



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
PO Box 198
Port Clements, BC
V0T1R0
OFFICE :250-557-4295
Public Works :250-557-4326
FAX :250-557-4568
Email : office@portclements.ca
Web : www.portclements.ca

7:00 p.m. Regular Meeting of Council Monday, October 15, 2012

AGENDA

1. ADOPT AGENDA.

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

M-1-Regular meeting of Council October 1, 2012

M-2-Regular meeting of Port Clements Tourism Committee August 8, 2012

M-3-Meeting of Emergency Executive Committee April 19, 2012

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1- Report To Council – School Bus Stop

5. ORIGINAL CORRESPONDENCE.

6. GOVERNMENT.

G-1-2013 NCLGA 58th AGM and Conference

G-2-SQCRD – Regional District Planning Service request for Resolution to 'Opt Out'

G-3-Village of Port Clements Emergency Plan

7. FINANCE.

F-1-Cheque Listing October 10, 2012

F-2-Revenue and Expense Review as of September 30, 2012

8. NEW BUSINESS.

NB-1-Report to Council – BCSPCA Cat Spay/Neuter Program

9. ACTION ITEMS.

A-1-See attached

10. REPORTS & DISCUSSIONS.

11. QUESTIONS FROM THE PUBLIC & PRESS.

ADJOURNMENT.



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Minutes of the regular meeting of the Port Clements Council held Monday October 1, 2012 in the Council Chambers.

Present:

Mayor Cheer
Councillor Gaspar
Councillor Gould
Councillor Falconbridge

Clerk/Treasurer Kim Mushynsky

Mayor Cheer called the meeting to order at 7:00pm

1. ADOPT AGENDA.

2012-261 - Moved by Councillor Falconbridge, seconded by Councillor Gould
THAT the agenda be adopted with the following additions – G3-Recording of minutes, NB5-Barge Facility, NB6-Tender for Snow Plowing and In-Camera per CC 90-1-a.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

M-1-Regular meeting of Council September 17, 2012
2012-262 - Moved by Councillor Falconbridge, seconded by Councillor Gould
THAT the minutes of the Regular Council meeting of September 17, 2012 be adopted as presented.
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

5. ORIGINAL CORRESPONDENCE.

C-1 – Waste Reduction Week in Canada
2012-263 – Moved by Councillor Falconbridge, seconded by Councillor Gould
THAT the Village of Port Clements Proclaim October 15-21, 2012 as National Waste Reduction Week.
CARRIED

C-2 – BCSPCA Spay/Neuter Assistance Grant
2012-264 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar
THAT we open this up for discussion.
CARRIED

2012-265 – Moved by Councillor Falconbridge, seconded by Councillor Gould
THAT we table this to the next meeting date.

m-1

CARRIED

C-3 – Taan Forest – Response to Village of Port Clements' comments in regards to FSC
2012-266 – Moved by Councillor Falconbridge, seconded by Councillor Gould
THAT we receive and file the letter after sending a thanks for the prompt reply.
CARRIED

C-4 – Community Hall Society request for funds
2012-267 – Moved by Councillor Falconbridge, seconded by Councillor Gould
THAT we give \$1000.00 to the Community Hall Society for renovations.
CARRIED

6. GOVERNMENT.

G-1 – Canadian Federation of Independent Business
2012-268 – Moved by Councillor Falconbridge, seconded by Councillor Gould
THAT we receive and file.
CARRIED

G-2 – FrontCounter BC invitation to comment on Infinity West Foreshore application
2012-269 – Moved by Councillor Gould, seconded by Councillor Falconbridge
THAT we open this item for discussion.
CARRIED

2012-270 – Moved by Councillor Falconbridge, seconded by Councillor Gould
THAT The Village of Port Clements send a letter of support for this application citing the economic stimulation a barge facility would provide for the islands.
CARRIED

G-3 – Meeting Attendance
2012-271 – Moved by Councillor Gould, seconded by Councillor Falconbridge
THAT it is recorded in the minutes when Councillor's arrive late for or leave early from a meeting.
CARRIED

7. FINANCE.

F-1 – Cheque listing to September 26, 2012
2012-272 – Moved by Councillor Gould, seconded by Councillor Falconbridge
THAT we accept the cheque listing as presented.
CARRIED

F-2 – CIBC August 2012 Bank Statement
2012-273 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar
THAT we receive and file the August 2012 CIBC bank statement.
CARRIED

8. NEW BUSINESS.

NB-1 – Report to Council regarding land for sale
2012-274 – Moved by Councillor Gould, seconded by Councillor Gaspar
THAT we open this topic up for discussion.
CARRIED

2012-275 – Moved by Councillor Falconbridge, seconded by Councillor Gould
THAT we put lots #6 & #134 Adams Avenue and #12 & #18 Newcombe Avenue up for sale.

CARRIED

2012-276 – Moved by Councillor Gould, seconded by Councillor Falconbridge
THAT we direct staff to come back with a plan for selling the lots.

CARRIED

NB-2 – Bus Stop

2012-277 – Moved by Councillor Falconbridge, seconded by Councillor Gould
THAT we table this to the October 15th meeting.

CARRIED

NB-3 & NB-4 – Stryker Bergstrom & Cheryl Bennett applications for PCVF Brigade

2012-278 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar
THAT both Stryker Bergstrom and Cheryl Bennett's applications for membership into the PCVFD be accepted.

CARRIED

NB-5 – Barge Facility

2012-279 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar
THAT an early newsletter be created and distributed to provide information about the barge facility and OCP projects.

CARRIED

NB-6 – Tender for Snow plowing

2012-280 – Moved by Councillor Gould, seconded by Councillor Gaspar
THAT we put out a tender for the 2012-13 snow plowing contract.

CARRIED

9. ACTION ITEMS:

See attached spreadsheet for Action items

10. REPORTS AND DISCUSSIONS.

Councillor Gould – UBCM re: SQCRD & NWRH mtgs

Mayor Cheer – UBCM & Mayor's Caucus mtgs – focus on future infrastructure funding.

Councillor Gaspar – No report

Councillor Falconbridge – No report

Administrator – 2012 Tax Sale, UBCM

2012-281 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar
THAT we move to in-camera session per CC 90(1)(a)

CARRIED

ADJOURNMENT.

2012-282 - Moved by Councillor Falconbridge, seconded by Councillor Gaspar
THAT the meeting be adjourned at 9:30pm

CARRIED

Wally Cheer,
Mayor

Kim Mushynsky,
Clerk/Treasurer

PORT CLEMENTS TOURISM COMMITTEE

Minutes of the regular meeting of the Port Clements Tourism Committee held Wednesday, August 8, 2012 in the Council Chambers

Present:

Chair Mayor Wally Cheer

Councillor Matt Gaspar

Councillor Ian Gould

Betty Stewart

Deputy Clerk/Treasurer Sharon Ferretti

Chair Wally Cheer called the meeting to order at 7:00 p.m.

1. ADOPT AGENDA

Additions: BA-4-Golden Spruce Trail

BA-5-UBCM meeting with Minister Pat Bell

BA-6-RV Park and Campground

BA-7-Signage

It was moved by Councillor Gould, seconded by Betty Stewart to adopt the agenda as amended.

CARRIED

2. DELEGATES

3. MINUTES

M-1-Minutes June 19, 2012

It was moved by Councillor Gaspar, seconded by Councillor Gould to adopt the minutes as amended.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

BA-1: Council update – Development of Small Craft Harbour

- Committee to revamp it; bring it to a suitable state for tourists.
- Aim for five or six berths; provide fuel; have a pumphouse station; maybe need a spill kit.

BA-2: Commemorative Lapel Pins for Port Clements' 100th Anniversary

Motion made by Councillor Gaspar to send to Council for approval the lapel pin design with black lettering, in the 1" size, seconded by Councillor Gould.

CARRIED

Sharon to obtain cost for re-orders for same pins to determine if cost effective for the initial order to be a larger quantity.

BA-3: Action Plan – see attached

BA-4: Golden Spruce Trail

Motion made by Councillor Gould to forward to Council to send a letter to Lucy Stephanic with BC Parks to see where we are at with the Golden Spruce Trail; gently remind Lucy of funding and is it still available, seconded by Councillor Matt Gaspar.

CARRIED

BA-5: UBCM Meeting with Minister Pat Bell

We need to focus on what we want the Government to do. \$250,000 land grant for crown land, promised made for Haida Gwaii by Minister Bell a number of years ago.

BA-6: RV Park and Campground

Wally spoke with a couple from Oregon and learned that they found our camp site by accident.

Ideas to promote our camp site:

- put something on the Village Website;
- Update the pull out insert in the Observer;
- have Christina who collects the camp fees, quiz up the patrons as to how they plan their trips so that we can learn where we need to put the information concerning our camp site;
- Put signage at Misty Meadows, Agate Beach, just outside of Port Clements;
- Attach a banner underneath Germain's sign saying "Visit our RV/Tent Campground".

BA-7: Signage

Recent separate incidences of RV, trailer, and trucks parked at the sani station appearing to be camping there as there was a hose attached to the water. Also trucks parking overnight at the lot at St. Mark's church.

Sani Station may be ideal location for a sign directing traffic toward our camp ground.

Four main areas were identified as locations for signs: one before and after Tlell, one at Nadu, and one before Kumdis Bridge.

Motion made by Councillor Gould to put a banner sign under the 'Welcome to Port Clements' sign, advertising our RV and Camp ground, seconded by Councillor Gaspar.

CARRIED

5. NEW BUSINESS

NB-1: Sign quote for Sunset Trail Parking Lot

Wally will check with O'Brien's and report back concerning pieces of aluminum signage available. It is better to attach vinyl to aluminum as it needs a very smooth finish.

Sharon to ask Kim Mushynsky where the submitted quote came from.

Betty to obtain quote, locally made, for a 3' x 1.5' vinyl sign with a 7 year life expectancy.

Adjournment

Meeting was adjourned by Matt Gaspar at 9:30 p.m.

Mayor Wally Cheer, Acting Chair

Sharon Ferretti, Deputy/Clerk Treasurer



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Minutes from the April 19, 2012 Emergency Executive Committee Meeting
Emergency Command Centre (Upstairs Firehall)

Present:

Chair – Kaz Falconbridge
Jane Wilson
Terry Mitchell
Ryan Brown
Roy Woolverton
Craig Beachy
CAO - Kim Mushynsky

The meeting was called to order at 7:10pm

1. ADOPT AGENDA

Moved by Jane Wilson, seconded by Terry Mitchell that the agenda be adopted.

CARRIED

2. MINUTES

M-1 – October 6, 2011 Minutes

Moved by Jane Wilson, seconded by Terry Mitchell that the minutes from the October 6, 2011 Emergency Committee meeting be accepted as presented.

CARRIED

3. BUSINESS ARISING & UNFINISHED BUSINESS

BA-1 – Seacan

Report by Jane Wilson that the Seacan has arrived and is the property of National Defense. Jane is in charge of it and has the keys for it.

BA-2 – Emergency Drill

Moved by Terry Mitchell, seconded by Ryan Brown that we get a table top exercise from PEP (Maurie Hurst) and arrange for a meeting to run the drill within a month of receiving the exercise.

CARRIED

4. CORRESPONDENCE

5. NEW BUSINESS

NB-1 – Contact List

Contact List updated, new people considered to add are Colleen Beachy and Harmonie Blais.

NB-2 – Terms of Reference (Bylaw #303,2000)

Bylaw was reviewed by Committee.

NB-3 – Emergency Plan

Committee was instructed to review plan and make recommendations before end of September 2012 for any changes. Changes already identified were:

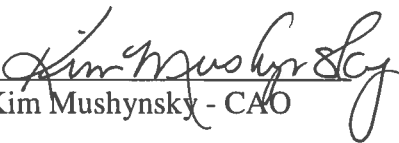
1. Ensure that the date is included on bottom of all copies so everyone is working with the same and most current draft
2. Incorporate the Tsunami Response Plan into this document (put in after page 47 which is the page dealing with Tsunamis).
3. Get Public Works to review and update as required pages 48, 49 & 50.
4. Get the Fire Department to review and update as required pages 51 & 52.
5. Admin to update page 2 statistical information and review the rest of the wording on that page to ensure that it still accurately depicts our community.
6. Updated contacts info on page 3
7. Updated contact info on pages 10 & 11.

6. ADJOURNMENT

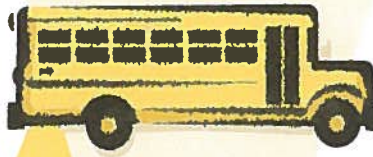
Moved by Craig Beachy, seconded by Jane Wilson that the meeting be adjourned at 8:25pm.

CARRIED

Kaz Falconbridge – Chair



Kim Mushynsky - CAO



REPORT TO COUNCIL

Prepared By Mayor Wally Cheer

SUBJECT: Bus Stop at the Corner of Bayview Drive and Dyson Street

DATE: September 17, 2012

Over the past twenty years I have watched students waiting for the school bus in the mornings at the above mentioned corner. Many of these mornings the weather has been terrible and I thought it must be awful for them to get on the bus soaking wet and have to travel and attend class in damp clothing. I have approached the previous two councils about the need for a bus shelter at the corner but these approaches did not get much traction.

