



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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7:00 p.m. Regular Meeting of Council Monday November 7, 2016

AGENDA

1. ADOPT AGENDA

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

D-1- The Offer of a Community Forest for MIEDS – Keith Moore, RPF

3. MINUTES

M-1 – October 17, 2016 Regular Council meeting minutes

M-2 – October 13, 2016 Tourism Committee meeting minutes

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

UB-1 – Port Clements/Queen Charlotte Bylaw Review RFP

5. ORIGINAL CORRESPONDENCE

C-1 – Swiilawild Sustainability Society – Meeting Request

C-2 – PC Softball Team – Bleachers

C-3 – HGPAWS – Request for Support Letter

C-4 – Encroachment Policy Draft – Letter from Greg & Betty Stewart

6. GOVERNMENT

G-1 – Encroachment Policy No. 14, 2016 – DRAFT

7. FINANCE

F-1 – Cheque Listing to October 31, 2016

F-2 – NSCU Bank Statement

F-3 – CIBC Bank Statement

8. NEW BUSINESS

NB-1 – Updated Emergency Preparedness Plan

NB-2 – VIRL 2017 Appointment Form – Board of Trustees

NB-3 – Gwaii Trust – 2016 Christmas Funding Application

9. REPORTS & DISCUSSIONS

10. ACTION ITEMS

A-1 – See attached Action Items List A16 – A33

11. QUESTIONS FROM THE PUBLIC & PRESS

Motion for Council to move to In-Camera per CC90(1)(e)

12. ADJOURNMENT

The Offer of a Community Forest for MIEDS

Information, Evaluation, Options for Decision and Next
Steps

EXECUTIVE SUMMARY

Prepared for MIEDS Directors

By

Keith Moore RPF

Moore Resource Management

August 15, 2016

Executive Summary

This Executive Summary provides a relatively short summary of a complex situation for the MIEDS directors. More detail on each of the points raised in this Summary is provided in the Full Report.

The Offer in Front of MIEDS

The commitment to offer MIEDS a Community Forest is precisely defined. It is not likely to change in any significant way under the current expectation and management direction in MOFLNRO and BCTS. The offer is outlined in 5 separate documents sent to MIEDS between 2010 and 2013. These are described in Section 2.1 in the Full Report.

The offer has the 3 basic and essential parts.

- The tenure – It is an area-based tenure, called a Community Forest Agreement (CFA) that will be awarded in a direct award to MIEDS. Under the Forest Act legislation, a CFA is the only form of forestry tenure that can be directly awarded to MIEDS. An area-based tenure means an exclusive right to manage and use a defined geographical area of land. A volume-based tenure only conveys a right to harvest a defined volume of timber.
- The anticipated area and volume – The area identified for the CFA will be a specific, mapped geographical area, or areas, large enough to support an annual harvest of 80,000 m³ based on current forest inventory and management practices. The specific locations are currently being identified.
- Partnership with BC Timber Sales (BCTS) – There is a requirement that 100% of the timber volume harvested from this tenure must be managed in partnership with BCTS to support market pricing related to the Softwood Lumber Agreement (SLA) between the United States and Canada.

These are the three basic elements of the offer. They are unlikely to change, but many details remain to be discussed and worked out.

The Legislation

The award of a CFA is governed by sections of the Forest Act and the Community Tenures Regulation. These are identified and described in Section 2.2 in the full report.

Delegated Decision Maker

The authority to offer and award a CFA has been delegated to the Regional Executive Director (ED) of Ministry of Forests, Lands and Natural Resource Operations (MoFLNRO) in Nanaimo, Sharon Hadway. She is familiar with Haida Gwaii through her position on the Haida Gwaii Management Council. With this delegation she can make most, if not all, of the decisions related to the CFA. However, since the terms of the offer have been so clearly communicated, the Regional ED has said she has little latitude to deviate from those conditions. Any substantial changes from the existing offer will require going back to the Minister.

The Tenure

The tenure will be a Community Forest Agreement. This is a geographically defined, spatially explicit, mapped area or group of areas. It is not a volume-based tenure in any way. A CFA will be a separate and distinct forest management unit on Haida Gwaii and gives MIEDS exclusive rights to manage that land area and to carry out timber harvesting and other activities (recreational infrastructure or restoration projects, for example) within that area.

It has an initial term of 25 years and is the only kind of tenure that can be directly awarded to MIEDS. MIEDS is required to prepare a management plan for the area, and based on the forest inventory and the management objectives set out in the plan, MIEDS will propose an AAC for approval.

The Area, Location and Volume

The CFA is expected to be approximately 30,000 to 35,000 ha in size¹, or roughly equivalent to the entire area of the Tlell River watershed. This area will be large enough to support a harvest volume of 80,000 m³. This volume is equivalent to an annual harvest of approximately 200 ha per year or about 10 cutblocks per year.² It is approximately 8.5% of the AAC on Haida Gwaii.

The locations for the CFA are being worked on now by MoFLNRO staff and will be available soon. The areas will likely be similar to the areas shown on an earlier map. The CFA will include some or all of several discrete blocks – a large area along the highway

¹ This is a rough estimate, based on information about the size of an area required to provide the target 80,000 m³.

² These estimates are based on an average Haida Gwaii harvest of 400 m³ per hectare, and an average cutblock size of 20 ha.

from Masset to Port Clements, a smaller area near Tlell, an area above Queen Charlotte and in the Honna, Tarundl and Slatechuck areas, an area near Skidegate Lake, an area south of Cumshewa Inlet/Moresby Camp and possibly more remote areas in Rennell Sound or Sewell Inlet.

The areas will certainly include a diversity of valuable cedar, hemlock and spruce, and areas of second-growth forest as well as some important recreational, cultural, watershed and viewscape values. It is a relatively large CFA - the 2nd largest on the coast and in terms of volume expected to be cut and the 3rd largest in area.

The Partnership with BCTS

The third requirement - the partnership with BCTS - is the most complicated part of the offer and the least clear at this point. The legal basis is new and thus, there are no precedents. There are also no good examples of such an arrangement for comparison.

The government intention for “partnership” is being set out in documents being developed by BCTS and MoFLNRO with input from the BC Community Forest Association (BCCFA). The stated intention is to be flexible and to set out the details of “partnership” in Memoranda of Understanding that will be negotiated for each tenure. The current objective is “to keep the legislation, regulation, and policies to a minimum to allow for flexibility in these agreements, so that many details are left up to negotiation”. “No two MoUs are exactly the same, as all circumstances are different.”³

The partnership with MIEDS will almost certainly involve 100% of the volume for the full term of the tenure. There is very little latitude to even discuss this. A sunset clause to bring the partnership to an end at a set time is also very unlikely. It may be possible to introduce a provision to review the partnership at the time of renewal of the tenure in ten years.

The draft government documents are clear that the intention is to provide flexibility in negotiating the details in an MoU specific to MIEDS. Until there is a process to really sit down and discuss and negotiate the MoU with BCTS, it will be very difficult to know exactly what partnership really means.

³ Quotes from a draft document prepared by MoFLNRO and BCTS “Reduced Volume Condition (RVC) Licence Guidance”

The Potential Benefits of Partnership

The following potential benefits are discussed in more detail in Section 3.4 in the Full Report:

- There is a significant amount of potential revenue.
- The CFA is a relatively low risk, low investment, and low annual cost opportunity for the MIEDS communities and there are minimal needs for employees, staff or consultants retained by MIEDS in a partnership with BCTS.
- MIEDS has an opportunity to determine both the annual revenues and the costs by participating in the management decisions.
- BCTS would collect the revenues from timber sales and pay the development costs. This avoids risks to MIEDS associated with non-payment or delayed payment on sales and large contracts.
- MIEDS has some control over where harvesting occurs and under what type of management guidelines because MIEDS sets the actual level of harvest, and other things in a Management Plan, to be approved by the Regional ED.
- MIEDS has access to the expertise, experience, and management systems of BCTS in managing all development work related to valuing and selling timber, silviculture, administration etc.
- There is an opportunity for certification of MIEDS choice, or to join BCTS existing SFI certification.
- MIEDS, or local contractors can provide some management services on contract back to BCTS if desired.

The Potential Limitations of Partnership

There are also some potential limitations associated with the partnership relative to the opportunities in other Community Forests in BC that do not have a partnership requirement. All of these limitations relate to the opportunities to support long-term local manufacturing and business development or local work opportunities. However, it appears that most of these could be discussed and negotiated with BCTS and some of them might be mitigated or resolved at least to some degree in a Memorandum of Understanding (MoU). They are also discussed in more detail in the Full Report.

- Services will be procured by BCTS following normal provincial procurement policy related to competition and lowest qualified bidders. This may limit opportunities for locally-based contractors or to support long-term local business development or local work opportunities.
- Sales are sold to the highest bidder in a competitive process. This may limit opportunities to seek to direct supply to local manufacturers, value added, or very small local craft/artisan etc or to support or stimulate their development.
- The size of sales might be determined by efficiency or external parameters, such as bargaining requirements – not the capacity or needs of local manufacturers.
- MIEDS might not be allowed to bid on its own wood. Therefore, there would not be an opportunity to log and own the wood for resale on a log yard or other local sale.
- MIEDS could not enter long-term wood supply agreements with local mills.

Two points may be important in addressing the limitations.

First, the CFA is a discrete management unit, entirely on Haida Gwaii. Thus contracts for work might be let for this Haida Gwaii CFA unit not the larger unit managed by BCTS. This could remove some of the disadvantages placed on locally resident businesses and individuals and create some advantages.

Second, BCTS would not carry out the work itself. Thus, under the scenario above, it could potentially enter an agreement through a competitive bid process with another local entity, Taan Forest Products or others, for example, to provide some of the services currently provided to BCTS on the island by off-island contractors. This might address a significant interest and concern of the CHN.

The Potential Revenues and Costs

Potential revenues and costs are very difficult to project and depend on many factors. A detailed financial assessment is not possible.

In a CFA, the revenue share with BCTS will be set out in Regulation and is expected to be a 50/50 share of the net revenue earned. The annual revenues will be highly dependent on the market, the species and grades of timber put up for sale, the location of the sales, the volume actually sold, the limitations on bidders, any tariffs imposed by the USA and

other factors. For example, the MIEDS revenues from the 3 timber sales offered under the interim FLTC and NRFL arrangements averaged approximately \$4/m³ over the three sales but the range was huge. The third sale made almost 12 times more per m³ sold than the first sale.

