only articulate the challenges, but suggest and developed corresponding solutions. This section focuses on the strengthened regional capacity through leveraging existing processes while providing support for one another during this unparalleled event.



Goal 1

Motivate residents and organizations within the Region to mitigate and prepare for risks through an understanding of potential impacts and how they may be vulnerable



STRATEGIES

1.1 Assess regional vulnerabilities to future disasters

1.2 Communicate regional hazards, vulnerabilities and risks and need for preparedness

Highlights of what we achieved in 2020

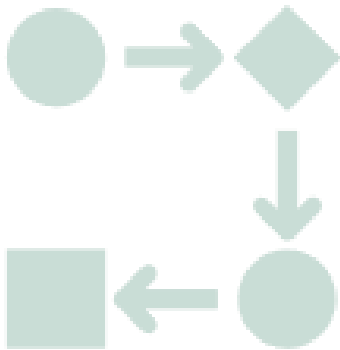
- Completed the Regional Hazard, Risk, and Vulnerability Assessment project, a multi-year project that involved ongoing engagement and collaboration with diverse partners across the Capital region
- Completed REMP Interim Regional Summer 2020 Heat Alert Protocol to assist the Capital region in preparing for seasonal hazards during a worldwide pandemic
- Updated the PrepareYourself website to reflect the revised PrepareYourself workbook

Initiatives in progress

- ◇ **Quick Reference Guide for Media:** Draft guide was created and will now be updated to reflect experiences of local government and media sources during the COVID-19 response

Goal 2

Coordinate and integrate partner emergency plans to address priority risks, with an expectation of joint decision-making, unified communications, and resource sharing



STRATEGIES

- 2.1 Engage partners in advancing the Regional Concept of Operations for collaborative response
- 2.2 Develop procedures that activate and manage response resources within the region

Highlights of what we achieved in 2020

- ✓ Advanced the Memorandum of Understanding for the Regional Concept of Operations between local government, First Nation and Emergency Management BC to collaborate during emergencies, by rounding up the number of signatures to 18 total (14 municipalities/CRD, three First Nations and Emergency Management BC)
- ✓ Leveraged Regional Concept of Operations to initiate regional conversations around support for people experiencing vulnerabilities, such as people experiencing homelessness

Initiatives in progress

- ◇ **Regional Exercise Strategy:** The lessons learned from COVID-19 will inform the Regional Exercise Strategy to reflect the challenges and strengths of a region-wide activation, illustrated in both REMP COVID-19 Regional After Action interim and final reports
- ◇ **Implementation of REMP Concept of Operations:** Opportunities to utilize the set of procedures to support information and joint decision making in emergencies will continue

Goal 3

Operate REMP efficiently within the bounds of the Memorandum of Understanding, and continuously improve relationships among regional partners