I have attached an e-mail from Lisa Schultz asking for such a shelter to be constructed and I believe Council should approve this request and move towards its construction without delay. I personally have had to wait for rides at this corner during adverse weather conditions and, at the time, wished there was some structure there for protection from the wind and rain.

The property for the shelter is owned by the Village and I don't believe we could ever sell it because of environmental issues. There is a street light across the street which would provide illumination for the structure during darkness.

Besides the above issues, I believe the following benefits and attributes could be gained from construction of the shelter:

- It should be inexpensive to build as we already have building materials on hand to proceed with the construction.
- There would be minimal cost to maintain the structure.
- Sooner or later we will have an Island transportation system in place and this would be an ideal pick-up and drop-off point.
- Should a roadside vendor want to use it to buy or sell products, we could rent it to them for a nominal fee provided the structure was designed for this activity.
- If the structure was creative in design, it would be an asset to our community and could be used for advertising community events.

From: "Lisa Schultz" <lschultz@northbeachcabins.com>
Subject: Ideas for a bus stop!
Date: Wed, September 12, 2012 6:18 pm
To: w.cheer@portclements.ca

Hi Wally,

I would like to request permission to build a bus stop for the kids that take the school bus to Charlotte every morning at 6:30-7:00 am.

The location for the structure is where the O'Briens have placed the Christmas tree in last few years.

As we have up to five kids standing and waiting, exposed in the unfriendly elements, and staying soaked for most of the day, I feel it is important to give them protection from the sometimes harsh environment. It has only been the first week of school, and I can already see the weather changing into our cold, windy, rainy conditions.. then snow..

I am happy to offer building something myself, using my own abilities, supplies, funding, etc. in order to create a comfortable, ecstastically pleasing design for the community to enjoy, and most importantly, for the function of sheltering our loved ones who meet there every morning. this is something I would feel proud to give to our teens and for the generation of teens to come.

I have come up with several very creative, interactive, and fun ideas that would hold up to our unique environment,..and I would be happy to share them with you.:)

If this needs to be voted on or such, I would be happy to collaborate, and am available for making this happen...hopefully soon. :)

Thank you very much for your time.

Sincerely,

~LISA

-Lisa Schultz
North Beach Cabins
250-557-2415

Attachments:

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Size:	1.3 k
Type:	text/plain

Saves
Saes
Saves



Driving the Economy

MAY 1, 2 & 3, 2013
58th AGM AND CONFERENCE
QUESNEL, BC

For further information:

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NCLGA MAY 2013

Greeting Delegates,

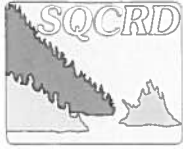
The following is a list of Quesnel hotels/motels that have rooms blocked for the May 1, 2 & 3, 2013 conference. Please book your rooms ASAP as Cariboo Pulp and Paper is having their yearly shutdown and will book the remaining rooms. If you have any questions please contact me at 250.992.3522 or via email at clawrence@quesnelinfo.com

HOTELS AND MOTELS

NAME	CORPORATE RATE	PHONE NUMBER	AMENITIES/LOCATION
BILLY BARKER INN Downtown Quesnel 308 McLean Street	\$71.00 - \$81.00 NCLGA reservation	250.992.5533	Several lovely period rooms/one wheel chair/one executive/coffee shop/lounge and casino.
GRACE LODGE Downtown Quesnel 530 Carson Avenue	\$68.00 - \$77.00 NCLGA reservation	250.992.2187	Rooms with fridge/microwave/hair dryer/ coffee/some kitchens/continental breakfast.
RAMADA INN Downtown Quesnel 383 St. Laurent Avenue	\$79.00 - \$104.00 NCLGA reservation	250.992.5575	In room fridge/microwaves/coffee maker/ some kitchens/pool/hot tub.
SANDMAN South end Hwy 97 South	\$90.00 - \$130.00 Please book under group reservation #104734	250.747.3511	In room coffee/ hair dryer/ exercise room pool/hot tub/Denny's/Shark Club
SUPER 8 MOTEL South end Hwy 97 South	\$73.00 - \$81.00 NCLGA reservation	250.747.1111	In room fridge/coffee/ microwave/24 hour restaurant.
QUALITY INN (TALISMAN INN) 753 Front Street	\$89.00 - \$107.00 (prices may change, when Quality Inn prices take effect)	250.992.7247	In room microwave/ fridge/coffee/some kitchens/ continental breakfast /exercise room/ hot tub.
BEST WESTERN TOWER INN Downtown Quesnel 500 Reid Street	\$75.00 - \$95.00 QCEDC reservation	250.992.2201	In room fridge/coffee/3 executive suites/ in house bistro and bar/exercise room.
TRAVELODGE Downtown Quesnel 524 Front Street	\$75.00 - \$105.00 NCLGA reservation	250.992.7071	In room fridge/coffee/some kitchens/pool/ one wheel chair accessible.

CAMPING

ROBERT'S ROOST RV CAMPGROUND South end - 10 min 3121 Gook Road	\$30.00 - 30 amp full service	250.747.2015	Very nice park like setting/30 amp/sani-dump flush toilets/showers/pets/cable hook up.
AIRPORT INN & RV CAMPGROUND North end - 5 min 3101 Hwy 97 North	\$30.00 - 30 amp full service	250.992.5942	30 amp/sani-dump/city water/shower/ laundromat/walking trails.



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

100 - 1st Avenue East Prince Rupert, BC V8J 1A6

Phone: (250) 624-2002 Fax: (250) 627-8493

Website: www.sqcrd.bc.ca

October 4, 2012

To: Robert Grodecki, City of Prince Rupert
Ron Bedard, District of Port Edward
Trevor Jarvis, Village of Masset
Kim Mushynsky, Village of Port Clements
Peter Weeber, Village of Queen Charlotte

Via Email

Re: Regional District Planning Service

As discussed by telephone, staff at the Skeena-Queen Charlotte Regional District (SQCRD) has been reviewing the Regional District planning service. Under the *Local Government Act*, municipalities are required to contribute to the cost of Part 26 services (Planning and Land Use Management) unless they "opt out" and, once they "opt out", they are no longer eligible to vote on matters relating to that service (additional information attached).

Staff has researched the background related to the SQCRD Planning service and determined that in 1996, the SQCRD adopted Bylaw No. 316 which apportioned the cost of the planning function with municipalities paying 35% and electoral areas paying 65%. This practice was followed until 2009, at which time the budget changed and only the electoral areas contributed to land use planning. Under section 804.1 of the *Local Government Act*, this is permissible; however, there is no record on file of the municipalities formally opting out in 2009.

I am writing to request that your municipality provide the Regional District with a resolution confirming that they wish to continue to "opt out" of the Community Planning Service. By passing a recommendation (sample attached) to "opt out", the Council must understand that they will not have a vote or participate in decision-making related to Regional District community planning. Once your Council has passed a resolution, please send a certified copy to our office, Attention: Joanne Fraser, Deputy Corporate Officer.

Should you or your Council have any further questions, I will be happy to follow up with you after November 5th when I am back in the office.

Sincerely,

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

Joan Merrick

Joan Merrick, CGA
Chief Administrative Officer
Sample Resolution:

G-2

Sample Resolution

That _____, by resolution, reconfirms that they have opted out of the Skeena Queen
(Municipality)
Charlotte Regional District Community Planning Service as allowed under section 804.1 of the
Local Government Act.

Voting:

Planning and Land Use Management

LGA 863 and 791(3)(f)	Bylaw to adopt a regional growth strategy (for entire regional district)	All	Directors	Majority
LGA 791(16)	Bylaw to adopt a growth strategy for an area less than the entire regional district	Participants (except per 791(17))	Directors	Majority
LGA 791(3)(g) and Part 26	Electoral area planning and land use management	All ²	Directors	Majority
LGA 193	Bylaw to delegate public hearings	All	Directors	Majority
LGA 895(3)	Development approval procedures – resolution to vary time limit for specific reapplication	Participants	Directors	2/3
LGA 791(12)	Approval of cost sharing for Part 26 services	All (except per 791(12)(a) and 791(13)(a))	Directors	Majority

² Subject to LGA 804.1 (Cost sharing for Part 26 services). Note that municipal directors do not vote if they have opted out of the planning service.

791.(12) In relation to an agreement under section 804.1 (2) [cost sharing for Part 26 services],

(a) the director for the municipality is not entitled to vote on the resolution or bylaw authorizing the regional district to enter into the agreement,

(b) as soon as the agreement has been entered into, the director for that municipality is not entitled to vote on any resolution or bylaw authorizing the regional district to enter into any other agreement under that section, and

(c) while the agreement is in force, the director for that municipality is not entitled to vote on any resolution or bylaw under Part 26 [Planning and Land Use Management] except in accordance with the agreement.

Except from Local Government Act:

Cost sharing for Part 26 services

804.1 (1) *The costs of services under Part 26 [Planning and Land Use Management] must be apportioned on the basis of the converted value of land and improvements in the service area as follows:*

- (a) if no municipality has entered into an agreement under subsection (2) or opted out under subsection (3), among all the municipalities and electoral areas, with the service area deemed to be the entire regional district;*
- (b) subject to paragraphs (c) and (d), if one or more municipalities have opted out under subsection (3) and are no longer participants, among the electoral areas and any municipalities that have not opted out, with the service area deemed to be those areas;*
- (c) if one or more municipalities have entered into an agreement under subsection (2) to share only some of the costs, those costs are to be recovered in accordance with the agreements and the remaining costs are to be apportioned among the other participants;*
- (d) if a municipality is liable for costs under subsection (6) or (7), those costs are to be recovered from the municipality and the remaining costs are to be apportioned among the other participants.*
- (2) The board and a municipality may enter into an agreement that the municipality is to share in some but not all of the costs of services under Part 26, to the extent set out in the agreement and in accordance with the terms and conditions for the municipality's participation established by the agreement.*
- (3) Subject to subsection (4), a municipality may opt out of participation in services under Part 26 by giving notice to the board, before August 31 in any year, that until further notice it will no longer share the costs of services under Part 26.*
- (4) A municipality that is a party to an agreement under subsection (2) may give notice under subsection (3) only in the last year of the term of the agreement.*
- (5) After notice is given under subsection (3), the municipality ceases to be a participant in the services, effective at the start of the following year.*
- (6) As an exception to subsection (5), if a municipality that is not a party to an agreement under subsection (2) gives notice under subsection (3) after a board has passed a resolution authorizing the preparation of an official community plan or bylaw under Part 26, the municipality continues as a participant and must share the costs in that preparation until the earlier of the following:*
 - (a) the date the plan or bylaw is adopted;*
 - (b) 2 years after the date the resolution is passed.*
- (7) Subsection (6) also applies to a municipality that is a party to an agreement under subsection (2) if the official community plan or bylaw is in relation to the Part 26 services for which the municipality shares costs under the agreement.*

Introduction

The Village's emergency plan has been developed under the guidance of the Emergency Planning Committee with consultations and input from the Village Council, staff, and the community. The Plan has also been informed and guided by the Emergency Program Act, the Emergency Program Management Regulation, The Village of Port Clements Emergency Measures Bylaw No. 303, 2000, and the British Columbia Emergency Management Response System (BCEMRS).

The community's demographics, capacity and resources are important considerations in the development of the Village's Emergency Plan. The emergency response resources of the Village are very limited. It's a very close-knit community and takes pride in its "Community Spirit." It's the community's own strength and resources that will be key to dealing with an emergency or a disaster.

A major emergency or disaster will require more resources than are available in the community. The worst scenario that can be envisioned is the one in which all the communication and transportation systems are disrupted and Port Clements is cut off from other communities on the Islands: Masset and Queen Charlotte City. If that were to happen, immediate assistance (within hours) from the provincial and / or federal government will be critical in saving lives and mitigating the effects

The plan is a living document that will be reviewed and updated on an annual basis.

Organization of the Emergency Preparedness Plan Document

This document has been organized in two sections. Section I contains stand alone actionable templates, specific to hazards identified by the Village, to be used by different rapid response teams in case of an emergency or a disaster. Section II contains appendices with information related to the BCERMS, templates for declaring local emergency, the Emergency Program Act, the Emergency Management Regulation, and Emergency Bylaw of the Village.

October 4, 2012

The Village of Port Clements

The Village of Port Clements is situated 65 kilometers north of the Village of Queen Charlotte, and 45 kilometers south of Masset. Its population according to 2011 census of Canada is 380. The total population of the Islands is about 5,000. The median age of Port's population is 43.2 years.

Total area of the Village is 5.74 square kilometers. Total number of private dwellings in the village is 222. The age profile of the Village's population is as follows:

Age Groups	Number of persons
Under 20	85
20 to 39	70
40 to 64	165
65 and over	60

The Village is rural in nature with predominate forest cover.