As a rough guide, BCTS estimates that the average revenue to MIEDS from timber sales under the 50/50 formula in a partnership agreement could be in the range of \$200,000 to \$500,000 annually, with lower revenue in some years and higher in others. MIEDS will not be forced to sell sales that lose money, and will have some control and input into how much of what species and grades it chooses to sell in a given year. Much more detailed analysis would be required to provide a better estimate, but it would still be very dependent on many unknown factors and the decisions made by MIEDS as the CFA manager.

There may also be an opportunity to sell carbon credits for not harvesting some areas within the CFA. The Cheakamus Community Forest in the Whistler area already does this and the revenue from carbon exceeds the direct revenue from logging.

The costs of managing the CFA will depend on how much effort MIEDS chooses to put into management of the CFA but could be minimal. Many CFA operate with no staff and no assets, and MIEDS could be similar. In a partnership BCTS and the consultants it retained would look after a substantial amount of the work. All of this operating cost would be covered by BCTS and subtracted from the gross revenue from a timber sale to determine the 50/50 share of revenue.

There are some limited annual costs and MIEDS would be wise to have at least a part-time consulting forester and a part-time book-keeper administrator. But, as with revenue, MIEDS would be able to make decisions that would control most costs and in many ways, annual costs would depend on how much involvement and direction MIEDS wanted to put into management. The estimated costs would be likely be less than \$50,000 per year.

There are one-time start-up costs associated with developing the governance model, establishing the legal entity, and preparing the business plan and the management plan and other documents to meet the requirements for an application.

Objectives are also very important. Some community forests are managed to provide significant revenue to the community shareholders and do so; others are managed to provide a wide range of social and local employment benefits and seek to only break even. Much depends on the community objectives and the decisions made.

Aspirations of the MIEDS communities

Despite differences expressed, all communities share the following general aspirations for the Community Forest:

- To make use of an opportunity for significant revenue that can be used for community infrastructure or other purposes.
- To minimize risks and investment needs related to obtaining this revenue.
- To gain more local community control over forest operations.
- To demonstrate a strong commitment to local values to use resources sustainably and with cultural sensitivity.
- To have an opportunity to improve recreational opportunities.
- To maximize local employment in forest operations.
- To make a regular flow of wood available for small local mills and value-added, possibly through a log sort or direct sales program.
- To provide for building capacity and training opportunities for local residents and businesses.
- To bring forest management into a larger economic development strategy.
- To provide an opportunity to enter partnerships with the Haida Nation.
- To do local management for local benefit.

Aspirations of the Council of the Haida Nation

The Council of the Haida Nation is interested in the concept of a community forest for MIEDS and is ready to discuss and offer support in principle for a community forest. The CHN's position is that nothing has changed for them since 2015. Their support expressed in a draft Memorandum of Understanding between the CHN and MIEDS in September 2015 still stands.

The CHN has expressed a desire to participate in initiatives on Haida Gwaii that bring forest management under more local control and offer benefits to all communities and the CFA is part of this bigger picture.

A Window of Opportunity

The 2010 offer is very specific and initiated a process potentially leading to a CFA for MIEDS. However in legal terms, the process has not yet even formally begun. Since late 2015, communications between the various parties have been stalled.

A window of opportunity is now open. All parties consulted during this process expressed an interest and willingness to come together soon to work on moving forward with a CFA. The key issues that led to this stalled process have been, or are now being, addressed.

The legislation that allowed the three interim sales to be delivered for MIEDS can no longer be used and there is no further legal avenues to allow any more interim sales for MIEDS. The interim stream of revenue has ended. This creates an incentive for MIEDS as well.

Four Options for MIEDS

The 2010 offer has three specific elements and is still the offer on the table. While there appears to be little or no opportunity to change these three fundamental parts, there is an opportunity to negotiate the details and to address potential limitations. There are four options open to MIEDS over the coming months. More detail on these options is in Section 6.0 of the Full Report

- Option 1. Abandon the effort to secure a Community Forest.** MIEDS could choose this option if the Board feels it is too complicated, too difficult or too risky or not satisfactory in terms of community aspirations and not likely to change.
- Option 2. Continue with the current process to fully explore opportunities to negotiate and complete an application for a CFA within the terms offered.** This Option allows MIEDS to see the final proposed area for a CFA, to negotiate extensively with BCTS, to seek CHN support and to better understand the various costs and the financial and non-financial benefits involved.
- Option 3. Reject the current offer.** MIEDS could seek some fundamental changes to the offer from the Minister through a political process.
- Option 4. Delay.** MIEDS could delay a response to see if the upcoming election, potential changes to the Softwood Lumber agreement, or other factors might allow MIEDS to change the offer.

Option 2 is recommended. It provides an approach that can seek to achieve the MIEDS community aspirations and that keeps the opportunity to achieve the benefits alive and available, while MIEDS negotiates to see if it is possible to address the potential limitations and concerns.

The relative costs, benefits and opportunities will not be clear until there is significantly more information and understanding. Proceeding with Option 2 does not foreclose moving to the other Options - 1, 3 or 4 - after there is significantly more information and clarity than at present, if the offer turns out not to be acceptable to MIEDS.

The Next Steps in the Process

If MIEDS selects Option 2, the next step in the process is a formal invitation from the Regional ED to MIEDS to apply for a CFA. Then, once there is an invitation to apply, MIEDS will need to prepare a formal detailed application. This will take time.

In the meantime, five steps or tasks are necessary. They are all intertwined as part of the process of moving forward. They involve different parties – government (BCTS and MoFLNRO), MIEDS, CHN and possibly others. MIEDS can be active and influential in moving all of them forward.

The Five Immediate Tasks

1. MoFLNRO needs to identify an area that is large enough to support a projected annual volume of 80,000 m³ and acceptable to the Regional ED. This work is underway and MIEDS could seek to participate in this process.
2. MoFLNRO needs to discuss and formally consult with the CHN prior to being in a position to offer MIEDS a CFA. MIEDS should re-start discussions with the CHN and could encourage MoFLNRO to start a dialogue with the CHN.
3. MIEDS needs to develop a strategic vision for a CFA with a well-defined, realistic set of priorities and objectives in order to enter a negotiation with BCTS.
4. MIEDS will need to agree on a governance structure for an entity that will apply for, receive and ultimately manage a CFA.
5. MIEDS will need to engage with BCTS to explore and negotiate the arrangements that can be agreed in a Memorandum of Understanding. This negotiation could be very detailed and complex involving significant engagement by MIEDS. It is important to also keep the CHN informed.



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Minutes of the regular meeting of the Port Clements Council held October 17, 2016 in Council Chambers.

Present:

Mayor Gould
Councilor Daugert
Councilor O'Brien Anderson
Councilor Cunningham – via teleconference

CAO Kim Mushynsky
Deputy Clerk Ruby Decock

Mayor Gould called the meeting to order at 7:02 p.m.

1. ADOPT AGENDA.

2016-249 – Moved by Councilor Daugert, seconded by Councilor O'Brien Anderson
THAT Council adopts the agenda with the amendment of C-15 and NB-1 added to the agenda.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

D-1 – Farmer's/Public Market – Wendy Quinn

Ms. Quinn presented the idea that the Chevron Property be used for a Farmer's/Public Market on Thursday's since every day around the weekend was taken by other communities.

T-1 – Port Clements/Queen Charlotte Bylaw Review RFP

2016 -250 – Moved by Councilor O'Brien Anderson, seconded by Councilor Daugert
THAT Council tables this item and that the CAO forward reports to Council.
CARRIED

3. MINUTES.

M-1 – October 7, 2016 Minutes, Rise and Report

Moved by Councilor Daugert, seconded by Councilor Gaspar

THAT WHEREAS the Village is completing an extension of the Sunset Trail within the Village's right of way known as Alder Avenue;

AND WHEREAS Council deems it desirable to purchase additional land next to Alder Avenue to locate the Trail away from private properties along Alder Avenue, to provide space for future infrastructure, and to acquire ownership of the land over the Village's water lines currently located on private property;

AND WHEREAS the landowner of the lot next to Alder Avenue is agreeable to sell a portion of his land to the Village at fair market value;

NOW THEREFORE, the Council of the Village of Port Clements, HEREBY RESOLVES THAT:

1. The Village enter into an agreement to purchase approximately 67 feet of land along Alder Avenue from the lots with PID #015-813-509 and 008-222-312 and fulfill any other document required under the purchase agreement;
2. The Village do all things necessary to fulfill its obligations and the transactions contemplated under the purchase agreement;
3. The Mayor and the Chief Administration Officer are authorized and directed to execute all documents on behalf of the Village in connection with the purchase of the lands and the fulfilling of the Village's obligations under the purchase agreement; and
4. All the foregoing shall be done in accordance with all requirements of the Community Charter, SBC 2003, c.26 and all other applicable enactments.

CARRIED

M-2 – October 3, 2016 Regular Council meeting minutes

2016-251 – Moved by Councilor Daugert, seconded by Councilor O'Brien Anderson

THAT Council adopts the October 3, 2016 Regular Council meeting minutes as presented.

CARRIED

M-3 – October 6, 2016 Recreation Committee meeting minutes

2016-252 – Moved by Councilor O'Brien Anderson, seconded by Councilor Daugert

THAT Council receives the October 6, 2016 Recreation Committee meeting minutes.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1 Tourism Report

2016-253 – Moved by Councilor Daugert, seconded by Councilor O'Brien Anderson

THAT Council receives the Port Clements Tourism Development Roadmap report and direct staff to post on Facebook for public review and comments.

CARRIED

5. ORIGINAL CORRESPONDENCE

C-1 – August & September 2016 SQCRD Board Meeting

2016-254 – Moved by Councilor O'Brien Anderson, seconded by Councilor Daugert

THAT Council receives the August & September 2016 SQCRD Board Meeting summary.

CARRIED

C-2 – Canada Post Review – Canadian Union of Postal Workers

2016-255 – Moved by Councilor O'Brien Anderson, seconded by Councilor Daugert

THAT Council receives the Canada Post Review and directs staff to complete online survey as well as post on Facebook and the website for community members to have an opportunity to participate in online survey.

CARRIED

C-3 – Letter from Cathy Peters, North Vancouver

2016-256 – Moved by Councilor O'Brien Anderson, seconded by Councilor Daugert

THAT Council receives the letter from Cathy Peters.

