



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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7:00 p.m. Minutes of Emergency Management Commission Meeting Minutes February 26, 2019

Present:

Mayor Doug Daugert
Councillor Teri Kish
CAO Ruby Decock
Deputy Elizabeth Cumming
Marilyn Bliss, ESS

Fire Chief Craig Beachy
Marion Pierce, ESS
Margaret Fennel, ESS
Zena Thersten, ESS
Aaron Cunningham, Coordinator

1. ADOPT AGENDA

2019-01 Moved by Ruby Decock, seconded by Teri Kish
THAT the Commission adopts the agenda.

CARRIED

2. STRUCTURE REQUIREMENT FOR MEETINGS

Discussion Points:

- The Commission must legally advertise its meetings as they are open to the public.
- Rough timelines of activity: training in April (for Marine Emergency Response), Review Commission's Bylaw, see changes, present it to Council sometime roughly in late April or Mid May.
- The next Commission meeting will be April 23rd at 7pm, unless changed via email.
- Once updates are completed, the Commission will need to present the Emergency Response Plan (ERP) to Council for approval.

3. ROLES OF COMMISSION – Who does what

A. Who is responsible for what during an emergency?

Discussion:

- Decock and Cumming are in finance roles during an Emergency. Cunningham is the Emergency Coordinator (EC) and is willing to stay on.
- Fire Chief Beachy would go to Incident Command during an emergency, while Thersten, Bliss, Pierce and Fennel would make up the Emergency Social Services.
- Under legislation only the Mayor, deputy Mayor, or Fire Chief can declare a Local State of Emergency (if no one is available than a Minister Order is needed). Then the Mayor or Fire Department would tell the CAO to activate the EOC once the LSE is declared. Council deals with the communications officer with media and people.
- An organizational chart listing functions in emergency management roles and what they are associated with (FD positions, Council positions, etc) would be useful. One sized to our community.
- Current Emergency Response Plan (ERP) has a lot of contradictions in the roles which has resulted in communications issues – the ERP is being updated to eliminate them.

- We are small so we may have the same people doing many roles (wearing many “hats”), with a maximum of 7 before another person is needed.
- Need to have policies and protocol in place for when LSE is called, and the ERP is activated. This needs to be defined with Council, and the Council should also review the commission. Council also needs to be approached with the recommendation of Cunningham to continue as the EC.
- During the Tsunami Evacuation alert there was no information. People were waiting, confused and people were tired (no proper shift structure for people helping).

B. What regulations are we required to follow?

Discussion:

- Community Charter, Emergency Preparedness Act, Emergency Program Management Regulations, Local Authority Emergency Regulations, Compensation and Disaster Assistance Regulations, Local Government Act and other provincial mandates. Legislation is currently being updated.
- The Commission also has a bylaw that it is required to follow, and the Commission is accountable to Council.
- Wildfire Management Program – Island Wide Emergency Committee is thinking of Island-wide sprinkler units and is exploring an Island-wide Wildfire Management Plan and program. The Province is focused on this topic due to recent fire seasons. In our Official Community Plan (section 19.5) there is a section for Wildfire interface.
- Council approves the ERP under these legislations as part of their governing.
- Per these regulations, we need to get a task # as soon as possible when a LSE is declared in order to be repaid under legislation. For example, the loose barge in QC was not considered an emergency under their legislation so they got no refund, same with explosion.

C. Where can we look for more information? Online sources, etc.

Discussion:

- The Justice Institute of BC website has more information and offers courses. Emergency Management BC also has info and offers training. There will be free training through on Island in April.
- SENDI – provincial and federal framework
- Marine Emergency Training (1/2 day of it is applicable) on April 2nd.
- Emergency Training on April 11th, bring back to Council on April 15th meeting.
- The Village Office has a stack of training documents available for review (ex. Emergency Evacuations)
- Ess2go is a website that has more info about organizational charts
- EPC wildfire tabletop at next meeting for All-Island Emergency Planning

D. What work should be taken to get prepared or be compliant?

Discussion:

- There is funding from Provincial Government for communities dealing with lack of preparedness.
- If an auditor comes to the Island, then they would give us more information on how to get into compliance with our considerations in mind – we do not have the capacity or remuneration to be too proactive as we are not a big city. Compliance issues are Island-wide and are not specific to us (no fire inspectors, no building inspectors) and Auditors would have to come up with solutions for it.
- Current requirements are aimed at big cities, we would have to gradually do what we could to meet them over time. Requirements are interpreted to our working level of training ex. Confined Space can only operate to what level of training we have and level of service we are.

4. ADJOURNMENT

2019-02 Moved by Ruby Decock, seconded by Doug Daugert
 THAT the meeting be adjourned at 8:39 PM.

CARRIED

Acting Chair Mayor Daugert