The Village staff consists of an administrator, deputy clerk / treasurer, public works superintendent, and a public works assistant. The Village has a health clinic and an ambulance. There are two hospitals on the Islands, one 45 kilometers to the north in Masset and the other 65 kilometers to the south in Queen Charlotte city. It does not have an RCMP officer or any Ministry of Child and Family Development staff stationed. There is no cell phone service in the area. There isn't an airport in Port Clements.

The Village has a volunteer fire department comprised of approximately 18 members. Some members of the fire department have multiple roles. For example, the Emergency Program Coordinator, the Superintendent of Public Works, and a Councilor among others are also members of the fire department

The mainstay of the Village is forestry. A large number of residents work during the day in Juskatla about 20 kilometers away. Some of these workers are also members of the volunteer fire department. The timing of (day or night) of the occurrence of an emergency / disaster would impact the ability and the resources of the Village to deal with it.

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Emergency Executive Committee and the Planning Process

The committee consists of an Emergency Planning Coordinator, a representative from the Fire Department, a representative from the RCMP, a representative from the Village Council, and representative(s) of the community. A representative from the British Columbia Ambulance Service is also represented on the committee. The committee has the responsibility of keeping the plan reviewed and updated on an annual basis.

The committee, during its emergency planning process, has sought wider input from the community, stakeholders and local businesses, etc. It prepared an inventory of resources, directory of businesses / services, and volunteer resources in the community that can be mobilized in case of an emergency or disaster. It also prepared an inventory of fuel (propane) storage tanks in the Village so that they can be shut off immediately in case of a major fire.

The members of council, fire department, public works and the Village staff have extensive knowledge of the people and properties in the Village. This will enable the community to deal with any emergency or disaster effectively to the extent possible.

Members of the Emergency Planning Committee

Jane Wilson	Emergency Co-ordinator
Councilor Kaz Falconbridge	Chair
Ryan Brown Alternate Craig Beachy	Fire
Sgt. Blake Ward	RCMP
Harmonie Blais	BC Ambulance Service
Jane Wilson	Canadian Rangers
Roy Wolverton	Seniors

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Emergency Management Facilities of the Village

Fire Hall	Emergency Operations Centre (EOC) Mayor, Council, Fire, Security team communications
Village Office	Finance and Administration Team Chief Administrative Officer Public Works Superintendent, Security
Health Clinic	First Aid / Medical Team
School Gym	Emergency Shelter Reception Centre Social Services

Training, Exercise and Neighborhood Emergency Preparedness

Public awareness and neighbourhood preparedness are the real first line of defense against a disaster. Some of the Council members and Village staff have attended emergency management training sessions. As part of the Provincial government's tsunami plan, the Village has installed tsunami hazard & evacuation signs at strategic locations. Children at school prepared the document "Tsunami Preparations by Grades 3 and 4 Port Clements Elementary 2006". This document was delivered by members of the Fire Department to all the households in the Village along with the documents:

"One Step at a Time: A Guide to Disaster Recovery"
 "Your Emergency Preparedness Guide: 72 Hours"

The Village will inform the community of various other resources available such as "Earthquakes and Tsunami Smart Manual" prepared by the Provincial Emergency Program (PEP). Further training and exercises are also planned.

Protection / Warning Systems

Based on their hazard analyses, some communities in BC have already implemented protection / warning systems. For example, Port Alberni has an audible warning system to notify the public of a tsunami threat. Port Clements does not have the resources to

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acquire a warning system. The Fire Department will blow its truck's siren continuously to warn the residents of imminent dangers, and do a door to door fan-out.

Communication

Our society has become heavily dependent on technology for communications and computer systems. During a major emergency or disaster, there will be a large demand on such systems. Alternate systems should be available in case a disaster affects or shuts down day-today communication modes.

The Complete Emergency Response Process for Elected Officials

- ✓ Respond to the emergency
- ✓ Seal the site
- ✓ Find and care for casualties
- ✓ Assess damage
- ✓ Identify the dangers
- ✓ Notify and assemble the Municipal Emergency Operations Group
- ✓ Plan the response
- ✓ Assess the need for additional resources and arrange to get them
- ✓ Notify other agencies and levels of government
- ✓ Activate other emergency plans – other levels of government, hospitals, firefighting, ambulance services
- ✓ Alert the public of the danger
- ✓ Evacuate the threatened area
- ✓ Provide accurate information to the media and public
- ✓ Resolve the emergency
- ✓ Return the evacuees to their homes
- ✓ Assess the emergency response and make improvements

Duties and Powers of Local Authority Under the Act

The Emergency Program Act defines the powers and duties of a local authority as well as the components of a written local emergency plan:

- A local authority must establish and maintain an emergency management organization.
- A local authority may:
 - Appoint committees it considers necessary or desirable to advise or assist the local authority
 - Appoint a coordinator for the emergency management organization, and
 - In writing, delegate any of its powers and duties under the Act to the committee, emergency management organization, or coordinator (except the power to make a Declaration of a State of Local Emergency).
- A local authority must prepare local emergency plans to include:
 - Preparation for emergencies and disasters
 - Response to emergencies and disasters, and
 - Recovery from emergencies and disasters

Definitions of Emergency and Disaster

According to the BC Emergency Program Act:

Emergency means a present or imminent event that,

- (a) is caused by accident, fire, explosion, or technical failure, or by the forces of nature, and
- (b) Requires prompt coordination of action or special regulation of persons or property to protect the health, safety, or welfare of people or to limit damage to property.

Disaster means a calamity that,

- (a) is caused by accident, fire, explosion or technical failure, or by forces of nature, and
- (b) has resulted in serious harm to the health, safety, or welfare of people, or in widespread damage to property.

Emergency / Disaster Response Goals of the British Columbia Emergency Response Management System (BCERMS)

The response objectives of the British Columbia Emergency Response Management System (BCERMS) , in order of priority are to:

- *Provide for safety and health of all responders*
- *Save lives*
- *Reduce suffering*
- *Protect public health*
- *Protect government infrastructure*
- *Protect property*
- *Protect the environment*
- *Reduce economic and social losses*

The emergency plan of the Village is designed to achieve these goals.

The Incident Command System (ICS) of the British Columbia Emergency Response Management System (BCERMS)

The integrated emergency management response system of BC is based on the Incident Command System (ICS) for application at site, site support, provincial regional coordination, and provincial central coordination levels within British Columbia. The ICS is designed to provide an all-hazard, single or multi-agency jurisdiction emergency response management framework.

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The five essential management functions of the **ICS** are:

Command Management
Operations
Planning
Logistics, and
Finance Administration

The activation and implementation of the emergency plan of the Village will incorporate these functions within the constraint of its resources on a multi-agency and multi-operational basis

Six Components of Emergency Management

The Provincial Emergency Program has identified the following components of emergency management.

- Context
- Hazard, risk and vulnerability Analysis
- Mitigation
- Preparedness
- Response
- Recovery

The Village has performed hazard risk and vulnerability analysis (HAVA). It does not have resources to initiate plans for mitigation.

Top Five Problems During Emergencies

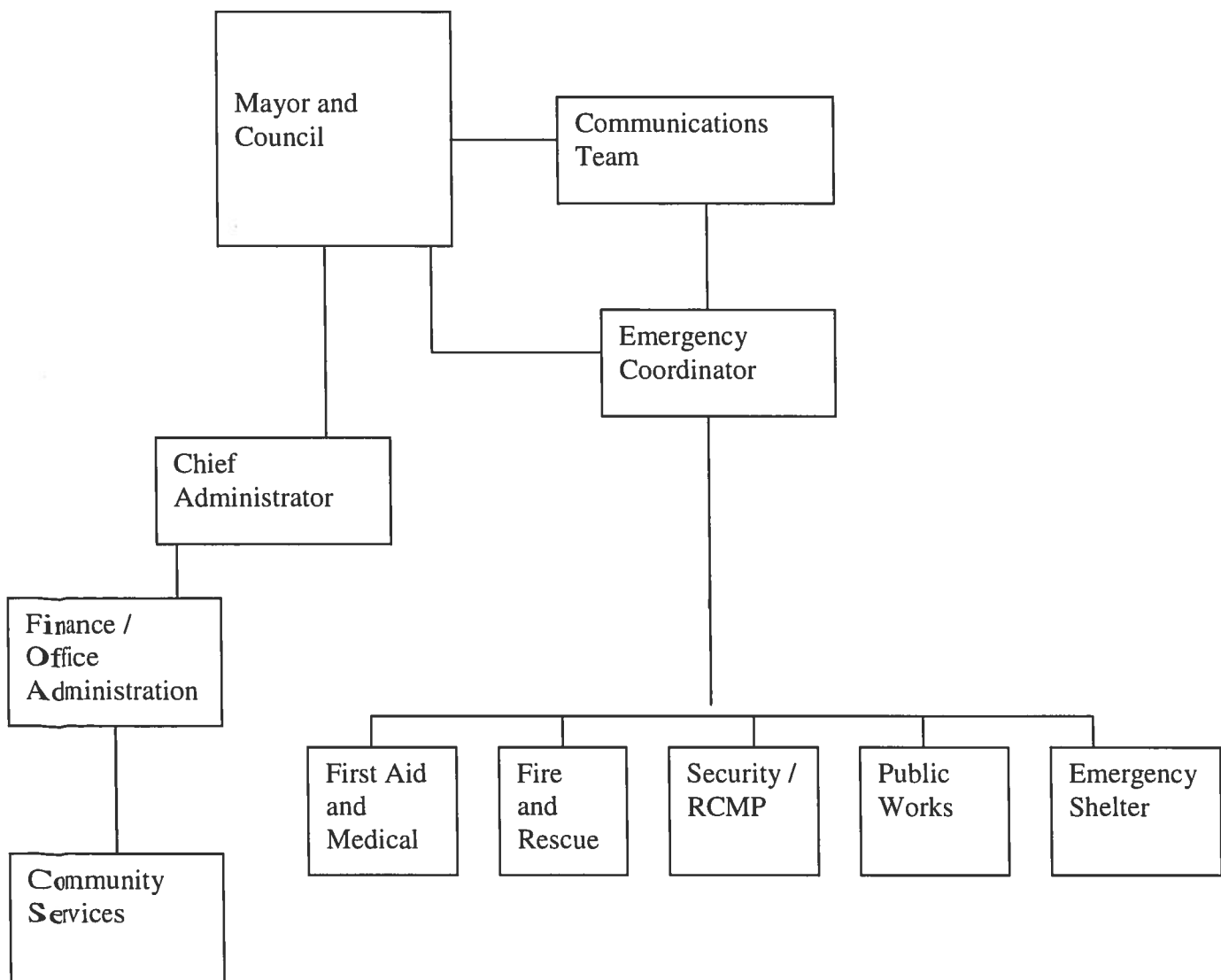
These are top five problems that must be avoided in an emergency.

Lack of clear and consistent Communications
Ambiguity of Authority
Unplanned Media (Usually Negative)
Number of Responders – Convergence
Under Utilized Use of Special Resources

The Village is aware of these problems and has incorporated in its plan clear definitions of roles and communications. Ambiguity of authority can create difficulty and harm, and lack of clear and consistent communications to the public can cause confusion, injuries and damage.

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Port Clements Emergency Management Structure



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**PORT CLEMENTS
EMERGENCY PREPAREDNESS PLAN
CONTACT LIST**

MAYOR/COUNCIL CAN CALL A LOCAL STATE OF
EMERGENCY

MAYOR AND COUNCIL

VILLAGE OFFICE

557-4295

FAX: 557-4568

MAYOR

WALLY CHEER

557-4632

KAZ FALCONBRIDGE

557-9359 (9380)

IAN GOULD

557-4665

MATT GASPAR

557-2409

URS THOMAS

557-4325

ADMINISTRATOR: KIM MUSHYNSKY

626-5169

EMERG COORDINATOR: JANE WILSON

557- 4770

EMERGENCY CENTRE

1-800-663-3456

PEPP-PROVINCIAL EMERGENCY REGIONAL MANAGER

MAURIE HURST

1-250-615-4800

FAX

1-250-615-4817

EMAIL

Maurie.Hurst@gov.bc.ca

AMBULANCE:

1-800-461-9911

UNIT CHIEF: Harmonie Blais

557-9359 (home)

557-9380 (work)

PORT CLEMENTS CLINIC: MARG FENNELL RN

557-4478

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PORT CLEMENTS VOLUNTEER FIRE DEPARTMENT

EMERGENCY NUMBERS	557-4355
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FIREHALL & RADIO ROOM	557-4450
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FIRE CHIEF	CRAIG BEACHY	557-4421
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DEPUTY CHIEF	CLINT BEACHY	557-4326
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SEARCH & RESCUE

MASSET RCMP	626-3991
RANGERS	557-4770
CRAIG BEACHY	557-4421
RICHARD NYHOLT	557-4481

**SECURITY
RANGERS**

JANE WILSON	557-4770
	Cell # 626-7235

COMMUNICATIONS

PAT TRAUTMAN	557-4309
AMATEUR RADIO	VE7 QCR

PUBLIC WORKS OFFICE	557-4295
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SEAN O'DONOGHUE	557-2424
	557-4272