CARRIED

C-4 – Letter regarding Water Quality – Sam & June Pullano

2016-257 - Moved by Councilor Daugert, seconded by Councilor O'Brien Anderson

THAT Council receives the letter from Sam & June Pullano and directs staff to write a letter notifying .

CARRIED

C-5 – Sept 28th Letter regarding Sunset Trail extension – June Pullano
C-6 – Letter regarding Sunset Trail extension – Sue Couch
C-7 – Letter regarding Sunset Trail extension – Joan Hein
C-8 – Letter regarding Sunset Trail extension – Port Clements Historical Society
C-9 – Letter regarding Sunset Trail extension – Shirley Weigum
C-10 – Letter regarding Sunset Trail extension – Gloria O’Brien
C-11 – Letter regarding Sunset Trail extension – Alyssa Schnubb
C-12 – October 11th Letter regarding Sunset Trail extension – June & Sam Pullano
C-13 – Letter regarding Sunset Trail extension – Jessie Fletcher
C-14 – Letter regarding Sunset Trail extension – Sarah Barnhardt
C-15 – Letter regarding Sunset Trail extension – Lauren Williams
2016-258 – Moved by Councilor Daugert, seconded by Councilor Cunningham
THAT Council receives the letters C-5 to C-15.

CARRIED

6. GOVERNMENT

G-1 – Encroachment Policy No. 14, 2016 – DRAFT
2016-259 – Moved by Councilor Daugert, seconded by Councilor O’Brien Anderson
THAT Council table this, post it on Facebook and the website.

CARRIED

7. FINANCE

F-1 – Cheque Listing to October 12, 2016
2016-260 – Moved by Councilor Daugert, seconded by Councilor O’Brien Anderson
THAT Council receives the Cheque Listing to September October 12, 2016.

CARRIED

8. NEW BUSINESS

NB-1 – Port Clements Historical Society Business Façade
2016-261 – Moved by Councilor O’Brien Anderson, seconded by Councilor Daugert
THAT Council authorizes up to a maximum of \$5000 from NDIT business façade.

CARRIED

9. REPORTS & DISCUSSIONS

Mayor Gould – no report.
Councilor Daugert – Community Hall meeting, Mieds progressing on Community Forest.
Councilor Cunningham – no report.
Councilor O’Brien Anderson – Crosswalk status, Family Hallowe’en party, Octoberfest Dance, Tourism Committee Meeting.
CAO Mushynsky – no report.
Deputy Clerk Decock – no report.

10. ACTION ITEMS

A-1 – See attached Action Items List A16 – A33

11. QUESTIONS FROM THE PUBLIC & PRESS

Dave Unsworth commented that Council should hire tree toppers to trim trees before weather causes downed trees or property damages. CAO identified that Heenan Tree services are coming to carry out some work and will address priorities. Lars, a local tree arborist, was identified as another potential contractor for completing the work.

ADJOURNMENT

2016-262 – Moved by Councilor Daugert, seconded by Councilor O’Brien Anderson
THAT the meeting be adjourned at 8:50 pm.

CARRIED

M-1

Ian Gould
Mayor

Kim Mushynsky
CAO

PORT CLEMENTS TOURISM COMMITTEE

Minutes of the Regular Meeting of the Port Clements Tourism Committee Thursday October 13, 2016 in the Senior's Room

Present:

Kelly Whitney-Squire, Chair
Charleen O'Brien Anderson
Ruby Decock

Call to order: Meeting called to Order at 7:45 pm

1. Adoption of Agenda:

Moved by Kelly Whitney-Squire, seconded by Ruby Decock that the Tourism Committee adopt the agenda for October 13, 2016. Motion Carried.

2. Minutes:

Moved by Kelly Whitney-Squire, seconded by Ruby Decock that the Tourism Committee adopt the July 14, 2016 meeting minutes as presented. Motion Carried.

3. Port Clements Tourism Development Roadmap

Moved by Kelly Whitney-Squire, seconded by Charleen O'Brien Anderson That the committee receive the report and that the committee review it and bring back their recommendations on the report to the next Tourism Committee meeting. Motion Carried.

3.1. UPDATE: Signage Dyson/Highway Entrance: Marg Fennel is too busy to complete the signage for the Dyson Entrance. Discussion on whether a root wad or driftwood type sign can be placed at the intersection. Follow-up at the next meeting will be required to determine who can create the sign.

3.2. UPDATE: Blog Development: Nothing has been completed to date.

Action: Kelly to contact Alan Lore to follow up with him on this issue.

3.3 UPDATE: Highway Signage: Two sections of the signs have been installed. These bottom sections now read "PORT CLEMENTS, Centrally Located, Community Proud."

3.4 UPDATE: Proposed Extension of local trails: This is in progress of being developed. Kelly is to meet with various parties to discuss further requirements for these trails.

- Golden Spruce/ Yakoun River Loop
- Yakoun Estuary Extension

3.5 UPDATE: Proposed Boardwalk: Still under review as to how this will be.

4. OPPORTUNITY: 'Stops of Interest' Nominations (Signage)

- a. Open September 26th to January 31, 2017. Moved by Ruby Decock, seconded by Kelly Whitney-Squire. that Ruby look at the application and put up a notice on Facebook to determine if anyone from the community has an idea for a point of interest. One suggestion is the Rainbow Wharf – Sunset viewpoint. Motion Carried.

5. UPDATE: Kumdl's Trail Signage

Kelly & Dale checked out the trail signage and found that there is a trail sign, but not very visible. They also walked the trail.


Action: Kelly & Dale to create new trail sign and to do a bit of trail maintenance.

6. ACTION PLAN: Priorities

- Signage
- Shower/Laundry Grant
- Trail Development (Estuary & Golden Spruce Trails)

Next meeting to be held on Thursday November 10th at 7:30 PM in the Council Chambers.


Kelly Whitney-Squire,
Committee Chair


Ruby Decock,
Deputy Clerk



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REPORT TO COUNCIL

Author: Kim Mushynsky
Date: October 12, 2016
Re: Bylaw Review RFP

Background: At the September 6, 2016 Council meeting Council directed staff to proceed with issuing a joint RFP with the Village of Queen Charlotte in regards to a Bylaw Review. Specifically for Port Clements it was to review and consolidate our Zoning Bylaw, to Review and simplify our Sub-Division Bylaw and to review our Building Bylaw in lieu of new legislation and the wish to potentially secure an island wide Building inspector.

The RFP was issued and 3 responses were received. The Queen Charlotte Administrator and myself reviewed the 3 responses and made a decision based on a weighted evaluation matrix along with contacting references. The Village of Port Clements' share of costs for the 3 responses were:

KWC Planning Services	\$42,130
Urban Systems	\$ 9,200
Van Hemert & Co	\$ 6,975

The funding for this project can fall under our Gas Tax funding.

Recommendation: I recommend that we proceed with hiring Van Hemert & Co to do the work.

Respectfully submitted:



PO Box 1407 • Skidegate, HG • V0T 1S1
w. swiilawiid.org • e. info@swiilawiid.org

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**Re: New Non-Profit Society on Haida Gwaii
Letter of Introduction**

Monday, October 31st, 2016

Dear Mayor & Council,

We write to you today to introduce Swiilawiid Sustainability Society. We are a local not-for-profit organization located on Haida Gwaii. Our mission is to to organize and engage with Island residents to help build a healthy, resilient, and thriving community. Our work demonstrates that we can create sustainable and equitable employment and economic opportunities while protecting the people, places, and resources that we cherish.

The first and only focus of Swiilawiid is to help Haida Gwaii reduce our diesel consumption. Earlier this month you may have seen our first publication, "Energy Shift Haida Gwaii: The New Wave." This brochure was distributed to every post box on Haida Gwaii and helps to explain our current energy reality.

Swiilawiid is here to help facilitate the energy shift. We can help provide information, answer clean-energy related questions, and will work to create positive conversations about our renewable energy potential.

We will focus on education and community engagement and we would like to share local renewable-energy stories. There are already a number of small-scale success stories on Haida Gwaii -- you can visit our website to read more about some of the energy champions in our communities (go to swiilawiid.org).

We would like to request a meeting with you, Mayor and Council, to share more about our vision for Haida Gwaii's energy future. We would also like to learn more about any initiatives that you have underway to help offset our communities' electrical consumption and any projects that would help to reduce our reliance on diesel.

Please let us know when would be convenient to meet with your council and/or staff responsible for your energy file.

With kind regards on behalf of Swiilawiid Sustainability's Board of Directors,
Valine Crist
Swiilawiid Sustainability Society Coordinator

C-1

Village of Port Clements
PO Box 198 - 36 Cedar Avenue West
Port Clements, BC
V0T 1R0

October 24th, 2016

To The Port Clements Village Council
cc. Recreation Commission

Re: The Community Park Baseball Bleachers

Due to the recent Municipal Insurance Association's inspection of the Community Park, we have been informed that the current bleachers have become condemned. We are hoping to have some new bleachers installed.

Baseball which has been popular in Port Clements for many years and continues to show its growth in popularity. Baseball brings all-island communities together for games and events, such as Canada Day. Baseball is becoming a more serious league on Haida Gwaii. Many fans are coming out to watch games and practices. Little League is also progressing and showing huge potential in Port Clements. The baseball field is also used for Haida Gwaii's Youth Soccer League, so new bleachers would benefit others leagues as well.

The ball team would donate time and labor and continue to fundraise for baseball in Port Clements. We would like the replacement bleachers to be similar to the current ones at the soccer fields, ie; covered top. Any little improvement brings more opportunity and growth to our little village, so at this time we ask that funding be put into new bleachers.

Sincerely,

A handwritten signature in blue ink that reads "David Logan". The signature is fluid and cursive, with the first name "David" and last name "Logan" clearly legible.

Port Clements Softball Team



October 18, 2016

Haida Gwaii Pro-Animal Welfare Society
P.O. Box 82
Queen Charlotte BC V0T 1S0

Mr. Ian Gould
Mayor
Village of Port Clements
P.O. Box 198
Port Clements BC V0T 1R0

Dear Ian:

Haida Gwaii Pro-Animal Welfare Society(HGPAWS) will soon be applying to the Gwaii Trust to cover the down payment to purchase Dorothy and Mike's Guest House in Queen Charlotte. Our intent is to run the guest house as a social enterprise to support various animal welfare initiatives on Haida Gwaii, including providing space for a humane education and cat adoption facility. Dorothy and Mike Garrett have voluntarily run the cat fostering facility for the Haida Gwaii Branch of the BC SPCA in their home/guest house for many, many years. Now that they are transitioning to retirement, HGPaws wants to carry on Dorothy and Mike's tremendous legacy of improving the lives of animals on Haida Gwaii. I encourage you to view HGPaws's YouTube video at <https://www.youtube.com/watch?v=liKVCHVkyMk>.