STRATEGIES



3.1 Define REMP decision-making and implementation process

3.2 Ensure resources meet requirements of activities selected for 2017-2019

3.3 Advance REMP partner accountability and engagement

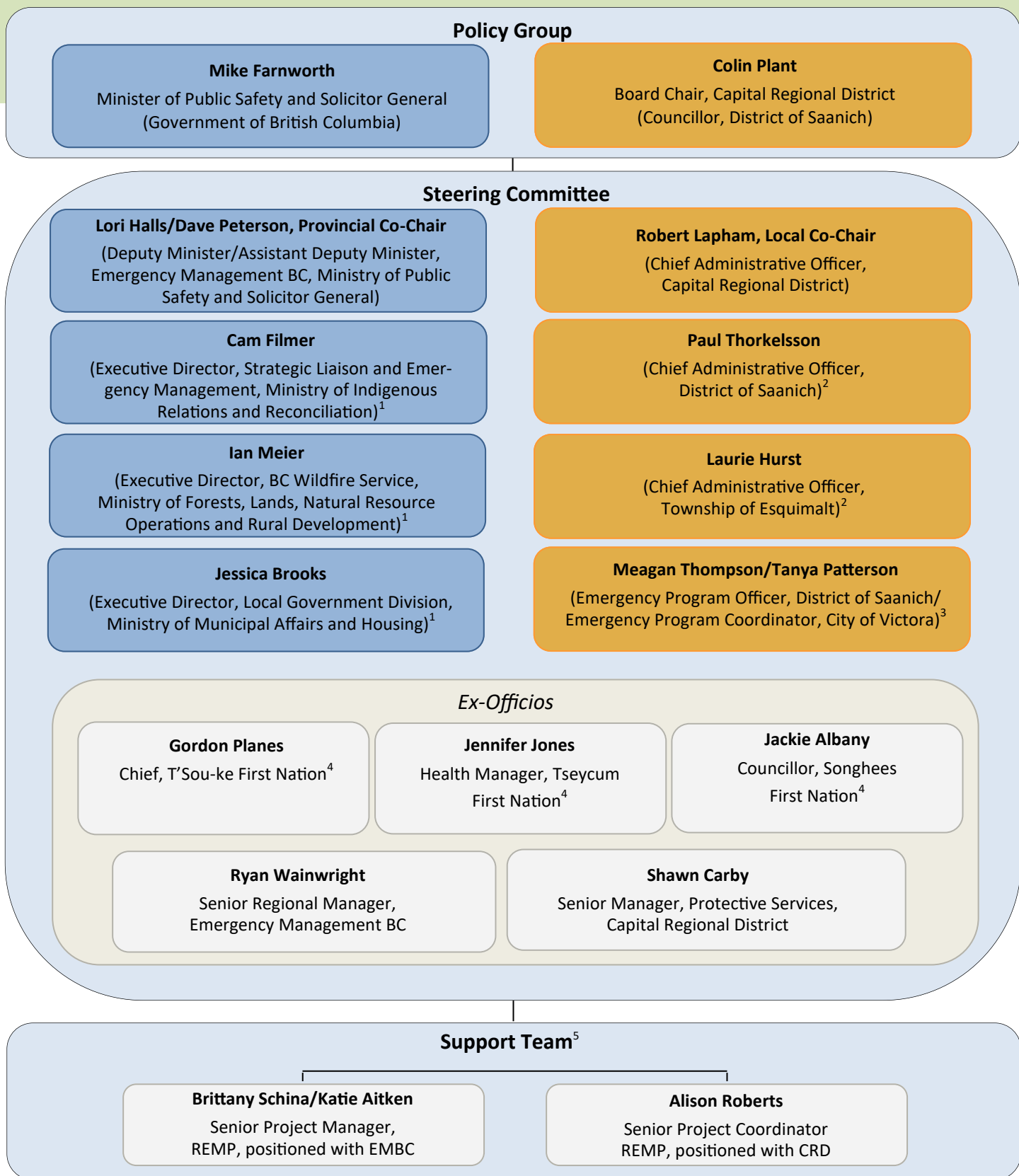
Highlights of what we achieved in 2020

- Provided two regional submissions to the modernization of BC emergency management legislation reports (*Discussion Paper* and the *What We Heard Report*)
- Coordinated four local government meetings for information sharing between local government emergency management practitioners
- Completed the REMP Financial Plan and Annual Business Plan for 2021
- Completed 2019 Annual Report to summarize the partnership's accomplishments and efforts

Initiatives in progress

- ◇ **Regional Forum:** All REMP external engagement efforts were focused on COVID-19
- ◇ **Strategic Plan Review:** Deferred to 2021
- ◇ **Policy Group:** Annual meeting between the Capital Regional District Board Chair and Minister of Public Safety and Solicitor General was deferred to 2021

Organizational Chart



Notes:

- 1) Provincial representatives are appointed by the Inter-Agency Emergency Preparedness Council
- 2) CAO representatives are appointed by the Local Area Administrators and approved by the CRD Board
- 3) Representative elected by the Local Government Emergency Program Advisory Commission
- 4) Interim First Nations Representative
- 5) Partnership oversight is provided by EMBC (supervision of staff, finance, agenda coordination for Policy Group and Steering Committee)

Financial Statement

For the Fiscal Year Ending on December 31, 2020

REVENUE

CRD Requisition	\$	136,266
Provincial Government		125,000
Reserve Account ¹		30,000

Total Funds Available	\$	291,266
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EXPENDITURES*

Salaries and Benefits	\$	194,930
Consultants - REMP Projects		
Regional Hazard Risk Assessment		2,265
Regional Public Education Preparedness Plan		2,995
COVID-19		3,971
Travel		793
Other Services		
Conference Registrations		413
Allocations (<i>Network support and other administrative services from the CRD</i>)		19,037
Catering, Workshop Supplies and Printing		1,261

Total Expenditures	\$	225,665
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*Note : Unspent funds from previous years are tracked and set aside for future REMP initiatives

Appendix: 2020 Annual Business Plan

STRATEGIES	KEY ACTIVITIES	KEY PERFORMANCE INDICATORS
1.1 Assess regional vulnerabilities to future disasters.	Complete a risk profile and identify risk reduction strategies	An implementation report identifying a course of action to reduce regional risks is completed
1.2 Communicate regional hazards, vulnerabilities and risks and need for preparedness.	Update existing PrepareYourself regional public education website to reflect the revised PrepareYourself workbook	The updated PrepareYourself website is completed
	Continue to support the education of local media to deliver timely information to citizens during an emergency	An Emergency Management Quick Reference Guide for Media is completed
2.1 Engage partners in advancing the Regional Concept of Operations for collaborative response.	Implement the Regional Concept of Operations by continuously engaging senior decision-makers in the region in regional issue exploration	<p>The Regional Concept of Operations model is implemented to be used in a regional response</p> <p>At least one Regional Concept of Operations Exercise is conducted with Chief Administrative Officers and Emergency Management BC Leadership</p>
2.2 Develop procedures that activate and manage response resources within the region.	Implement the Regional Exercise Strategy to enhance the region's ability to plan for and respond to multijurisdictional events	Implement the Regional Exercise Strategy
3.2 Ensure resources meet requirements of activities selected for 2017-2019.	Ensure sufficient resources and allocation are assigned to support REMP activities	<p>A draft Strategic Plan is completed</p> <p>2019 REMP Annual Report is completed</p> <p>2021 Annual Business Plan is approved</p> <p>2021 REMP Financial Plan is approved</p>
	Coordinate LGEPAC and REPAC meetings to discuss regional emergency management topics	<p>4 LGEPAC meetings are held</p> <p>2 REPAC meetings are held</p>
3.3 Advance REMP partner accountability and engagement.	Engage the region on relevant emergency management topics through regional forums	One regional forum