O'BRIEN ROAD & BRIDGE	557-4282
----------------------------------	-----------------

GLORIA O'BRIEN	557-4694
DENNIS REINDL	557-4560

WHARFINGER

VILLAGE OFFICE	557-4295
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EMERGENCY SPILL responders

CEDA Emergency Response Team	1-888-793-2378
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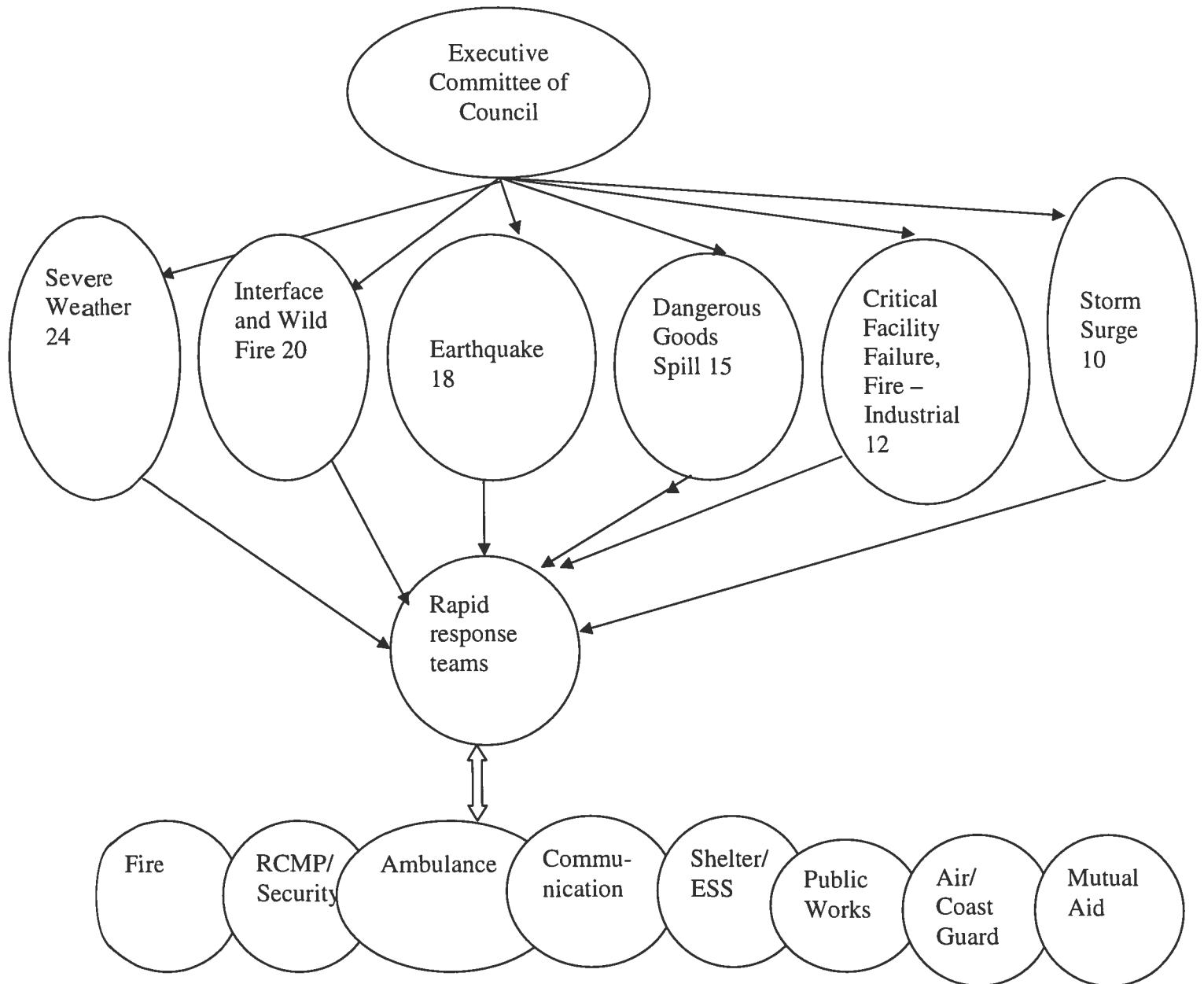
	604-540-4100
NEWALTA Industrial Services Inc.	1-800-567-7455 or 1-800-781-2315
NORTHWEST Tank Lines Inc.	1-604-856-6666
Transportation Emergency (CANUTEC) collect)	1-613-996-6666 (call
Poison Control	1-800-222-8477

Hazard Risk and Vulnerability Analysis (HRVA)

HRVA is a critical part of every emergency management program and is a requirement mandated by the Local Authority Emergency Management Regulation of the British Columbia Emergency Program Act. The Emergency Planning Committee of the Village completed its HRVA. A summary follows:

Hazard	Index
Severe Weather	24
Interface and Wild Fire	20
Earthquake	18
Dangerous Goods Spill	15
Critical Facility Failure, Fire - Industrial	12
Storm Surge	10
Transport Accident – Road	4
Transport Accident – Marine, Fire – Urban Rural	3
Transport Accident – Air, Tsunami	2

Hazards Risk and Vulnerability Analysis, and Events and Teams Model
(Numbers represent the HRVA index)



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Emergency Management Teams and Roles

Mayor and Council: The mayor or designate with assistance from council and communications team will direct and guide the emergency response of the Village. If warranted, the Mayor or alternate will issue declaration of state of local emergency or evacuation alert / order under the provisions of the Emergency Program Act.

Upon receiving a call-out, members of the team will assemble at the Fire Hall or at an alternative place if the Fire Hall is damaged, and the emergency plan will be activated.

The emergency plan is not to be activated in routine emergencies that are dealt with by first responders

In order to mount an organized response to the emergency, the following will be done without delay:

- appoint a communications team which will work with the site commander, the Emergency Planning Coordinator and the EOC and coordinate resources, and communications.
- appoint team leaders with appropriate experience and skills from the existing volunteer base who will pick volunteers for their teams
- Emergency Planning Coordinator or designate will deal with the teams
- The Mayor or alternate director of the EOC does not deal with the teams directly or direct them in the tasks they have to do
- The Mayor or alternate will deal with the media and other communities or levels of government.

Chief Administrative Officer (CAO)

- The CAO is responsible for all financial and administrative functions during an emergency in the community. Preparing for, responding to, and recovery from the impact of an emergency will require the use of various resources which may or may not create obligations to the municipality. He/she must approve the use of resources and assist with the disaster assistance under the COMPENSATION AND DISASTER FINANCIAL ASSISTANCE REGULATION.
- A response to an emergency requires an office and office personnel. Therefore the Village office will be used and, if possible, Village office personnel will be used and augmented by volunteers if required. This is also the responsibility of the CAO.

Emergency Planning Coordinator

- The emergency coordinator, as chairman of the Emergency Planning Committee, will ensure this plan is kept current.
- In the event of an emergency he / she, under the direction of the Mayor, alternate and council will coordinate team efforts and keep the Mayor and Council informed of all activity in person or through the communications team. He/she will coordinate the efforts of the following teams:

**First Aid and Medical
Security
Emergency Sheltering**

**Fire and Rescue
Public Works (roads, sewer, water)**

Communications Team:

- This team will work at the EOC at the fire hall. Ideally, the volunteers for this team will be people with radio and dispatching experience. The team will report to the Mayor, alternate or Council.
- Two people will act as dispatchers, receiving and dispatching information to the other teams.
- Two people will establish and maintain communication with outside communities and outside resource centres under the direction of the Mayor, alternate and council.
- All communication must be recorded, times, who from, who to, content of, and the destination of the communication including activities, equipment, and resources. Coordination of the field teams will be kept through mobile radios or dispatchers through the communications centre.

It is important that all those involved in emergency / disaster operations be advised to document all communications. This may assume importance if a fatality enquiry were to be held. The documentation must begin as soon as possible.

Security Team

- will consist of RCMP, Security Rangers and other volunteers assigned by the Mayor or alternate. The team leader will be appointed by the Mayor and the team should have at least six members. This team is the most flexible and diverse.
- will establish security perimeters around the emergency site, control traffic and crowd, clear emergency routes, evacuation routes.
- will record locations, names or specifics of injured and / or danger zones and assess initial injury, casualty, damage and forward the information to the communication team and the First Aid Team and assist with any other teams or tasks assigned.

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- if necessary, borrow or acquire the transportation vehicles (4-wheel drive, mountain bikes, buses, ATVs, boats, aircraft) or the services of the owners under the Emergency Program Act for mobility.
- This team will act as information resource to residents remaining in their homes. It may be necessary to ensure roadways remain open and residents do not interfere with other teams performing their tasks.

First Aid – Medical Team

- This team will be responsible for providing first aid and medical care to the sick and injured. They will set up their operations at the health clinic. Normally, this unit would be led by the ambulance unit chief but in his/her absence, the Mayor will appoint a team leader. The team will consist of volunteers from the ambulance service, resident nurses and first aid attendants.
- The First Aid team will act on the information regarding injuries / casualties received from the security team or otherwise. In case of injured or trapped persons, the fire and rescue team will be responsible for the extraction and on-scene care of the injured until they can be transported to the first aid station or nearby hospital.
- In the event of serious or life threatening injuries, team members may have to be sent to the scene. Conventional triage protocol will apply. Any requests for materials or equipment must be made through the communications team who will contact the appropriate team to supply these items. Victims who have been treated that are mobile and self-sufficient should be directed to return home, or to the primary evacuation site.

Fire and Rescue Team

- This team will be led by the Fire Chief or in his / her absence, the deputy fire chief. If a tsunami alert is received and the alert indicates population in low-lying areas should be evacuated and an evacuation order has been issued, the fire department (with possible assistance of RCMP / Security) will be called out and, with the department's emergency vehicles, they will drive all low-lying streets and roads broadcasting the evacuation notice with loud speakers. If time permits, they will do a door-to-door notification in the tsunami hazard area. The fire department with the assistance of RCMP will implement evacuation alert advisories or orders in other emergencies as well if required.
- The fire and rescue team must stay in communication with the emergency coordinator through the communications team who will relay information and instructions.
- The fire and rescue team will identify the locations of injured / trapped persons as well as other danger sites. The team should be split into squads as necessary and deal with the most serious situations first.

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- If possible, a team of firemen / volunteers using a vehicle will explore the highway north and another team will explore the highway south to gain knowledge of highway conditions and blockages, if there are any.

Emergency Shelter and Social Services Team

- This team will set up an emergency shelter and kitchens at the school gym. The leader will be appointed by the Mayor or alternate and the team will be made up of volunteers assigned by the leader. Besides drawing on emergency supplies stored by the community, this team will require volunteers to canvass unaffected households for help with food, bedding, clothing and any other required items.
- The team will set up a registration desk to record names of everyone who contacts the shelter and where they can be contacted.
- This team will ascertain the possibility of people from outlying areas and possibly from other Island communities making their way to Port Clements and requiring food and shelter and be prepared to assist.

Public Works / Safety Team

- This team, led by Public Works Superintendent, will focus its efforts on ensuring the community is supplied with potable water and sewage is safely disposed of
- In absence of Public Works Superintendent, the Mayor or alternate will appoint the most knowledgeable and capable person to lead the team. The best people to assign to team are local construction and shop tradesmen.
- This team must regularly report their findings, problems, progress and activity to the command centre at the fire hall through the communications team.
- The works / safety team may require heavy equipment to assist their efforts and this plan includes an inventory of local equipment.
- This team will clear roads, water basins, ditches, etc., and assist with other tasks related to repair and restoring of road and structural damages

Finance and Administration Team

- This team consists of the office staff of the Village led by the CAO. They will keep records for the emergency and provide necessary administrative and financial support in response to the emergency or disaster.
- This team will keep a count of residents affected, and not affected to the extent possible and create a list of missing persons if any. This will require sending dispatchers to all team bases for updated information.
- This team will also search for appropriate volunteers to deal with unanticipated requirements or situations as they arise.
- A community services team may be required to deal with a variety of unanticipated requirements. Possibly there could be a need for critical stress counseling, boarding of pets or other needs for which the Finance and

Administration team would assist with identification of appropriately trained volunteers.

The Recovery

The speed of recovery efforts will depend on:

- (a) The extent of damage to the community
- (b) The extent of damage to other communities on the Islands

If damage to low-lying areas in the community is minimal, residents will want to move back to their homes as soon as possible and clean up their homes and property. The residents must be advised not to move into their properties until qualified people can make structural assessments of homes and buildings to ensure they are safe.

If damage is extensive, residents must be kept away from the damaged areas until clean-up crews have declared sites to be safe.

Port Clements can expect Federal and Provincial government agencies to provide help and relief as soon as it is possible. The Village and residents can seek assistance from the Provincial Government under the COMPENSATION AND DISASTER FINANCIAL ASSISTANCE REGULATION.

The Village will ensure that the Village facility and services are restored as quickly as possible, and water and sanitation services are kept functional until these systems can be properly restored. Injured residents must be evacuated to medical facilities as soon as possible.