HGPAWS is preparing an application to the Gwaii Trust Major Contributions Fund. In our application, it is critical that we demonstrate broad support from all the Islands Communities. We would greatly appreciate it if the Village of Port Clements could provide us with a letter of support.

For your reference, here are a few of the benefits that would be realized through this social enterprise:

The humane education and cat adoption facility would

- provide a space to foster cats until forever homes could be found for them;
- support the engagement of Haida Gwaii youth in animal welfare initiatives, including socializing of foster cats; and
- provide pet therapy opportunities for long-term care residents on Haida Gwaii.

Profits from the guest house could support a variety of animal welfare projects on island, including

- operations of the Haida Gwaii Branch of the BC SPCA, Animal Help Line, Masset Cat & Kitten Rescue and other animal welfare organizations on Haida Gwaii that find forever homes for neglected, abused, abandoned, and surrendered pets on Haida Gwaii; and
- spaying and neutering programs aimed at controlling feral cat colonies, which negatively impact native bird and mammal populations on Haida Gwaii.

If you would like any additional information regarding HGPAWS, please do not hesitate to contact me. On behalf of the HGPAWS Board of Directors, Lynda Melney, Debbie Miller, Jennifer White, and myself, I thank you for considering this request. I hope that we can count on your support for this Gwaii Trust application!

Sincerely,

A handwritten signature in black ink, appearing to read "Elizabeth Cardell", with a stylized, cursive script.

Elizabeth Cardell

Chair

HGPAWS Board of Directors

PH: 250-559-4716

EMAIL: hgpaws@gmail.com

Ruby Decock

From: Greg Stewart <gstewart@qcislands.net>
Sent: November-01-16 8:07 PM
To: Kim Mushynsky; Village of Port Clements; deputy@portclements.ca;
i.gould@portclements.ca; c.cunningham@portclements.ca;
c.obrienanderson@portclements.ca; d.daugert@portclements.ca;
m.gaspar@portclements.ca
Subject: Fwd: Fw: Draft Encroachment Policy - Input from the Public

Dear Mayor and Council;

As we read the DRAFT Encroachment Policy posted by the VOPC, it appears that the intent of this Policy is to absolve the VOPC from any duty or responsibility to act upon encroachment issues where a private property owner has encroached onto Village property. Under this Policy where does the Village stand in a situation where, due to actions of the Village, intentional or otherwise, an encroachment by the Village upon private property has been discovered? Also within the DRAFT Policy in the last paragraph there is a reference to the Village's "Operational Guidelines", I quote: " ... with this policy and operational guidelines of the village". Having read a response from the village by email which raised the question regarding said operational guidelines, I learned that in fact there are no operational guidelines in place. Quote received from the Village CAO via email: "Be advised that the Village does not have a "Village Operational Guideline". I have the following questions and concerns: If this fictitious document "Operational Guidelines" is used with this DRAFT policy as a basis for the Village's investigations into encroachments, it would allow the Village to write into this "Operational Guidelines" document without due process, any directives regarding policy and property issues solely at the discretion of Council without any further public review! Where does this Policy fit into our current OCP (Official Community Plan), Local Government Act, and the Community Charter?

Looking forward to your review and response to these questions and concerns at the Nov. 7th, 2016 Council meeting.

Sincerely,

Greg and Elizabeth Stewart

From: Kim Mushynsky <cao@portclements.ca>
Sent: November 1, 2016 1:15 PM
To: 'Ruby Decock'; 'Betty Stewart'
Subject: RE: Draft Encroachment Policy - Input from the Public

Betty:

Village of Port Clements
Encroachment Policy
Policy No. 14, 2016

"DRAFT"

Prepared by Chief Administrative Officer Kim Mushynsky

Adopted:

PURPOSE:

The purpose of this encroachment policy is to make Council's position known in regards to real or potential encroachment issues within the Municipality.

Village owned land and rights of way are held in trust by the Village for use and enjoyment of all of the residents of the municipality or for the installation and maintenance of municipal infrastructure like water, sewer, roads and walkways, or for utilities like telephone or hydro. The Village does not have the resources or mandate to proactively review or inspect properties on a regular basis in order to determine whether unauthorized encroachments on to Village property exist.

The Village does not authorize encroachments on to Village property without express, written permission from the Village in the form of a license or permit. However, the Village has limited staff resources and funding and therefore reserves the right to only enforce encroachment issues when the circumstances are such that the Village plans to develop its property, when potential liability issues exist, when the encroachment interferes with Village property or infrastructure, when the encroachment impedes the public interest or safety, or any other issue arises that, in the opinion of Council, requires the removal of the encroachment.

The Village has no duty to take enforcement action with respect to every encroachment of Village property that may occur within its jurisdiction. The Village will respond to encroachment inquiries on a case by case basis. The Village will use discretion on a case by case basis to evaluate encroachments, and if deemed prudent, to investigate the encroachment in accordance with this policy and operational guidelines of the Village. The Village Council will, on the basis of its limited resources, use its discretion to decide when and if to seek the removal of an unauthorized encroachment.

Mayor Ian Gould

Kim Mushynsky - CAO

G-1

VILLAGE OF PORT CLEMENTS

Page 1 of 1

Cheque Listing For Council

2016-Nov-3
9:46:49AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
160517	2016-10-31	AARON MARK SERVICES LTD	2076278	PAYMENT PIPE FITTINGS, SCREWS, PAINT	131.91	131.91
160518	2016-10-31	Bell-Brown, Cliff	003417	PAYMENT WHARF MAINT & SUNSET PARK	740.00	740.00
160519	2016-10-31	Black Press Group Ltd.	32984722	PAYMENT ADVERTISEMENTS	616.69	616.69
160520	2016-10-31	BLUE CROSS	406719	PAYMENT HEALTH & DENTAL	708.75	708.75
160521	2016-10-31	MasterCard, CUETS FINANCIAL	20160930	PAYMENT TRAINING, WEIGHTROOM, ADMI	1,947.51	1,947.51
160522	2016-10-31	RECEIVER GENERAL - CRA	20161014	PAYMENT REMITTANCE	4,013.62	4,013.62
160523	2016-10-31	TELUS COMMUNICATIONS INC.	20160928	PAYMENT TELEPHONE	1,300.25	1,300.25
160524	2016-10-31	VANCOUVER ISLAND REGIONAL LIBRARY	20161010	PAYMENT LIBRARY TAX ASSESSMENT	3,185.00	3,185.00
160525	2016-10-31	WEIGUM, SHIRLEY	031805	PAYMENT JANITORIAL SERVICES MPBC	1,050.00	1,050.00
160526	2016-10-31	WESTPOINT AUTOMOTIVE	832-251299	PAYMENT EQUIPMENT MAINT - TOOLS & E	166.05	166.05
160527	2016-10-31	XEROX CANADA LTD.	F49788059	PAYMENT COPY CHARGES	24.27	24.27

Total 13,884.05

*** End of Report ***

F-1

STATEMENT OF ACCOUNTS

Village Of Port Clements
PO BOX 198
Port Clements BC V0T 1R0

PO Box 94
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER

STATEMENT DATE September 30, 2016


PAGE 1 of 9

34

DEMAND ACCOUNTS

Date	Description	Number	Withdrawals	Deposits	Balance
Business 75					
31Aug2016	Balance Forward				144,817.48
01Sep2016	Pre-Authorized Credit - PROVINCE OF B.C			742.67	145,560.15
01Sep2016	Pre-Authorized Credit - VANCOUVER ISLAND REGIONAL APSO			892.50	146,452.65
01Sep2016	Bill Payment BC Hydro 2328675 Vendor Confirmation: 663584	635595	4,863.64		141,589.01
01Sep2016	Bill Payment Pacific Blue Cross - Group 89874 Vendor Confirmation: 664685	635794	1,028.12		140,560.89
01Sep2016	Clearing Cheque	160419	183.05		140,377.84
01Sep2016	Clearing Cheque	160340	1,166.79		139,211.05
01Sep2016	Clearing Cheque	160427	1,175.00		138,036.05
01Sep2016	Deposit			812.08	138,848.13
02Sep2016	Withdrawal	22	5,979.91		132,868.22
02Sep2016	Clearing Cheque	160413	305.98		132,562.24
02Sep2016	Pre-Authorized Debit - Municipal Pensi		1,023.76		131,538.48
06Sep2016	Clearing Cheque	160395	30.00		131,508.48
06Sep2016	Clearing Cheque	160423	205.53		131,302.95
06Sep2016	Clearing Cheque	160425	3,549.06		127,753.89
06Sep2016	Pre-Authorized Credit - ELAVON MERCH SVCS			850.00	128,603.89
06Sep2016	Bill Payment CIBC VISA 4503386141757010 Vendor Confirmation: 99230	630669	2.05		128,601.84
06Sep2016	Stop Payment Charge - Electronic Amber Marie D Fleming Lost Cheque		10.00		128,591.84
08Sep2016	Clearing Cheque	160428	280.00		128,311.84
09Sep2016	Pre-Authorized Credit - UNION OF BC MUNICIPALITIES			304,952.50	433,264.34
09Sep2016	Transfer out to sav		200,000.00		233,264.34
09Sep2016	Deposit			7,338.34	240,602.68
12Sep2016	Clearing Cheque	160436	776.96		239,825.72
12Sep2016	Pre-Authorized Credit - ELAVON MERCH SVCS			179.25	240,004.97
13Sep2016	Clearing Cheque	160444	150.00		239,854.97
13Sep2016	Clearing Cheque	160449	325.00		239,529.97

continued...



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.....