If there is fuel spillage into the water as a result of the surge, and it is safe to do so, an effort should be made to clean up the spillage.

Although it is important to perform recovery activities as soon as possible, the safety and well-being of everyone is more important. Some thought and attention to recovery operations should be given during emergency in terms of identifying the needs.

Stages of Evacuation, Planning, Powers of Local Authority

Emergencies / disasters happen with or without warning. Evacuations of populations may be required without much advance notice. The Village's plan to prepare the residents for evacuation, if necessary, includes:

Public Advisory

The Village will issue, if warranted, public advisories informing the public that a situation is occurring, what the potential or actual danger may be, information for contact, instructions to keep people informed and aware of potential dangers / hazards and developments in their neighborhood / area.

An advisory may include the following types of information:

- Brief description of the situation.
- Areas affected and to whom the advisory applies.
- What the direct and potential threats and impacts are.
- Define what the terminology means (e.g. public advisory, evacuation alert, evacuation order and evacuation being rescinded).
- What people should or should not do now; and if other evacuation stages are implemented, the time frames that people should be aware of (e.g. preparation to evacuate, animal care, what people should or should not pack or take with them, whether to turn off utilities before leaving, how much time they have before having to leave, etc.)
- Where people can go and get help and information, including phone numbers, web site addresses, locations of facilities, types of assistance available, etc.

These types of information will prepare people emotionally and physically prior to an actual evacuation if it were to be ordered. The Village will make all possible efforts to provide as much information and warning as possible to ensure public safety and to maintain public order.

Evacuation Stages

The Village will use the following three stage evacuation process:

- ✓ *Evacuation Alert*
- ✓ *Evacuation Order*
- ✓ *Rescind (formerly All Clear)*

Evacuation Alert

Although a Declaration of a State of Local Emergency is not required when an evacuation alert is issued. It should be considered in anticipation for any extraordinary powers that may be needed to effectively and in a timely fashion deal with the development associated with emergency /hazard. The evacuation alert is intended to warn the population at risk about a potential need for evacuation.

The evacuation alert allows people at risk to begin preparation for evacuation, and to allow them to voluntarily leave the area and get to a safer place if they choose to do so. Specific expected times for potential evacuation should be included if possible in the alert as the situation may require immediate action with very short notice.

At this stage, visitors (e.g. vacationers), the transient and persons with disabilities, and in some cases, the schools should be advised to evacuate the area voluntarily. These groups generally require more time to get organized.

Powers of Local Authority in Declared State of Emergency

The Emergency Program Act empowers the local authority to declare a state of emergency subject to the provisions of the Act. These powers are:

- (a) acquire or use any land or personal property considered necessary to prevent, respond to or alleviate the effects of an emergency or disaster;
- (b) authorize or require any person to render assistance of a type that the person is qualified to provide or that otherwise is or may be required to prevent, respond to or alleviate the effects of an emergency or disaster;
- (c) control or prohibit travel to or from any area in its jurisdiction;
- (d) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other

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essential services in any part of its jurisdiction;

(e) cause the evacuation of persons and the removal of livestock, animals and personal property from any area in its jurisdiction that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property;

(f) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program or if otherwise considered by the local authority to be necessary to prevent, respond to or alleviate the effects of an emergency or disaster;

(g) cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered by the local authority to be necessary or appropriate in order to prevent, respond to or alleviate the effects of an emergency or disaster;

(h) construct works considered by the local authority to be necessary or appropriate to prevent, respond to or alleviate the effects of an emergency or disaster; and

(i) procure, fix prices for or ration food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within any part of its jurisdiction for the duration of the state of emergency.

Evacuation Order

The section s 10(1)(h) of the Emergency Program Act (item (e) above) empowers the local authority to cause the evacuation of persons and the removal of livestock, animals and personal property from any area in its jurisdiction that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property.

The people at risk will be ordered to leave the specified area **NOW or within a very short time frame as specified in the Order.** *The order does not allow for any discretionary decision on the part of the population at risk.* They must leave the area as directed.

Residents will be advised in writing, through bulletins, pamphlets, warnings, media releases or orders, that while the evacuation order is in effect, controlled access to the area in question will be implemented (such as a pass system or some form of controlled process will be used to allow limited entry or re-entry to the area).

In some instances no evacuation alert is given prior to an evacuation order, because evacuation requirements are immediate (no notice).

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Issuing an Evacuation Order

Once the decision has been made to declare a state of emergency and issue an evacuation order, the Village will:

- ✓ Ensure to clearly indicate which extraordinary powers will be exercised as part of the declaration; to whom these extraordinary powers will be delegated and the boundaries of the area(s) that would be covered by the declaration.
- ✓ Ensure distribution and notification of the declaration to appropriate agencies, media, the public and other stakeholders.
- ✓ Ensure adequate allocation and coordination of resources to facilitate and support an effective and orderly evacuation.
- ✓ Monitor the situation and conduct on-going assessment to determine if the evacuation order needs to be rescinded, if an evacuation alert needs to be escalated, or if the Declaration of a State of Local Emergency needs to be renewed or cancelled.

Evacuation Planning

When considering an impending issuance of an evacuation alert or an evacuation order, the Village will consider the following key items along with appropriate collaboration with other agencies and allocation of resources in support of an evacuation:

Confirm threats and impacts

- ✓ Identify the potential threats and impacts.
- ✓ Identify the vulnerable areas, demographics and any special needs such as movement of livestock, pets or the less mobile populations.
- ✓ Prioritize the areas and /or populations for evacuation.

Communications

- ✓ Determine the best ways to communicate with the public and response agencies. The Village will work with agencies such as Fire Department and the RCMP to assist with public notifications (e.g. door to door) as required.
- ✓ Establish and implement an evacuation warning system and /or public advisories.

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Movement of People, Goods or Animals

- ✓ Identify and establish potential evacuation routes and methods, there might be hazard specific limitations, traffic control or transportation considerations.
- ✓ Identify and establish potential Emergency Social Services (ESS) reception center and / or hosting (receiving) communities.
- ✓ Develop and implement a controlled re-entry process or access to closed areas. Other resources such as the RCMP and volunteers may be used to assist with this process.

Resources

Identification of resources needed to support an evacuation, such as:

Media and public information releases
 Personnel or agencies required in the field
 Transportation and traffic control
 Facilities to temporarily house, gather or contain the evacuees, animals (pets and livestock), etc.
 Staging areas and coordination for resources or services, and donated goods
 Documentation and tracking systems

Some aspects of evacuation planning can be completed pre-event based on the information from the Hazard, Risk and Vulnerability Analysis (HRVA) process. However, due to numerous factors and dynamics of a disaster involved, some evacuation decisions specific to the circumstances at the time, will have to be made as the situation dictates.

Cancellation of the Evacuation Order (Rescind)

Either of the above stages (evacuation alert or order) may be rescinded when the evacuated zone is declared safe (habitable). When this occurs, an evacuation stage is usually retracted to a lower level. It indicates that while the danger may have lessened, the condition may still change in a volatile manner.

There is a possibility that the danger may re-manifest itself to warrant the re-instatement of an evacuation alert or order.

Sample forms that could be used for issuing an evacuation alert, evacuation order or rescind can be found in Section II.

Declaration of State of Local Emergency – When NOT NEEDED

A local authority or the province NEED NOT declare a state of local emergency for the following:

- To implement part or all of their Emergency Response and Recovery Plan
- To gain liability protection under the BC Emergency Program Act
- To qualify for disaster financial assistance under the BC Emergency Program Act

Formal declarations should only be made when the extraordinary powers enabled by the legislation are required to effectively respond in an emergency or disaster

Other Acts with Provisions for Evacuations

Evacuations can occur not only under the Emergency Program Act, but also under the following Acts:

- Fire Services Act
- Wildfire Act
- Health Act
- Child Protection Act, and
- Petroleum and Natural Gas Act

Evacuation planning should provide for both minor evacuations of a limited area and major evacuations affecting a large part of the population. They also must provide for two distinct groups of people: the “population at risk,” and the “host population” who will look after evacuees.

Emergencies Identified in Hazard Risk and Vulnerability Analysis (HRVA) and Action Plans

Form an operational point of view, the Village has prepared action plans for each of the eventualities identified in its HRVA. It is recognized that many of these apply across emergencies/ disasters.

Severe Weather

Major Effects

- Disruption of essential services
- Disruption of first responders
- Disruption of business / schools
- Disruption of transportation (road, air and ferry)
- Stranded or missing people
- Disruption of utilities
- Emotional distress
- Food and fuel shortages
- Loss of security

Potential Actions	Responsible Team /Person
Activate Emergency Operations Centre	Mayor (alternate), Council, Emergency Plan Coordinator
Assess the situation	Executive Committee of Council Fire, Ambulance Service
Declare Local State of Emergency if warranted, and issue evacuation alert, warning or order	Mayor (alternate), council, Fire, RCMP
Establish communication lines with the site responders	Executive Committee of Council, Emergency Program Coordinator
Establish communication line separate from the site responders for media and residents seeking information	Executive Committee of Council Emergency Program Coordinator
If warranted, request assistance from October 4, 2012	Mayor, Executive Committee of Council

provincial / federal government

Assess numbers of deaths, if any, stranded and missing	Executive Committee of Council, all agencies, volunteers assigned
Launch search /rescue operations for stranded /missing persons	Fire, Search and Rescue
Triage and transport emergency patients	BC Ambulance Services
Provide auxiliary power and heaters	Public Works, EOC
Deal with life threatening situations	Fire, Ambulance, volunteers assigned
Clear routes for emergency	Public Works, RCMP, volunteers Department of Highways
Evaluate the nature and extent of physical damage	Public Works, Building Inspection volunteers assigned
Eliminate hazards from damaged utilities and advise Utilities of priorities for restoration	Public Works, BC Hydro, Telus
Establish perimeters control points and signage for hazardous areas	Public Works, volunteers assigned
Establish reception centre and emergency social services	Emergency social services volunteers
Make arrangements for collection of food and water and other essentials	Emergency Operations Centre, volunteers assigned
Inspect damaged infrastructure, buildings residences, and begin repair and salvage	Public Works, Building Inspection Utilities, Department of Highways, Residence, volunteers
Clear catch basins and blocked ditches	Public Works, Department of Highway, volunteers
Begin the process of recovery and request disaster assistance / funding, if required	Mayor, Executive Committee of Council residents

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Interface and Wild fires

Major Effects

Deaths
Casualties
Evacuation
Trapped people
Disruption of transportation
Disruption of utilities
Property damage
Public health issues and concerns

Potential Actions	Responsible Team /Person
Activate Emergency Operations Centre	Mayor, alternate, Council, Emergency Plan Coordinator
Assess the situation	Executive Committee of Council Fire, Ambulance Service
Declare Local State of Emergency if warranted, and issue evacuation alert, warning, order	Mayor, alternate, council, Fire, RCMP
If warranted, request assistance from provincial / federal government	Mayor, Executive Committee of Council
Establish communication lines with the site responders	Executive Committee of Council, Emergency Program Coordinator
Establish communication line separate from the site responders for media and residents seeking information	Executive Committee of Council Emergency Program Coordinator
Fire suppression / rescue	Fire, Ministry of Forests, volunteers
Establish proper jurisdiction	Fire, EOC
Assess numbers of deaths if any, trapped and missing	Executive Committee of Council, All agencies, volunteers assigned
Deal with life threatening situations	Fire, Ambulance, volunteers assigned

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Clear routes for emergency	Public Works, RCMP, volunteers Department of Highways
Determine supplementary water needs and access	Fire, EOC, Ministry of Forests
Launch rescue operations for trapped / missing persons	Fire, Search and Rescue
Assist public with smoke-related respiratory distress	Ministry of Health, BCAS, volunteers
Evaluate the nature and extent of physical damage	Public Works, Building Inspection volunteers assigned
Eliminate hazards from damaged utilities and advise Utilities of priorities for restoration	Public Works, BC Hydro, Telus
Establish perimeters control points	Public Works, volunteers assigned
Establish reception centre and emergency social services	Emergency social services volunteers
Make arrangements for collection of food and water and other essentials	Emergency Operations Centre, volunteers assigned
Inspect damaged infrastructure, buildings residences, and begin repair and salvage	Public Works, Building Inspection Utilities, Department of Highways, residents, volunteers
Advise residents, if evacuated, when safe to return	Fire, Public Works
Begin the process of recovery and Request disaster assistance / funding	Mayor, Executive Committee of Council residents

Earthquakes

Canada's largest earthquake (magnitude 8.1) since 1700, occurred on August 22, 1949 off the coast of BC. It occurred on the Queen Charlotte Fault (Canada's equivalent of the San Andreas Fault) - the boundary between the Pacific and North American plates that runs underwater along the west coast of the Queen Charlotte Islands off the west coast of British Columbia.