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www.northsave.com

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Village Of Port Clements

STATEMENT OF ACCOUNTS

PO Box 94
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER

STATEMENT DATE September 30, 2016

PAGE 3 of 9

Date	Description	Number	Withdrawals	Deposits	Balance
Business 75					
30Sep2016	Clearing Cheque	160466	403.77		244,204.89
30Sep2016	Clearing Cheque	160464	787.50		243,417.39
30Sep2016	Clearing Cheque	160476	1,785.00		241,632.39
30Sep2016	Deposit			138.00	241,770.39
30Sep2016	Deposit			4,971.93	246,742.32
30Sep2016	Deposit			363.88	247,106.20
30Sep2016	Credit Interest			170.50	247,276.70
30Sep2016	Monthly Service Fee		55.00		247,221.70
Total Withdrawals and Deposits			424,918.36	527,322.58	

Number of Cheques 34

Membership Shares

31Aug2016	Balance Forward				38.37
Total Withdrawals and Deposits			.00	.00	

Business Simply Savings

31Aug2016	Balance Forward				401,464.37
09Sep2016	Transfer in from cheq			200,000.00	601,464.37
28Sep2016	Transfer out to cheq		200,000.00		401,464.37
30Sep2016	Credit Interest			412.38	401,876.75
Total Withdrawals and Deposits			200,000.00	200,412.38	

TERM DEPOSITS

Date	Description	Withdrawals	Deposits	Balance
Term 7: 12 - 60 Month Term -				
31Aug2016	Balance Forward			266,474.17
Start 13Feb2016 - Rate 1.5000% - NextInt 13Feb2017 - Matures 13Feb2019				

continued...

Strengthening our members, organization and communities through cooperative financial services.

www.northsave.com

www.northsave.com

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CIBC Account Statement

VILLAGE OF PORT CLEMENTS

For Sep 1 to Sep 30, 2016

Account number

Branch transit number

The names shown are based on our current records, as of October 4, 2016. This statement does not reflect any changes in account holders and account holder names that may have occurred prior to this date.

Account summary

Opening balance on Sep 1, 2016		\$163,130.35
Withdrawals	-	39.00
Deposits	+	5,828.32
Closing balance on Sep 30, 2016	=	\$168,919.67

Your authorized overdraft limit: \$179,500.00

Contact information

1 800 465 CIBC (2422)

Contact us by phone for questions on this update, change of personal information, and general inquiries, 24 hours a day, 7 days a week.

TTY hearing impaired

1 800 465 7401

Outside Canada and the U.S.

1 902 420 CIBC (2422)

 **www.cibc.com**

Transaction details

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
Sep 1	Opening balance			\$163,130.35
Sep 1	CREDIT MEMO		305.00	163,435.35
	CREDIT UNION CENTRAL OF B.C.			
	CREDIT MEMO		179.00	163,614.35
	CREDIT UNION CENTRAL OF B.C.			
	DEBIT MEMO	39.00		163,575.35
	CHARGE FOR AUG			
	CIBC EFT SERVICE CHARGE			
Sep 2	CREDIT MEMO		521.83	164,097.18
	CREDIT UNION CENTRAL OF B.C.			
Sep 6	CREDIT MEMO		239.00	164,336.18
	CREDIT UNION CENTRAL OF B.C.			
	CREDIT MEMO		179.25	164,515.43
	CREDIT UNION CENTRAL OF B.C.			
Sep 7	CREDIT MEMO		179.25	164,694.68
	CREDIT UNION CENTRAL OF B.C.			

(continued on next page)

CIBC Account Statement

Sep 1 to Sep 30, 2016

Account number: [REDACTED]

Branch transit number: [REDACTED]

Transaction details (continued)

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
Sep 7	Balance forward			\$164,694.68
Sep 9	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		179.25	164,873.93
Sep 12	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		638.00	165,511.93
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		282.60	165,794.53
Sep 13	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		200.00	165,994.53
Sep 16	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		179.25	166,173.78
Sep 19	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		179.25	166,353.03
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		400.00	166,753.03
Sep 21	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		105.00	166,858.03
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		280.14	167,138.17
Sep 26	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		179.25	167,317.42
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		339.25	167,656.67
Sep 27	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		358.50	168,015.17
Sep 28	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		179.25	168,194.42
Sep 29	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		425.25	168,619.67
Sep 30	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		200.00	168,819.67
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		100.00	168,919.67
	Closing balance			\$168,919.67



**Board of Trustees
2017 Appointment Form
Alternate**

The _____ has appointed _____ as *Alternate* on the
Municipality/ Regional District *name and title*
Vancouver Island Regional Library Board for the year 2017. The term of the appointment is
January 1 – December 31, 2017. This appointment will continue until a successor is appointed, as
provided under Section 18(3) of the Library Act, unless the member is removed for cause as provided
under Section 18(4) of the Library Act.

Representative's Information

Home Address: _____
City: _____ Postal Code: _____

Courier Address: _____
☐ check if same as above _____
City: _____ Postal Code: _____

Email (please check preferred email address)

☐ Home: _____ ☐ Municipal: _____
☐ Other: _____

Phone (please check preferred contact number)

☐ Home: _____ ☐ Municipal: _____
☐ Other: _____

Birthdate (required for insurance purposes)

Day: _____ Month: _____ Year: _____

Staff Contact

Name: _____ Position: _____
Telephone: _____ Email: _____

Signature *Date*

Please attach a certified copy of the resolution.



**Board of Trustees
2017 Appointment Form
Trustee**

The _____ has appointed _____ as *Trustee* on the
Municipality/ Regional District *name and title*
Vancouver Island Regional Library Board for the year 2017. The term of the appointment is
January 1 – December 31, 2017. This appointment will continue until a successor is appointed, as
provided under Section 18(3) of the Library Act, unless the member is removed for cause as provided
under Section 18(4) of the Library Act.

Representative's Information

Home Address: _____
City: _____ Postal Code: _____

Courier Address: _____
☐ check if same as above _____
City: _____ Postal Code: _____

Email (please check preferred email address)

☐ Home: _____ ☐ Municipal: _____
☐ Other: _____

Phone (please check preferred contact number)

☐ Home: _____ ☐ Municipal: _____
☐ Other: _____

Birthdate (required for insurance purposes)

Day: _____ Month: _____ Year: _____

Staff Contact

Name: _____ Position: _____
Telephone: _____ Email: _____

Signature *Date*

Please attach a certified copy of the resolution.

NB-2



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

November 1, 2016

Gwaii Trust Society

RE: 2016 Christmas Funding Application

The Village of Port Clements Council at its regular meeting November 7, 2016 will vote to apply to the Gwaii Trust for the following:

Christmas Fund- \$10,000 for the communities of Port Clements and Tlell in the following amounts:

\$4700.00 towards "Port Bucks" – each household will receive \$30.00 each to spend at the local businesses in Port Clements.

\$1200.00 towards the Seniors Dinner

\$1100.00 towards the breakfast with Santa

\$3000.00 for Tlell's Christmas Party

If you should require more information on the above projects please do not hesitate to contact the Village Office.

Sincerely,
Village of Port Clements

Kim Mushynsky – CAO

CC: Barry Wijdeven – Graham Island Central Director

NB-3

ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A16	15-10-2012	Bus Shelter	Staff	Councillor O'Brien Anderson expressed an interest in perhaps taking this on as a project
A27	05-05-2014	Park Management Committee	Administration	Finalize park management plans after results from questionnaire have been reviewed.
A30	06-09-2016	Weight Room Upgrades	O'Brien Anderson	Work with Ruth Bellamy & come back with a budget and a plan. Items Identified - Clarification on equipment specifications for community use.
A31	19-09-2016	Playground equipment Installation	Staff	Work to be completed before end 2016
A32	19-09-2016	Chevron Property	Tourism Comm.	Work towards lease or acquisition
A33	19-09-2016	Danger Trees	Public Works	Review & create plan for entire municipality Heenan Tree Services is planned to be on HG early 2017

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. 408, 2014, and the British Columbia Emergency Management System (BCEMS).

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. If that were to happen, immediate assistance 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. It was last updated and approved October 6, 2016.

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 BCEMS, templates for declaring local emergency, the Emergency Program Act, the Emergency Management Regulation, and Emergency Bylaw of the Village.

October 6, 2016

NB-1

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 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.

The mainstay of the Village is forestry. A large number of residents work out of town during the day in areas only accessible by boat. Some of these workers are also members of the volunteer fire department. The timing (day or night) of the occurrence of an emergency / disaster would impact the ability and the resources of the Village to deal with it.

October 6, 2016

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. It is desirable to have a representative from the British Columbia Ambulance Service 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

Aaron Cunningham	Emergency Co-ordinator
Councilor Christine Cunningham	Council Representative
Ryan Brown Alternate Craig Beachy	Fire
CST. Brandon Brett	RCMP
Harmonie Blais	BC Ambulance Service
Aaron Cunningham	Canadian Rangers
Marilyn Bliss/Sue Couch	Seniors & ESS

October 6, 2016

Kim Mushynsky

VOPC & ESS

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
Senior's Room	Reception Centre
Council Chambers	Emergency 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"

A Tsunami 101 information brochure was mailed to all residents in 2013 which highlighted the critical areas of the community and advised residents that if they felt strong shaking they should go to high ground without waiting for a warning from the Village.

October 6, 2016

NB-1

Protection / Warning Systems

Port Clements does not currently have the resources to 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-to-day communication modes. An on-going campaign is being run by Council to try and get cell service in and around Port Clements to bolster our limited communication options.

The Complete Emergency Response Process

- ✓ 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

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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

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(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 Management System (BCEMS)

The response objectives of the British Columbia Emergency Management System (BCEMS) , 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 Management System (BCEMS)

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.

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-

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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 (HRVA). 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.