Major Effects

- Deaths
- Casualties
- Trapped / missing people
- Damage to property
- Damage to roads, bridges, buildings
- Fire, explosions, fire hazards
- Escape of gases
- Flooding
- Land / mudslides / sea surge
- Emotional distress
- Danger to public health
- Evacuation of people and livestock
- Jurisdictional problems

Potential Actions	Responsible Team /Person
Activate Emergency Operations Centre	Mayor, alternate, Council, Emergency Plan Coordinator
Assess the situation	Executive Committee of Council Fire, Ambulance Service
Declare Local State of Emergency if warranted, and issue evacuation alert, warning, order	Mayor, alternate, council, Fire, RCMP
If warranted, request assistance from provincial / federal government	Mayor, Executive Committee of Council
Establish communication lines with the site responders	Executive Committee of Council, Emergency Program Coordinator
Establish communication line separate from the site responders for media and residents seeking	Executive Committee of Council Emergency Program Coordinator
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information

Assess numbers of deaths if any, trapped and missing	Executive Committee of Council, all agencies, volunteers assigned
Deal with life threatening situations	Fire, Ambulance, volunteers assigned
Clear routes for emergency	Public Works, RCMP, volunteers Department of Highways
Launch rescue operations for trapped / missing persons	Fire, Search and Rescue
Evaluate the nature and extent of physical damage	Public Works, Building Inspection volunteers assigned
Eliminate hazards from damaged utilities and advise Utilities of priorities for restoration	Public Works, BC Hydro, Telus
Fire suppression / rescue	Fire, RCMP
Deal with dangerous goods spills	Fire, Public works, Spiller CANUTEC (613) 996-6666(24/7)
Establish perimeters control points and signage for hazardous areas	Public Works, volunteers assigned
Establish reception centre and emergency social services	Emergency social services volunteers
Make arrangements for collection of food and water and other essentials	Emergency Operations Centre, volunteers assigned
Inspect damaged infrastructure, buildings residences, and begin repair and salvage	Public Works, Building Inspection Utilities, Department of Highways, residents, volunteers
Begin the process of recovery and Request disaster assistance / funding	Mayor, Executive Committee of Council residents

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Dangerous Goods Spill

Major Effects

Hazards to people and livestock
 Explosion and fire
 Deaths
 Casualties
 Contamination of soil and water
 Disruption of business
 Disruption of transportation
 Evacuation

Potential Actions	Responsible Team /Person
Activate Emergency Operations Centre	Mayor, alternate, Council, Emergency Plan Coordinator
Assess the situation	Executive Committee of Council Fire, Ambulance Service
Declare Local State of Emergency if warranted, and issue evacuation alert, warning, order	Mayor, alternate, council, Fire, RCMP
If warranted, request assistance from provincial / federal government	Mayor, Executive Committee of Council
Establish communication lines with the site responders	Executive Committee of Council, Emergency Program Coordinator
Establish communication line separate from the site responders for media and residents seeking information	Executive Committee of Council Emergency Program Coordinator
Contact CANUTEC (613)996-6666 (2417)	Fire, RCMP, PEP
Fire suppression / rescue	Fire, volunteers
Secure site for subsequent investigation	RCMP, Security
Determine substance spilled and possible effects	Fire, RCMP, CANUTEC

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Assess numbers of deaths if any, trapped and missing Advise PEP	Executive Committee of Council, All agencies, volunteers assigned EOC
Deal with life threatening situations	Fire, Ambulance, volunteers assigned
Clear routes for emergency	Public Works, RCMP, volunteers Department of Highways
Eliminate potential ignition /poisonous sources	Fire, Utilities, Gas Company, RCMP
Contain spills, protect sewer and drainage system	Fire, Public Works, Spiller
Launch rescue operations for trapped / missing persons	Fire, Search and Rescue
Evaluate the nature and extent of physical damage	Public Works, Building Inspection volunteers assigned
Establish reception centre and emergency social services	Emergency social services volunteers
Make arrangements for collection of food and water and other essentials	Emergency Operations Centre, volunteers assigned
Begin the process of recovery and recover cost	Mayor, Executive Committee of Council residents

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Critical Facility Failure, Fire – Industrial

Major Effects

Deaths
Casualties
Damage to property
Sudden hospital requirements
Disruption of transportation and communication
Explosions and other hazards
Collapse of buildings
Disruption of utilities
Evacuation

Potential Actions	Responsible Team /Person
Activate Emergency Operations Centre	Mayor, alternate, Council, Emergency Plan Coordinator
Assess the situation	Executive Committee of Council Fire, Ambulance Service
Declare Local State of Emergency if warranted, and issue evacuation alert, warning, order	Mayor, alternate, council
If warranted, request assistance from provincial / federal government	Mayor, Executive Committee of Council
Establish communication lines with the site responders	Executive Committee of Council, Emergency Program Coordinator
Establish communication line separate from the site responders for media and residents seeking information	Executive Committee of Council Emergency Program Coordinator
Assess numbers of deaths if any, trapped and missing	Executive Committee of Council, All agencies, volunteers assigned
Deal with life threatening situations	Fire, Ambulance, volunteers assigned
Secure the disaster scene for subsequent investigation	Fire, RCMP

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Clear routes for emergency	Public Works, RCMP, volunteers Department of Highways
Establish traffic control	RCMP, Security
Fire suppression / rescue	Fire, volunteers
Launch rescue operations for trapped / missing persons	Fire, Search and Rescue
Evaluate the nature and extent of physical damage	Public Works, Building Inspection volunteers assigned
Eliminate hazards from damaged utilities and advise Utilities of priorities for restoration	Public Works, BC Hydro, Telus
Establish perimeters control points and signage for hazardous areas	Public Works, volunteers assigned
Establish reception centre and emergency social services	Emergency social services volunteers
Make arrangements for collection of food and water and other essentials	Emergency Operations Centre, volunteers assigned
Inspect damaged infrastructure, buildings residences, and begin repair and salvage	Public Works, Building Inspection Utilities, Department of Highways, residents, volunteers
Begin the process of recovery and request disaster assistance / funding	Mayor, Executive Committee of Council residents

Storm surge

Major Effects

Deaths
Casualties
Trapped and Missing Persons
Property damage
Evacuations
Health Issues
Damage to water and sewer and drainage systems

Potential Actions	Responsible Team /Person
Activate Emergency Operations Centre	Mayor, alternate, Council, Emergency Plan Coordinator
Assess the situation	Executive Committee of Council Fire, Ambulance Service
Declare Local State of Emergency if warranted, and issue evacuation alert, warning, order	Mayor, alternate, council
If warranted, request assistance from provincial / federal government	Mayor, Executive Committee of Council
Establish communication lines with the site responders	Executive Committee of Council, Emergency Program Coordinator
Establish communication line separate from the site responders for media and residents seeking information	Executive Committee of Council Emergency Program Coordinator
Assess numbers of deaths if any, trapped and missing	Executive Committee of Council, All agencies, volunteers assigned
Launch rescue operations for trapped / missing persons	Fire, Search and Rescue
Deal with life threatening situations	Fire, Ambulance, volunteers assigned
Clear routes for emergency	Public Works, RCMP, volunteers Department of Highways

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Evaluate the nature and extent of physical damage	Public Works, Building Inspection volunteers assigned
Eliminate hazards from damaged utilities and advise Utilities of priorities for restoration	Public Works, BC Hydro, Telus
Fire suppression / rescue	Fire, volunteers
Establish perimeters control points and signage for hazardous areas	Public Works, volunteers assigned
Establish reception centre and emergency social services	Emergency social services volunteers
Make arrangements for collection of food and water and other essentials	Emergency Operations Centre, volunteers assigned
Inspect damaged infrastructure, buildings residences, and begin repair and salvage	Public Works, Building Inspection Utilities, Department of Highways, residents, volunteers
Begin the process of recovery and Request disaster assistance / funding	Mayor, Executive Committee of Council residents

Transport Accident - Road

Major Effects

Deaths
Casualties
Explosion and fire
Disruption of transportation
Disruption of utilities
Evacuation of people
Escape of hazardous materials
Danger to public health

Potential Actions	Responsible Team /Person
Activate Emergency Operations Centre	Mayor, alternate, Council, Emergency Plan Coordinator
Assess the situation	Executive Committee of Council Fire, Ambulance Service
Declare Local State of Emergency if warranted, and issue evacuation alert, warning, order	Mayor, alternate, council
If warranted, request assistance from provincial / federal government	Mayor, Executive Committee of Council
Establish communication lines with the site responders	Executive Committee of Council, Emergency Program Coordinator
Establish communication line separate from the site responders for media and residents seeking information	Executive Committee of Council Emergency Program Coordinator
Secure disaster scene for subsequent investigation	Fire, RCMP
Assess numbers of deaths if any, trapped and missing	Executive Committee of Council, All agencies, volunteers assigned
Deal with life threatening situations	Fire, Ambulance, volunteers assigned
Clear routes for emergency	Public Works, RCMP, volunteers

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Department of Highways

Triage, treatment and transport of casualties	BCAS, EOC
Launch rescue operations for trapped / missing persons	Fire, Search and Rescue
Eliminate hazards from damaged utilities and advise Utilities of priorities for restoration	Public Works, BC Hydro, Telus
Fire suppression / rescue	Fire
Deal with dangerous goods spills	Fire, Public works, Spiller CANUTEC (613) 996-6666(24/7)
Begin repair and salvage	Public Works, Ministry of Highways O'Brien Road & Bridge
Establish reception centre and emergency social services	Emergency social services volunteers
Make arrangements for collection of food and water and other essentials	Emergency Operations Centre, volunteers assigned
Inspect damaged infrastructure, buildings residences, and begin repair and salvage	Public Works, Building Inspection Utilities, Department of Highways, residents, volunteers
Begin the process of recovery and request disaster assistance / funding	Mayor, Executive Committee of Council residents

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Transport Accident - Marine

Major Effects

Soil, water and shoreline pollution
 Damage to marine and wildlife
 Damage to property
 Fire and explosion
 Health hazards
 Evacuation of people and livestock
 Damage to sewer and drainage systems

Potential Actions	Responsible Team /Person
Activate Emergency Operations Centre	Mayor, alternate, Council, Emergency Plan Coordinator
Assess the situation	Executive Committee of Council Fire, Ambulance Service
If warranted, request assistance from provincial / federal government	Mayor, Executive Committee of Council Ministry of Environment
Establish communication lines with the site responders	Executive Committee of Council, Emergency Program Coordinator
Establish communication line separate from the site responders for media and residents seeking information	Executive Committee of Council Emergency Program Coordinator
Determine type of product and quantity spilled	Public Works, Fire, Coast Guard, volunteers
Assess dangers of fire, explosion	Fire, Coast Guard, Ministry of Environment
Stop source of flow and contain spill	Public Works, Fire, Coast Guard Ministry of Environment
Determine availability of spiller to undertake clean-up	Public Works, Ministry of Environment
Determine Federal, Provincial jurisdiction	EOC, Ministry of Environment
Determine resources required, request	EOC

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Assess health environmental hazards assistance, advise PEP	EOC, Ministry of Health, PEP
Advise PEP and determine resources required and request assistance	Ministry of Environment, PEP, EOC
Complete containment and recovery of Spilled material	Public Works, Ministry of Environment, Spiller
Dispose of recovered materials and debris	Public Works, Ministry of Environment, Spiller
Restore spill site	Public Works, Ministry of Environment, Spiller
Assess numbers of deaths if any, trapped and missing	Executive Committee of Council, All agencies, volunteers assigned
Launch rescue operations for trapped / missing persons	Fire, Search and Rescue
Deal with life threatening situations first	Fire, Ambulance, volunteers assigned
Fire suppression / rescue	Fire, volunteers
Establish reception centre and emergency social services	Emergency social services volunteers
Make arrangements for collection of food and water and other essentials	Emergency Operations Centre, volunteers assigned
Begin the process of recovery and request disaster assistance / funding if needed, cost recovery	Mayor, Executive Committee of Council residents

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Transport Accident – Air

Major Effects

Casualties
Deaths
Explosion and fire
Disruption of traffic
Disruption of utilities
Evacuation of people
Special problems arising from the incident

Potential Actions	Responsible Team /Person
Activate Emergency Operations Centre	Mayor, alternate, Council, Emergency Plan Coordinator
Assess the situation	Executive Committee of Council Fire, Ambulance Service
Declare Local State of Emergency if warranted, and issue evacuation alert, warning, order	Mayor, alternate, council
Establish communication lines with the site responders	Executive Committee of Council, Emergency Program Coordinator
Establish communication line separate from the site responders for media and residents seeking information	Executive Committee of Council Emergency Program Coordinator
Secure disaster scene for subsequent Investigation	RCMP, Security, Transportation Safety Board
Traffic and crowd control, and clear emergency routes	RCMP, Security
Evacuate surrounding area if necessary	RCMP, Security
Triage and evacuation of casualties	RCMP, BCAS, Search and Rescue
Assess numbers of deaths if any, trapped and missing	Executive Committee of Council, All agencies, volunteers assigned

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Arrange temporary morgue and removal of deceased	RCMP, Coroner
Deal with life threatening situations first	Fire, Ambulance, volunteers assigned
Fire suppression / rescue	Fire, volunteers
Hazard elimination from damaged utilities	BC Hydro, Telus, Public Works
Establish reception centre and emergency social services	Emergency social services volunteers
Make arrangements for collection of food and water and other essentials	Emergency Operations Centre, volunteers assigned

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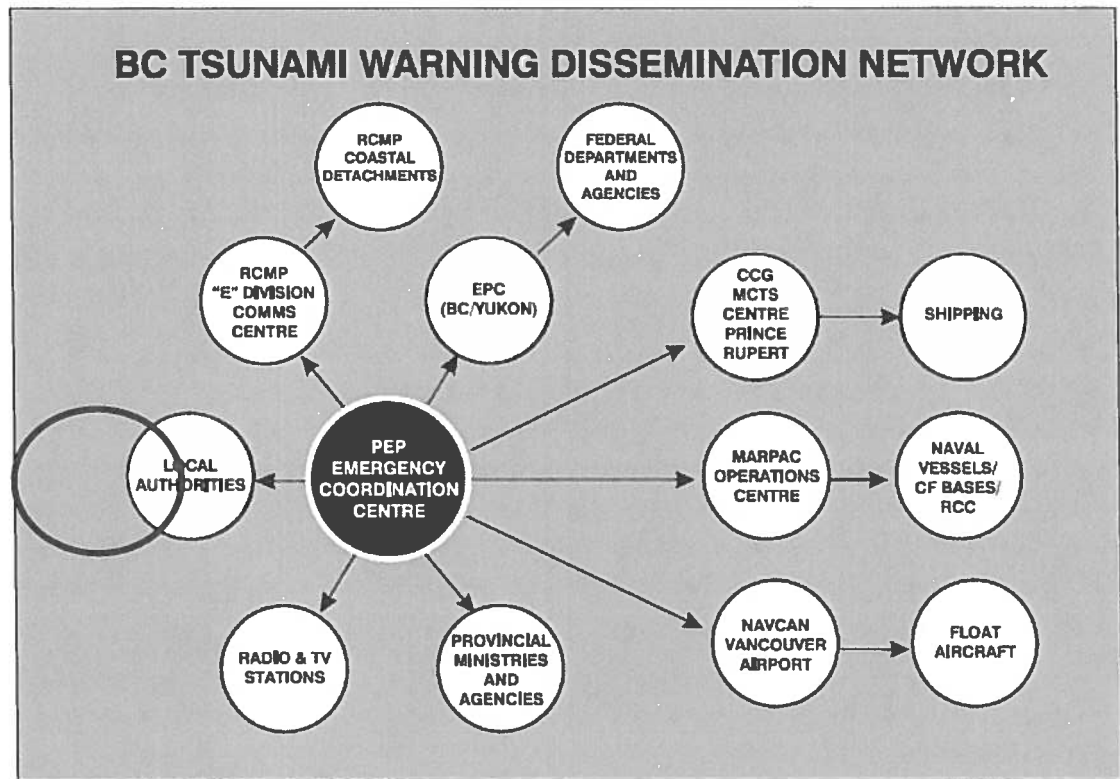
Tsunami

Tsunamis are most often generated by earthquake-induced movement of the ocean floor. Landslides, volcanic eruptions, and even meteorites can also generate a tsunami. If a major earthquake is felt, a tsunami could reach the beach in a few minutes, even before a warning is issued. Areas less than 25 feet above sea level and within one mile of the shoreline are at greatest risk. Most deaths caused by a tsunami are because of drowning. Associated risks include flooding, contamination of drinking water, fires from ruptured tanks or gas lines, and the loss of vital community. They can reach a height of more than 100 feet and speed of 800 kilometers. However, waves that are 10 to 20 feet high can be very destructive and cause many deaths or injuries.

The Village of Port Clements is a low-hazard and risk-area for tsunami as it does not lie on the outside coast of Haida Gwaii. The potential for an emergency situation does exist in the form of an ocean surge. The Village has installed tsunami zone and evacuation route signs in strategic locations. As part of the BC Tsunami Preparedness the local school children prepared the document “Tsunami Preparedness by Grades 3 and 4 Port Elementary 2006.”

Tsunami alerts will be issued to all local authorities of the endangered communities as indicated in the diagram below by the Provincial Emergency Program (PEP) Coordination Centre. These alerts will be issued to the Village Office, the Village Chief Administrator, and the Emergency Program Coordinator.

BC Tsunami Warning Dissemination Network



Tsunami

Major Effects

Deaths
Casualties
Explosion and fire
Disruption of transportation
Disruption of utilities
Loss of vital community
Special problems arising from the incident

Potential Actions	Responsible Team /Person
Activate Emergency Operations Centre	Mayor, alternate, Council, Emergency Plan Coordinator
Assess the situation	Executive Committee of Council Fire, Ambulance Service
Declare Local State of Emergency if warranted, and issue evacuation alert, warning, order	Mayor, alternate, council Fire, RCMP
Establish communication lines with the site responders	Executive Committee of Council, Emergency Program Coordinator
Establish communication line separate from the site responders for media and residents seeking information	Executive Committee of Council Emergency Program Coordinator
If warranted, request assistance from provincial / federal government	Mayor, Executive Committee of Council
Assess numbers of deaths if any, trapped and missing	Executive Committee of Council, All agencies, volunteers assigned
Deal with life threatening situations	Fire, Ambulance, volunteers assigned
Clear routes for emergency	Public Works, RCMP, volunteers Department of Highways
Launch rescue operations for trapped / missing persons	Fire, Search and Rescue
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Evaluate the nature and extent of physical damage	Public Works, Building Inspection volunteers assigned
Eliminate hazards from damaged utilities and advise Utilities of priorities for restoration	Public Works, BC Hydro, Telus
Fire suppression / rescue	Fire
Establish perimeters control points and signage for hazardous areas	Public Works, volunteers assigned
Establish reception centre and emergency social services	Emergency social services volunteers
Make arrangements for collection of food and water and other essentials	Emergency Operations Centre, volunteers assigned
Inspect damaged infrastructure, buildings residences, and begin repair and salvage	Public Works, Building Inspection Utilities, Department of Highways, residents, volunteers
Begin the process of recovery and Request disaster assistance / funding	Mayor, Executive Committee of Council residents

Local Business Emergency Preparedness I

Business	Phone Number	Heavy Equipment	Marine and Equipment	Handtools and chainsaw
C&C Beachy Contracting	557-4221	Backhoe, Truck	Boat	
Eaglecrest Enterprises	557-2460	Skidder	Boat, Divers	Yes
Gas Plus (Renco)	557-2003	Diesel Genset		
Edwards & Associates	557-2483	Yes, Various	Yes	Yes
Al Condrotte Trucking	557-4257	Loader, Truck		Yes
Dawn Mist Enterprises	557-2466		Boat	Yes
Derex Equipment	557-9328	Flat Deck, Excavator		
O'Brien	557-4282 /5574467	Yes, Various	Crew boats	Yes
School	557-4333	Bux		
D&E Towing	557-4222	Yes	Yes	Yes
QCI Silviculture company	557-2016			Yes
Bayview Market	557-4331	Food supplies		
Cedarview Church	557-4508	Bus		

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Local Business Emergency Preparedness II

Business	Phone Number	Food & Supplies	Specialized Personnel	Medical & First Aid Supplies	Comm. Equipment
C&C Beachy Contracting	557-4221				Yes
Eaglecrest Enterprises	557-4541		RN, Level 3	Yes	Yes
Gas Plus (Renco)	557-2003	Propane		Level 1 Kit	
Edwards & Associates	557-6825		Yes	Yes	Yes
Al Condrotte Trucking	557-4257				Yes
QCI Silviculture company	557-2016	Supplies		Level 1 Kit	SAT phone
Bayview Market	557-4331	Food & Supplies			
D & E Towing	557-4222		Yes		

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The Village of Port Clements Resources

1 Honda 5000 Generator

2 Flashlights

1 First Aid Kit

2 Blankets

20 Gallons 12% sodium hydrochloride (chlorine for water) can be used for disinfectant

1 pressure washer

3 50' garden hoses

1 Honda suction pump

Various pvc/abs steel fittings and pipe

Assorted sheets of plywood/lumber

Oil pads and Boom for oil spill

1 AM/FM radio

Assorted tools

1 Come along

Electrician cable

Water test kit

Various size tarps

Power saw

Nails/Screws

1 Metal detector

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1 Steel storage shelves with lockable door

Shovels/Rakes

1 Tractor

Back up generator to power water system and firehall

Emergency rations in Fire Hall

Emergency equipment stored in School Gym

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Fuel Storage Tanks in Port Clements I

August 2012

Location	Type	Size	Owner
36 Cedar West	Propane	2 X 2000 lbs	Multiplex
274 Bayview Drive	Diesel	500 gals	C & C Beachy
274 Bayview Drive	Gasoline	500 gals	C & C Beachy
270 Bayview Drive	Propane	1000 lbs	Randy O'Brien
268 Bayview Drive	Propane	1000 lbs	Randy O'Brien
262 Bayview Drive	Propane	1000 lbs	Pullano
242 Bayview Drive	Propane	500 lbs	Dennis Reindel
187 Bayview Drive	Propane	500 lbs	Jean Horrocks
154 Bayview Drive	Propane	1500lbs	Scholey
148 Bayview Drive	Propane	1500 lbs	Alberta McNaught
175 Bayview Drive	Propane	500 lbs	
120 Bayview Drive	Propane	1500 lbs	Community Hall
85 Bayview Drive	Propane	2000 lbs	Bayview Market
40 Bayview Drive	Propane	500 lbs	Telus
1 May Street	Propane	1500 lbs	Rental
Froese's Trailer Park	Propane	500 lbs	Unknown
Froese's Trailer Park	Propane	500 lbs	Unknown
Froese's Trailer Park	Propane	500 lbs	Unknown
Froese's Trailer Park	Diesel	500 lbs	Unknown
2 Grouse Street Motel	Propane	1500 lbs	Golden Spruce
211 Grouse Street	Gasoline	2 x 5000 gals	Gas Plus
Firehall	Propane	500 lbs	

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Fuel Storage Tanks in Port Clements II

August 2012

Location	Type	Size	Owner
211 Grouse Street	Diesel	5000 gals	Gas Plus
5 Grouse Street Mechanical	Diesel	5000 gals	Beachy
110 Industrial Park Road Enterprises	Diesel	500 gals	Abfam
110 Industrial Park Road Enterprises	Propane	500 gals	Abfam
400 Industrial Park Road Lodge	Propane	1500 lbs	Kumdis River also diesel & boat gas
180 Highway 16	Diesel	2 x 5000 gals	O'Brien's
180 Highway 16	Gasoline	2 x 5000 gals	O'Brien's
2 Ryland Road	Propane	1500 lbs	Paul Waring
12 Park Street	Propane	1500lbs	Health Clinic
190 Bayview	Propane	500 lbs	Rental
26 Park Street	Propane	500 lbs	John Cummings
30 Park Street	Propane	1500 lbs	Dale Lore
32 Park Street	Propane	1500 lbs	Dale Stevens
9 Tingley Street	Propane	1500 lbs	Janice Sandbridge
15 Tingley Street	Propane	1500 lbs	Pat Johnston
17 Tingley Street	Propane	1500 lbs	Dan McCormick
44 Tingley Street	Propane	1500 lbs	Ivan Campbell
46 Tingley Street	Propane	1000 lbs	
34 Yakoun Street	Propane	1500 lbs	Busshoff
Outlying Area: 60968 Highway 16	Propane	500 lbs	David Unsworth
Outlying Area: 60543 Highway 16	Propane	500 lbs	Michael Ahern
20 Tingley Street	Propane	1000 lbs	Petitpas

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1.1.1.1.1.1 Basic items you will need to survive for 72 hours:

- ☐ **Water** – at least two litres of water per person per day (Include small bottles that can be carried easily in case of an evacuation order)
- ☐ **Food** that won't spoil, such as canned food, energy bars and dried foods (remember to replace the food and water once a year)
- ☐ **Manual can opener**
- ☐ **Flashlight and batteries**
- ☐ **Candles and matches or lighter** (remember to place candles in sturdy containers and to put them out before going to sleep)
- ☐ **Battery-powered or wind-up radio** (and extra batteries)
- ☐ **First aid kit**
- ☐ **Special items** such as **prescription medications, infant formula and equipment for people with disabilities**
- ☐ **Extra keys** for your car and house
- ☐ **Some cash** in smaller bills, such as \$10 bills (travellers cheques are also useful) and change for payphones
- ☐ **A copy of your emergency plan including contact information**

1.1.1.1.1.2 Recommended additional kit supplies

It is always a good idea to have extra supplies on hand. Here are some recommendations:

- ☐ **A change of clothing and footwear** for each household member
- ☐ **Sleeping bag or warm blanket** for each household member
- ☐ **A whistle** (in case you need to attract attention)
- ☐ **Garbage bags** for personal sanitation
- ☐ **Toilet paper and other personal care supplies**
- ☐ **Safety gloves**
- ☐ **Basic tools** (hammer, pliers, wrench, screwdrivers, fasteners, work gloves)

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- ☐ Small fuel-driven stove and fuel (follow manufacturer's directions and store properly)
- ☐ Two additional litres of water per person per day for cooking and cleaning
- ☐ Pet food, water & buckets, bedding, kennels, toys, medications, first aid kit, leashes, collars, phone number of Animal hospital or boarding kennel.