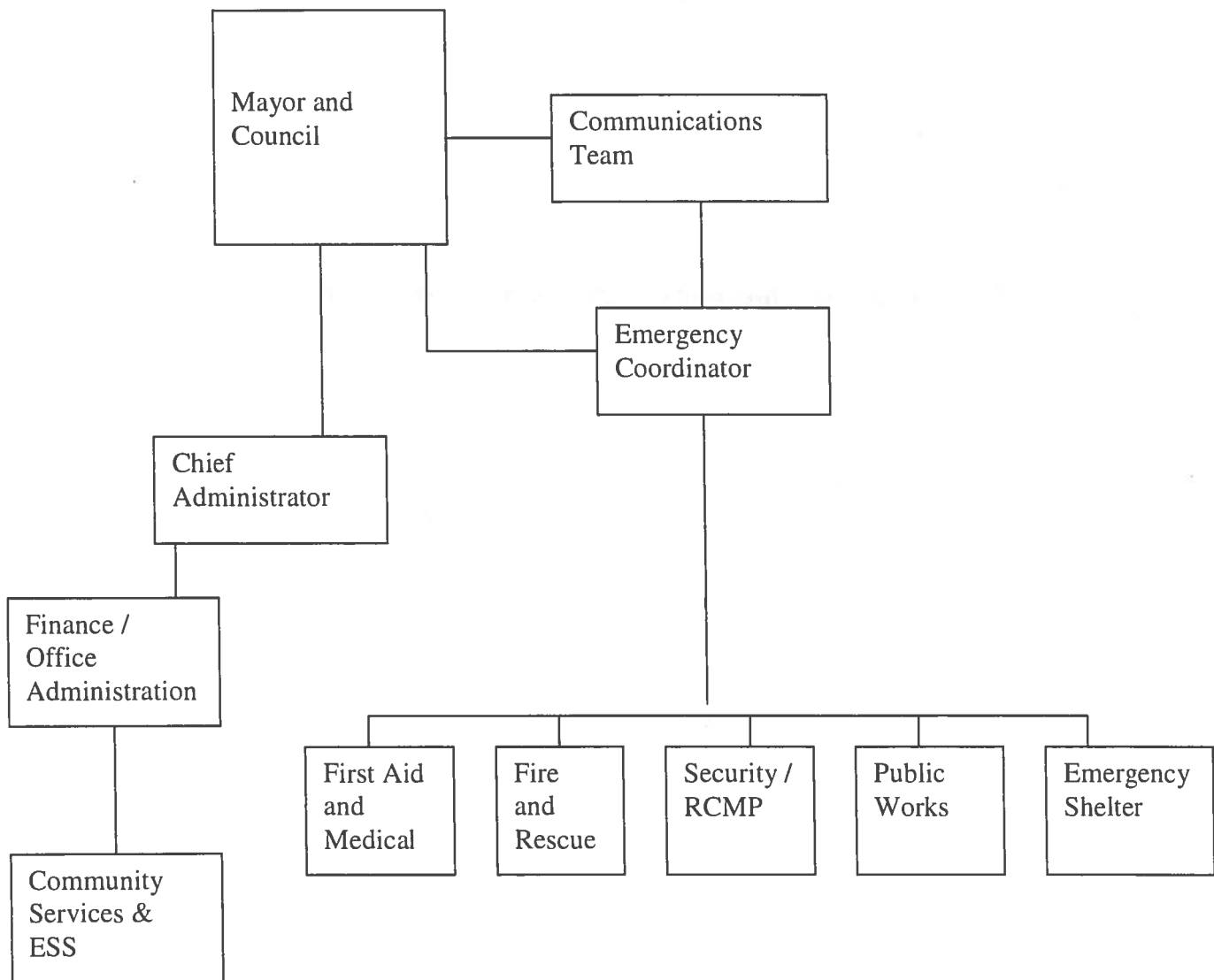
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Port Clements Emergency Management Structure

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**PORT CLEMENTS
EMERGENCY PREPAREDNESS PLAN
CONTACT LIST**

MAYOR/COUNCIL CAN CALL A LOCAL STATE OF
EMERGENCY

VILLAGE OFFICE

250-557-4295
FAX: 250-557-4568

MAYOR	IAN GOULD	250-557-4665
COUNCILOR	CHRISTINE CUNNINGHAM	250-557-2009
COUNCILOR	DOUG DAUGERT	250-557-2025
COUNCILOR	MATT GASPAR	250-557-2409
COUNCILOR	CHARLEEN O'BRIEN ANDERSON	250-557-4501

ADMINISTRATOR: KIM MUSHYNSKY 250-626-5169

EMERG COORDINATOR: AARON CUNNINGHAM 250-557- 2009

EMERGENCY MANAGEMENT BC CENTRE 1-800-663-3456

EMBC-PROVINCIAL EMERGENCY REGIONAL MANAGER

MAURIE HURST	1-250-615-4800
FAX	1-250-615-4817
EMAIL	<u>Maurie.Hurst@gov.bc.ca</u>

AMBULANCE: 1-800-461-9911

UNIT CHIEF: HARMONIE BLAIS 250-557-9359 (home)

PORT CLEMENTS CLINIC: MARG FENNELL RN 250-557-4478

RCMP:	250-626-3991
Satellite phone numbers for RCMP – only	403-927-4611
manned during an emergency	403-987-4105

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PORT CLEMENTS VOLUNTEER FIRE DEPARTMENT

EMERGENCY NUMBERS		250-557-4355
FIREHALL & RADIO ROOM		250-557-4450
FIRE CHIEF	CRAIG BEACHY	250-557-4421
DEPUTY CHIEF	RYAN BROWN	250-557-2000

SEARCH & RESCUE

MASSET RCMP (LAND)	250-626-3991
JOINT RESCUE (WATER)	1-800-567-5111
RANGERS	250-557-2009
CRAIG BEACHY	250-557-4421
RICHARD NYEHOLT	250-557-4481

CANADIAN RANGERS	AARON CUNNINGHAM	250-557-2009
	Satellite	8816-7634-2736

CHILD CARE	COLLEEN BEACHY	250-557-4421
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COMMUNICATIONS	PAT TRAUTMAN	250-557-4309
	AMATEUR RADIO	VE7 QCR

PUBLIC WORKS OFFICE		250-557-4295
	SEAN O'DONOGHUE	250-557-2424

O'BRIEN ROAD & BRIDGE		250-557-4282
	GLORIA O'BRIEN	250-557-4694
	DENNIS REINDL	250-557-4560

DEPT. TRANSPORTATION	CORINNE ELLERMANN	250-615-3969
	BRIAN LOMAS	250-615-3917

WHARFINGER	VILLAGE OFFICE	250-557-4295
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REGIONAL MARINE INCIDENT COMMAND	1-800-889-8852
(CANADIAN COAST GUARD ENVIRONMENTAL RESPONSE)	

PRINCE RUPERT COAST GUARD	250-627-3081
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JOINT RESCUE CO-ORDINATION CENTRE	1-800-567-5111
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BCHYDRO	1-877-311-8611
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PORT CLEMENTS ELEMENTARY SCHOOL
PRINCIPAL – VERENA GIBBS

250-557-4333
250-626-6026

EMERGENCY SPILL

1-800-663-3456

*unless VOPC is responsible for the spill it is the spillers responsibility to deal with all costs associated with the clean-up.

Transportation Emergency (CANUTEC)

1-613-996-6666

(call collect for info on best response for the type of product spilled)

Poison Control

1-800-567-8911

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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 Administration office or at the Fire Hall office if the Multiplex 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 person who 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.

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Emergency Planning Coordinator

- The emergency coordinator will ensure this plan is kept current.
- IN THE EVENT THAT THE EMERGENCY CO-ORDINATOR IS NOT AVAILABLE THE MAYOR WILL APPOINT AN INTERIM CO-ORDINATOR.
- In the event of an emergency the EPC, 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.
- This team will act as dispatchers, receiving and dispatching information to the other teams.
- Unless otherwise agreed to during an event, radio communication will be via the Fire Department channel and will switch to the Village of Port Clements channel should a fire situation require that channel to be free for those communications. The communication team is responsible for ensuring that all responders are aware of what channel we are communicating on.
- they 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

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- will consist of RCMP, Canadian Rangers and other volunteers assigned by the Mayor or alternate. The team leader will be appointed by the Mayor. 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.
- 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 his designate. 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

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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.
- 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 and/or the Senior's room depending on the size of the event. The leader is the Emergency Social Services Director. 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 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 tradespeople.
- 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

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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

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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.

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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;

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- (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 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*

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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).

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

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- ✓ 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.

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

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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.

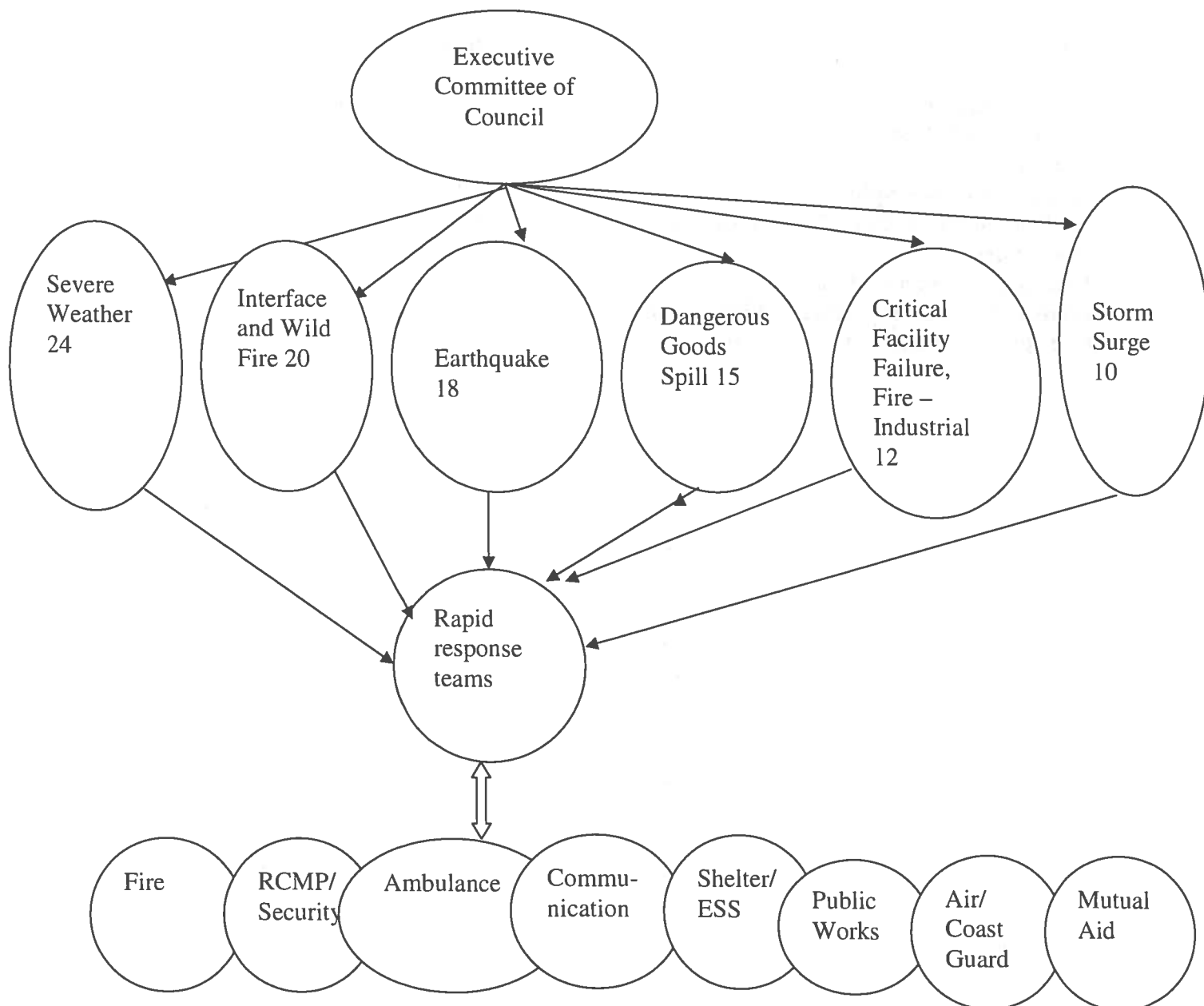
Hazard Risk and Vulnerability Analysis (HRVA)