1.1.1.1.1.3 The basic car kit should include the following items:

- ☐ Food that won't spoil, such as energy bars
- ☐ Water
- ☐ Blanket
- ☐ Extra clothing and shoes
- ☐ Candle in a deep can and matches
- ☐ First aid kit with seatbelt cutter
- ☐ Warning light or road flares
- ☐ Small shovel, scraper and snowbrush
- ☐ List of contact numbers

1.1.1.1.1.4 Recommended additional kit supplies

It is always a good idea to have extra supplies on hand. Here are some recommendations:

- ☐ Sand, salt or cat litter
- ☐ Antifreeze/ windshield washer fluid
- ☐ Tow rope, jumper cables
- ☐ Fire extinguisher
- ☐ Roadmaps, whistle and flashlight

Safety tip: Learn about first aid. You could save a life.

Along with making emergency plans and preparing an emergency kit, knowing first aid could save a life. Contact your local Canadian Red Cross or St. John Ambulance to find out about first aid courses offered in your area.

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VILLAGE OF PORT CLEMENTS

Cheque Listing For Council With GL Numbers

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2012-Oct-10

12:28:56 PM

Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20121221	2012-10-01	BC HYDRO			PAYMENT		4,922.90
			10-2-19-00-00	Sept 2012	Trailer	55.68	
			10-2-24-70-10	Sept 2012	Firehall	556.53	
			10-2-32-50-00	Sept 2012	Street Lights	1,030.28	
			10-2-34-00-15	Sept 2012	Gov't Dock	76.50	
			10-2-34-00-40	Sept 2012	Wharf + SCH lighting	238.33	
			10-2-71-89-30	Sept 2012	Sunset Park	43.65	
			10-3-22-00-00	Sept 2012	GST Rebate	219.92	
			10-3-22-00-01	Sept 2012	PST Rebate	230.92	
			30-2-41-50-00	Sept 2012	Pumphouse Tingley	1,231.88	
			40-2-42-90-40	Sept 2012	Ind Rd Lagoon, Jasper Lift Strn, Bayview Lift	1,239.21	
20121196	2012-09-28	BLUE CROSS			PAYMENT		1,567.38
			10-2-12-10-10	Sept 2012	BENEFIT PREMIUMS OCTOBER 2012	1,567.38	
20121197	2012-09-28	BRITISH COLUMBIA LIFE & CASUALTY C			PAYMENT		636.43
			10-4-27-00-30	66303	BENEFIT PREMIUMS OCTOBER 2012	636.43	
20121198	2012-09-28	CERTIFIED FOLDER DISPLAY SERVICE			PAYMENT		590.42
			10-2-72-50-10	11-0014144	renewal with BCF - NORTHERN PKG	562.74	
20121216	2012-10-01	CHEER, JOHN WALLACE			PAYMENT		460.92
			10-2-11-10-20	UBCM 201	FERRY, TAXI, MILEAGE, MEAL PER DIE	460.92	
20121199	2012-09-28	CORPORATE EXPRESS			PAYMENT		18.79
			10-2-12-11-00	31008970	2 CALCULATORS FOR PUBLIC WORKS	17.91	
20121217	2012-10-01				PAYMENT		282.27
			10-2-12-11-00	31065670	FILE FOLDERS, POST-ITS, SHARPIE MAR	269.04	
20121222	2012-10-01	GOULD, NORMAN			PAYMENT		120.00
			10-2-11-10-20	UBCM 201	MEAL PER DIEMS UBCM 2012	120.00	
20121218	2012-10-01	LAND TITLE AND SURVEY AUTHORITY O			PAYMENT		128.75
			10-3-52-00-00	Tax Sale 20	CERTIFICATE OF NON REDEMPTION	74.00	
			10-3-52-00-00	Tax Sale 20	5 PROPERTIES TAX SALE FILING	54.75	
20121219	2012-10-01	MORNEAU SHEPELL			PAYMENT		752.00
			10-2-24-70-20	VANH-2012	"ON DUTY" COVERAGE-ACCIDENT & SI	752.00	
20121220	2012-10-01	Mushynsky, Kim			PAYMENT		22.05
			10-2-11-10-20	TSU Mtg TI	TSUNAMI MEETING IN TLELL SEPT 10 2	22.05	
20121223					PAYMENT		390.47
			10-2-11-10-20	UBCM 201	FERRY + TAXI + MILEAGE + MEALS	390.47	
20121200	2012-09-28	NORTH PACIFIC SEAPLANES LTD.			PAYMENT		22.00
			30-2-41-20-00	015841	WATER SAMPLES DELIVERED	20.97	
20121201	2012-09-28	NORTHERN LABS LTD.			PAYMENT		608.16
			30-2-41-20-00	88810	TRISALOMETHANES, SAMPLE PICK UP F	475.04	
			30-2-41-20-00	88811	SUSPENDED SOLIDS, TURBIDITY, METAL	104.61	
20121202	2012-09-28	OBSERVER PUBLISHING CO. LTD.			PAYMENT		108.79
			10-2-12-11-50	14323	CUSTODIAL CONTRACT 2ND TIME	103.69	
20121203	2012-09-28	RECEIVER GENERAL - CCRA			PAYMENT		4,502.43
			10-4-27-00-10	Sept 2012	CCRA REMITTANCE FOR SEPT 2012	4,502.43	
20121208	2012-09-28	Skeena Mobile Audiolab Inc.			PAYMENT		89.60
			10-2-32-31-00	491972	HEARING TESTS FOR PUBLIC WORKS S	28.46	
			10-2-71-89-00	491972	HEARING TESTS FOR PUBLIC WORKS S	28.47	
			10-2-71-89-30	491972	HEARING TESTS FOR PUBLIC WORKS S	28.47	
20121204	2012-09-28	Stewart, McDannold, Stuart			PAYMENT		1,394.79
			10-2-12-10-50	62188	IND LOT RE BIOMASS PROJECT	906.68	
			10-2-12-10-50	62189	BARGE	422.73	

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VILLAGE OF PORT CLEMENTS

Cheque Listing For Council With GL Numbers

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2012-Oct-10

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Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20121209	2012-09-28	Thwaites, Carey			PAYMENT		207.27
			10-2-31-00-00	Sept 2012	TRAVEL FOR CONFINED SPACES WOR	69.09	
			30-2-41-30-10	Sept 2012	TRAVEL FOR CONFINED SPACES WOR	69.09	
			40-2-42-90-00	Sept 2012	TRAVEL FOR CONFINED SPACES WOR	69.09	
20121206	2012-09-28	Village of Queen Charlotte			PAYMENT		1,600.00
			10-2-24-60-00	ConfSp	2 spots for fire department	800.00	
			10-2-31-00-00	ConfSp	2 spots for public works	266.67	
			30-2-41-30-10	ConfSp	2 spots for public works	266.66	
			40-2-42-90-00	ConfSp	2 spots for public works	266.67	
20121207	2012-09-28	XEROX CANADA LTD.			PAYMENT		68.56
			10-2-12-11-30	F43872965	USAGE FEES AUG 10-SEPT 10 2012	65.35	

Total 18,493.98

VILLAGE OF PORT CLEMENTS

REVENUE AND EXPENSE REVIEW

AS OF SEPTEMBER 30, 2012

	<u>2012 Actual</u>	<u>2012 Budget</u>	<u>2011 Actual</u>
<u>GENERAL REVENUES:</u>			
Municipal Property Tax	\$124,868	\$124,865	\$124,865
Payment in Lieu of Taxes	\$7,137	\$6,875	\$6,910
Sale of Services	\$8,195	\$9,292	\$10,442
Revenue Own Sources	\$45,070	\$45,093	\$46,651
Rentals	\$10,250	\$9,660	\$9,767
Unconditional Grant	\$539,009	\$387,000	\$532,603
Conditional Grants	\$38,648	\$37,475	\$26,175
Transfer from Reserves	\$0	\$0	\$18,643
Collection for Others	<u>\$202,659</u>	<u>\$206,610</u>	<u>\$206,944</u>
<u>TOTAL REVENUE - GENERAL</u>	<u>\$975,836</u>	<u>\$826,870</u>	<u>\$983,000</u>
<u>GENERAL EXPENSES:</u>			
Legislative Expenses	\$25,914	\$33,163	\$21,622
General Administration	\$133,294	\$139,190	\$124,119
Fire Department	\$29,699	\$29,350	\$25,911
Emergency Services	\$86	\$525	\$0
Common Services	\$14,993	\$11,900	\$11,186
Wharf	\$1,165	\$6,690	\$1,093
Small Craft Harbour	\$3,683	\$7,600	\$9,840
Roads	\$27,221	\$40,775	\$58,096

Environmental Health & Devel.	\$1,777	\$3,945	\$4,138
Parks & Recreation	\$22,576	\$34,750	\$27,532
MPBC Operating	\$35,790	\$38,500	\$32,460
Debt Services	\$1,125	\$790	\$769
Capital	\$3,097	\$6,000	\$39,420
Collection Others	\$174,615	\$204,191	<u>\$181,832</u>
<u>TOTAL EXPENSES</u>	<u>\$475,035</u>	<u>\$557,369</u>	<u>\$538,018</u>
<u>NET INCOME - GENERAL</u>	<u>\$500,801</u>	<u>\$269,501</u>	<u>\$444,982</u>

	<u>2012 ACTUAL</u>	<u>2012 BUDGET</u>	<u>2011 ACTUAL</u>
<u>WATER REVENUES:</u>			
Fees & Taxation	\$84,800	\$87,050	\$90,165
Grants	\$932,385	\$929,750	<u>\$77,132</u>
<u>TOTAL WATER REVENUE</u>	<u>\$1,017,185</u>	<u>\$1,016,800</u>	<u>\$167,297</u>
<u>WATER EXPENSES:</u>	<u>\$1,055,330</u>	<u>\$988,550</u>	<u>\$103,007</u>
<u>NET LOSS WATER</u>	<u>-\$38,145</u>	<u>\$28,250</u>	<u>\$64,290</u>
 <u>SEWER REVENUE</u>	 <u>\$54,484</u>	 <u>\$53,126</u>	 <u>\$53,384</u>
<u>SEWER EXPENSES</u>	<u>\$26,085</u>	<u>\$34,225</u>	<u>\$69,283</u>
<u>NET INCOME SEWER</u>	<u>\$28,399</u>	<u>\$18,901</u>	<u>-\$15,899</u>
 <u>NET INCOME VOPC</u>	 <u>\$491,055</u>	 <u>\$316,652</u>	 <u>\$493,373</u>



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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Public Works :250-557-4326
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Web : www.portclements.ca

REPORT TO COUNCIL

Author: Kim Mushynsky
Date: October 5, 2012
Re: BCSPCA Cat spay/neuter program

Background:

A request was made by Shane Windatt of the Haida Gwaii Branch of the BCSPCA for funding to provide matching funding to access a provincial BCSPCA program to assist low income families with the costs to spay/neuter their cat(s). This request was presented to Council at the October 1, 2012 Regular Council meeting and tabled pending the answer to some questions Council had about the program.

1. How would the funding be split – Shane said that traditionally they would take the total funding they receive and split it amongst all the communities. However, if it affects the outcome of the vote, she indicated that they can allocate funds by community based on the amount donated by that community.
2. What is the criteria for eligibility – Shane indicated that although the criteria has not been finalized it will include people who are on welfare, people who are on EI and people whose household income is at or below the National poverty level.
3. Does it matter if people have numerous cats – no as long as the household meets criteria 2.

I have scrutinized our budget being as open-minded as I can in regards to what could reasonably fall under any particular expense heading. The only expense line that I feel we could include this type of expense under would be our "grants" expense. We allocated \$1000 to the Community Hall from this expense at the October 1st meeting so we have exactly \$812.00 left in that budget (the only reason we have any funding left in that budget is because we did not have anyone access a bursary this year).

Respectfully submitted:

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ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A1	05-12-2011	Motion to hold town hall mtgs. to engage public	Falconbridge	OCP process will be our first Town Hall Mtg
A2	20-02-2012	Facilitate mtg between Industrial Road Users	Thomas	Discussions started but now on hold until barge facility formalized
A3	20-02-2012	Tree Removal at Sunset Park (committee??)	Falconbridge	Include in OCP process
A4	05-03-2012	Gifts for Councillors Stewart & Traplin	Gaspar	Idea for Traplin by Aug. 7 Council mtg.
A10	20-02-2012	ATM in Port Clements	Administrator	ongoing (discussions with NSCU, business person from Masset & Bayview)
A12	16-07-2012	Canada Days discussion/preparation 2013	Gaspar	January. 2013
A13	23-07-2012	Official Community Plan Rewrite	Administrator	Oct 7 draft plan & maps ready for public viewing and advertise for 1st meeting to be held October 29, 2012
A14	01-10-2012	VOPC Land Sale	Administrator	Set price & develop sales strategy for empty lots

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