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

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



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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	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	Council, Communication team, Emergency Program Coordinator
Establish communication line separate from the site responders for media and residents seeking information	Council, Emergency Program Coordinator
If warranted, request assistance from provincial / federal government	Mayor, Emergency Program Coordinator

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Assess numbers of deaths, if any, stranded and missing	Council, all agencies, volunteers assigned
Launch search /rescue operations for stranded /missing persons	RCMP coordinate land Search and Rescue
Triage and transport emergency patients	BC Ambulance Services
Provide auxiliary power and heaters	Public Works
Deal with life threatening situations	Fire, Ambulance, volunteers assigned
Clear routes for emergency	Department of Highways, Public Works, RCMP, volunteers
Evaluate the nature and extent of physical damage	Public Works, 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 service director volunteers
Make arrangements for collection of food and water and other essentials	Emergency social services director, volunteers assigned
Inspect damaged infrastructure, buildings residences, and begin repair and salvage	Public Works, qualified residents Department of Highways,
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, Council, CAO 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	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, Council
Establish communication lines with the site responders	Council, Emergency Program Coordinator
Establish communication line separate from the site responders for media and residents seeking information	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	Council, All agencies, volunteers assigned

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Deal with life threatening situations	Fire, Ambulance, volunteers assigned
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	RCMP for land 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, 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 Director volunteers
Make arrangements for collection of food and water and other essentials	Emergency social services Director, volunteers assigned
Inspect damaged infrastructure, buildings residences, and begin repair and salvage	Public Works, qualified residents Utilities, Department of Highways,
Advise residents, if evacuated, when safe to return	Fire, Public Works
Begin the process of recovery and Request disaster assistance / funding	Mayor, CAO, residents

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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	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, EPC, Council
Establish communication lines with the site responders	Council, communications team Emergency Program Coordinator
Establish communication line separate from the site responders	Council, Emergency Program Coordinator
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for media and residents seeking information

Assess numbers of deaths if any, trapped and missing

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

RCMP for land Search and Rescue

Evaluate the nature and extent of physical damage

Public Works,
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,

Establish perimeters control points and signage for hazardous areas

Public Works, volunteers assigned

Establish reception centre and emergency social services

Emergency social services Director
volunteers

Make arrangements for collection of food and water and other essentials

Emergency social services director,
volunteers assigned

Inspect damaged infrastructure, buildings residences, and begin repair and salvage

Public Works, qualified residents
Utilities, Department of Highways,

Begin the process of recovery and Request disaster assistance / funding

Mayor, Council, CAO
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	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, EPC, Council
Establish communication lines with the site responders	Council, communications team Emergency Program Coordinator
Establish communication line separate from the site responders for media and residents seeking information	Council, Emergency Program Coordinator
Contact Emergency Spill line 1-800-889-8852 (Marine). 1-800-663-3456 (Land) Fire suppression / rescue	Fire, RCMP, DFO, Coast Guard Ministry of Environment Fire, volunteers
Secure site for subsequent investigation	RCMP, Security
Determine substance spilled and possible October 6, 2016	Fire, RCMP, CANUTEC

effects

Assess numbers of deaths if any, trapped and missing	Council, All agencies, volunteers assigned
Advise EMBC	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, Hydro, RCMP
Contain spills, protect sewer and drainage system	Fire, Public Works
Launch rescue operations for trapped / missing persons	RCMP for land Search and Rescue
Evaluate the nature and extent of physical damage	Public Works, volunteers assigned
Establish reception centre and emergency social services	Emergency social services director volunteers
Make arrangements for collection of food and water and other essentials	Emergency social services director, volunteers assigned
Begin the process of recovery and recover cost	Mayor, CAO, Council residents

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NB-1

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	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, EPC, Council
Establish communication lines with the site responders	Council, Communications team Emergency Program Coordinator
Establish communication line separate from the site responders for media and residents seeking information	Council, Emergency Program Coordinator
Assess numbers of deaths if any, trapped and missing	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, volunteers
Evaluate the nature and extent of physical damage	Public Works, 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 director volunteers
Make arrangements for collection of food and water and other essentials	Emergency social services director, volunteers assigned
Inspect damaged infrastructure, buildings residences, and begin repair and salvage	Public Works, qualified residents, Hydro, Department of Highways,
Begin the process of recovery and request disaster assistance / funding	Mayor, CAO, Council residents

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NB-1

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	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, EPC, Council
Establish communication lines with the site responders	Council, Communication team, Emergency Program Coordinator
Establish communication line separate from the site responders for media and residents seeking information	Council, Emergency Program Coordinator
Assess numbers of deaths if any, trapped and missing	Council, All agencies, volunteers assigned
Launch rescue operations for trapped / missing persons	Fire, RCMP for land Search and Rescue
Deal with life threatening situations	Fire, Ambulance, volunteers assigned
Clear routes for emergency	Public Works, RCMP, volunteers
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Department of Highways

Evaluate the nature and extent of physical damage	Public Works, 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 director volunteers
Make arrangements for collection of food and water and other essentials	Emergency social services director, volunteers assigned
Inspect damaged infrastructure, buildings residences, and begin repair and salvage	Public Works, qualified residents Hydro, Department of Highways,
Begin the process of recovery and Request disaster assistance / funding	Mayor, CAO, Council, residents

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NB-1

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	Council, Fire, Ambulance Service, Department of Highways if applicable
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, EPC, Council
Establish communication lines with the site responders	Council, Communication team, Emergency Program Coordinator
Establish communication line separate from the site responders for media and residents seeking information	Council, Emergency Program Coordinator
Secure disaster scene for subsequent investigation	Fire, RCMP, Dept. of Highways if applicable
Assess numbers of deaths if any, trapped and missing	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 if applicable
Triage, treatment and transport of casualties	BCAS, EOC
Launch rescue operations for trapped / missing persons	Fire, volunteers
Eliminate hazards from damaged utilities and advise Utilities of priorities for restoration	Public Works, BC Hydro, Telus
Fire suppression / rescue	Fire, volunteers assigned
Deal with dangerous goods spills	Fire, Public works, CANUTEC for info, Emergency Spill line for reporting & assistance
Begin repair and salvage	Ministry of Highways if applicable O'Brien Road & Bridge, Public Works
Establish reception centre and emergency social services	Emergency social services director volunteers
Make arrangements for collection of food and water and other essentials	Emergency social services director, volunteers assigned
Inspect damaged infrastructure, buildings residences, and begin repair and salvage	Public Works, qualified residents, Hydro, Department of Highways,
Begin the process of recovery and request disaster assistance / funding	Mayor, CAO, Council residents

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NB-1

Transport Accident – Marine

*Federal Government has the lead on open water incidents

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	Council, Fire, Ambulance Service
If warranted, request assistance from provincial / federal government	Mayor, Council, EMBC
Establish communication lines with the site responders	Council, communication team, Emergency Program Coordinator
Establish communication line separate from the site responders for media and residents seeking information	Council, Emergency Program Coordinator
Determine type of product and quantity spilled	Coast Guard, Fire, Public Works, volunteers
Assess dangers of fire, explosion	Fire, Coast Guard
Stop source of flow and contain spill	Coast Guard, Fire, Public Works
Determine availability of spiller to undertake clean-up	Coast Guard
Determine Federal, Provincial jurisdiction	EOC, EMBC

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Determine resources required, request	EOC
Assess health environmental hazards assistance, advise EMBC	EOC, Ministry of Health, EMBC
Advise EMBC and determine resources required and request assistance	EMBC, Emergency Coordinator
Complete containment and recovery of Spilled material	Coast Guard, Spiller, Public Works
Dispose of recovered materials and debris	Coast Guard, Spiller, Public Works
Restore spill site	Coast Guard, spiller, Public Works
Assess numbers of deaths if any, trapped and missing	Council, All agencies, volunteers assigned
Launch rescue operations for trapped / missing persons	Joint Rescue Coordination Centre (JRCC)
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 director volunteers
Make arrangements for collection of food and water and other essentials	Emergency social services director, volunteers assigned
Begin the process of recovery and request disaster assistance / funding if needed, cost recovery	Mayor, CAO, Council residents

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NB-1

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	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	Council, Communications team, Emergency Program Coordinator
Establish communication line separate from the site responders for media and residents seeking information	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	Council,

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and missing	All agencies, volunteers assigned
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 director volunteers
Make arrangements for collection of food and water and other essentials	Emergency social services director, volunteers assigned

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NB-1

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	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	Council, communications team, Emergency Program Coordinator
Establish communication line separate from the site responders for media and residents seeking information	Council, Emergency Program Coordinator
If warranted, request assistance from provincial / federal government	Mayor, EPC, Council
Assess numbers of deaths if any, trapped and missing	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 / October 6, 2016	Fire, Search and Rescue

missing persons

Evaluate the nature and extent of physical damage	Public Works, 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 director, volunteers
Make arrangements for collection of food and water and other essentials	Emergency social services director, volunteers assigned
Inspect damaged infrastructure, buildings residences, and begin repair and salvage	Public Works, qualified residents, Hydro, Department of Highways,
Begin the process of recovery and Request disaster assistance / funding	Mayor, CAO, Council residents

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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 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." In addition, in 2013 the Village created a pamphlet called Tsunami 101 which highlighted the critical evacuation areas within the community. This brochure was mailed to all households.

Tsunami alerts will be issued to all local authorities of the endangered communities by Emergency Management BC (EMBC) Coordination Centre. These alerts will be issued to the Village Office, the Village Chief Administrator, and the Emergency Program Coordinator.

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Tsunami Notification Procedure

When an earthquake occurs in the area surrounding the Pacific Ocean, the Pacific Tsunami Warning Center will evaluate the threat of tsunami and issue a message to pre-identified stake holders in countries surrounding the Pacific based on the following definitions.

Tsunami Warning

A tsunami warning is issued when a potential tsunami with significant widespread inundation is imminent or expected. Warnings alert the public that widespread, dangerous coastal flooding accompanied by powerful currents is possible and may continue for several hours after arrival of the initial wave. Warnings also alert emergency management officials to take action for the entire tsunami hazard zone. Appropriate actions to be taken by local officials may include the evacuation of low-lying coastal areas, and the repositioning of ships to deep waters when there is time to safely do so. Warnings may be updated, adjusted geographically, downgraded, or canceled. To provide the earliest possible alert, initial warnings are normally based only on seismic information.

Tsunami Advisory

A tsunami advisory is issued due to the threat of a potential tsunami which may produce strong currents or waves dangerous to those in or near the water. Coastal regions historically prone to damage due to strong currents induced by tsunamis are at the greatest risk. The threat may continue for several hours after the arrival of the initial wave, but significant widespread inundation is not expected for areas under an advisory. Appropriate actions to be taken by local officials may include closing beaches, evacuating harbors and marinas, and the repositioning of ships to deep waters when there is time to safely do so. Advisories are normally updated to continue the advisory, expand/contract affected areas, upgrade to a warning, or cancel the advisory.

Tsunami Watch

A tsunami watch is issued to alert emergency management officials and the public of an event which may later impact the watch area. The watch area may be upgraded to a warning or advisory - or canceled - based on updated information and analysis. Therefore, emergency management officials and the public should prepare to take action. Watches are normally issued based on seismic information

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without confirmation that a destructive tsunami is underway.

Tsunami Information Statement

A tsunami information statement is issued to inform emergency management officials and the public that an earthquake has occurred, or that a tsunami warning, watch or advisory has been issued for another section of the ocean. In most cases, information statements are issued to indicate there is no threat of a destructive tsunami and to prevent unnecessary evacuations as the earthquake may have been felt in coastal areas. An information statement may, in appropriate situations, caution about the possibility of destructive local tsunamis. Information statements may be re-issued with additional information, though normally these messages are not updated. However, a watch, advisory or warning may be issued for the area, if necessary, after analysis and/or updated information becomes available.

Warning Cancellation

Indicates the end of a damaging tsunami threat. A cancellation is usually issued after an evaluation of sea level data confirms that a destructive tsunami will not impact the warned area.

In British Columbia, Emergency Management BC (EMBC) is the first line of contact. EMBC then sends out an automated notification via pagers, cell phones and emails to key stakeholders within the province. If an alert or warning is issued, notification is sent within 10 seconds. BCAS is a key stakeholder and EMBC has a list of key personnel within BCAS who receive notification. All the dispatch centers, Executive Directors, Operations Directors and the BCAS Emergency Coordinator are on the key personnel list.

When a Notification is Sent the Following Procedure Will Apply:

Tsunami Information Statement

No action required: This may be upgraded to a Watch, Advisory or Warning. This is for information only. Contact your CAO if you have questions or concerns.

Tsunami Watch, Advisory or Warning

Action Required: If a tsunami is expected to arrive in less than one hour and you are in a potential flood area, immediately evacuate yourself and your families.

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to your designated community evacuation areas. This may be upgraded or downgraded.

EMBC Office Notifies:

- ☐ Kim Mushynsky (CAO) 250-626-5169
- ☐ Aaron Cunningham (Emergency Coordinator) 250-557-2009
- ☐ Ruby Decock (Deputy Clerk) 250-557-4376
- ☐ Masset RCMP 250-626-3991

At the time of call Emergency personnel will call each other to confirm receipt of the notification and call the following responders immediately:

- ☐ Craig Beachy (Fire Chief) 250-557-4421
- ☐ Sean O'Donoghue (Public Works) 250-557-2424
- ☐ BC Ambulance 1-800-461-9911
- ☐ Jay Ooshi (Public Works) 250-557-4660
- ☐ Mayor and Council
- Ian Gould 250-557-4665
- Christine Cunningham 250-557-2009
- Doug Daugert 250-557-2025
- Matt Gaspar 250-557-2409
- Charleen O'Brien Anderson 250-557-4501
- ☐ Verena Gibbs Principal 250-626-6026 or 250-557-4333

Course of Action:

- ☐ Determine if evacuation is required.
- ☐ If evacuation is not required, information will continue to be shared between local authorities, Fire, Police BCAS, etc
- ☐ Post notices at Beaches and Marinas immediately informing public of the potential threat.
- ☐ Notify Fire department to sound alarm and send trucks with sirens and loudspeaker to notify all residents of evacuation
- ☐ Public Works staff to notify all boat owners and dwellers of the threat.
- ☐ As per attached "Schedule A" of persons in immediate risk delegate phone out for immediate response should an evacuation be required

If an evacuation is required the following will apply:

Proceed to the appropriate Alert based on the time a Tsunami wave is expected to arrive.

- ☐ Alert 2- Evacuation is expected in 6 - 18 hours. Prepare as necessary for

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evacuation, continue to establish communication with all stakeholders, gather important information from all sources, and verify. At 6 hrs move to Alert 1

- ☐ Alert 1- Evacuation is expected in less than 6 hours. Prepare to assist with evacuation, if necessary, ensuring you are still response capable.

WEB SITES for information

<http://ptwc.weather.gov/>

<http://projectdisaster.com/?p=4187>

<http://wcatwc.arh.noaa.gov/index.php>

http://www.weatheroffice.gc.ca/city/pages/bc-82_metric_e.html

Please note the gathering place for the Community is the **Port Clements GYM (or Senior's Room depending on number of residents responding)**.

Please ensure you have a key prior to going to the gathering place.

Emergency responders will gather at the **Fire Hall** and gather supplies to take to the gym.

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Emergency Plan – Child Care Worker Role

The Emergency Planning Committee members had identified Child Care for emergency response personnel as a priority in an emergency response situation. This document identifies the circumstances and expectations in regards to child care for the Village of Port Clements Emergency responders. The Emergency Planning committee has an agreement with volunteer Colleen Beachy to provide short term child care in the Playschool room at the Multi-purpose building in the case of an extended emergency response. For this policy this means that Emergency responders will be able to bring their children under 13 years of age to the Playschool room when responding to an emergency **WHERE** the Village of Port Clements Emergency plan has been activated. To be clear, this service is not in effect any time ambulance or fire fighters are called to a scene – this is specifically for when the Emergency Operations Centre has been activated. When the EOC has been activated Colleen Beachy will respond to the Playschool room to accept children while responders are actively involved in their duties. The responders are responsible to have at least two names and phone numbers (preferably three) that Colleen can contact for longer term care arrangements. This service is strictly to provide short term care while alternate care is being arranged by Colleen or her designate. There will be a form to sign prior to leaving the child in care.

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Local Business Emergency Preparedness

Business	Phone #	Equipment	Tools	Food & Supplies	Special Training	First Aid Supplies	Communication Equipment
C&C Beachy	250-557-4221	Backhoe, Dump Truck, Boat	Yes	N/A	N/A	N/A	Yes
Eaglecrest	250-557-4541	Skidder, boat, diver	Yes	N/A	RN, OFA 3	Yes	Yes
Gas Plus	250-557-2003	Diesel Genset	No	Propane	N/A	Level 1 Kit	No
Infinity West	250-557-4249	Various incl. Marine	Yes	N/A	Yes	Yes	Yes
Al Condrotte	250-557-4257	Loader, Dump Truck	Yes	N/A	N/A	N/A	Yes
Derex Equipment	250-557-9328	Flat Deck, Excavator	Yes	N/A	N/A	N/A	No
O'Brien's	250-557-4282	Various, incl. boats	Yes	N/A	Yes	Yes	Yes
School	250-557-4333	Bus	No	Limited	N/A	Yes	No
D & E Towing	250-557-4222	Various, incl. Boats	Yes	N/A	Yes	Yes	Yes
QCI Silviculture	250-557-2016	N/A	Yes	Limited	No	Level 1 Kit	SAT phone
Bayview Market	250-557-4331	No	No	Food Supplies	No	No	No
Cedarview Church	250-557-4508	Bus	No	Limited	No	No	No

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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
 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

- 10 foam sleeping pads
- 8 backpacks
- 8 tents
- 50 fleece blankets
- 1 first aid kit
- 1 coleman stove plus several large cooking pots
- 10 flashlights
- 20 emergency blankets
- Large bin with gloves and hats of various sizes

Inventory of Comfort Kits stored in totes in EOC

- 6 blankets

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- 4 first aid kits
- 15 tooth brushes
- 6 tooth paste
- 14 bars of hand soap
- 8 containers of female hygiene products
- 60 rescue sheets
- 4 boxes of large Ziploc bags
- 5 5pk large candles
- 4 pair gloves
- 60m yellow rope
- 10 safety vests
- 2 large bottles of bleach
- 5 flashlights with batteries
- 2 whistles
- 1 am/fm radio
- 2 boxes of wooden matches
- 1 megaphone
- Assortment of freeze dried comfort food includes
 - Macaroon cookies
 - Fudge brownies
 - Blueberry yogurt bites
 - Vanilla yogurt bites
 - Banana slices
 - Granny Smith apple bits
 - Strawberry slices
 - Neopolitan ice cream bits

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NR-1

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
197 Bayview Drive	Propane	500 lbs	Jean Horrocks
154 Bayview Drive	Propane	1500lbs	Scholey
148 Bayview Drive	Propane	1500 lbs	Alberta McNaught
153 Bayview Drive	Propane	1000 lbs	N. Ian Gould
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
109 Bayview Drive	Propane		Sue Couch
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	Lisa Gyorgy
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**

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- ☐ Basic tools (hammer, pliers, wrench, screwdrivers, fasteners, work gloves)
- ☐ 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.

1.1.1.1.3 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

1.1.1.1.4 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

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