



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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Minutes of Emergency Management Commission January 28, 2020

Present:

Mayor Doug Daugert
EC Aaron Cunningham
Councillor Brigid Cumming

ESS Marilyn Bliss
CAO Ruby Decock
Regrets Councillor Teri Kish

Meeting Called to order at 5:04 PM.

1. ADOPT AGENDA

2020-01-01--Moved by Councillor Cumming, seconded by Aaron Cunningham
THAT the Commission adopts the agenda as presented.

CARRIED

2. REVIEW ROLE OF THE EMERGENCY COMMISSION, PER BYLAW #408

Discussion notes:

- *Should investigate if there are changes in definitions and terminology that need to be updated with the Bylaw.*
- *Per Bylaw, Coordinator appoints Commission Members, also can remove Members. Commission selects Chair – should this be changed or listed by profession? List of understanding of who composes the Commission? No, gives needed flexibility.*
- *To be discussed and evaluated later at another meeting.*
- *Notify other members of the Commission, not present, of the meeting schedule. Time to be adjusted if needed when closer to dates.*

2020-01-01—Moved by Councillor Cumming, seconded by Aaron Cunningham
THAT Mayor Daugert appointed as Commission Chair.

CARRIED

2020-01-02—Moved by Councillor Cumming, seconded by Mayor Daugert

THAT the 2020 Quarterly Meetings be set for 3:00 PM on the 3rd Tuesday of the months of April, August and October.

CARRIED

3. REVIEW EMERGENCY PREPAREDNESS PLAN FOR CHANGES/UPDATING

Discussion notes:

p.5 -- Introduction – Take out 3rd paragraph. Debate with replacing, rewriting or not; copy Village of Queen Charlotte style of introduction? Abstract or not? Leave to consultant to deal with?

P.6 -16 – Went through and review.

- *P.6 - Change in cell service, staff, etc.*
- *Front section is an “formal essay structure” while the back section is where the sections are sorted out.*
- *Change references of “committee” to “commission”.*
- *Leave School Gym as the emergency shelter for now, issue identified for future consideration.*
- *Are all identified members of the Commission aware they are on it (BC Ambulance, etc)? Previously attended Meetings.*
- *Put ESS instead of Seniors.*
- *Need to put “Fire Chief” and “Deputy Fire Chief” next to Craig Beachy and Mike Van Herd respectively. Update Rangers contact to Chris Bellamy. Put Deputy Clerk onto list.*
- *Confusion of exact staff role during emergencies.*
- *Emergency Management facilities on Village – are the people supposed to be under these headings?*
- *Mayor and Council’s main function is speaking to press/communications. Not sure if necessary now.*
- *Comments from Councillor Kish – Not sure of moving EOC from Firehall to Council Chambers. Firehall has backup power and has all the needed hookups – however, portable generator for Village Office can be considered. Leave as is, re-assess in future.*
- *Protection and Warning Section: change to notification (with epact) instead of door-to-door fan-out of the Firemen; they only go out if necessary.*
- *Should have instructions for use of radio through Queen Charlotte repeater – as backup.*
- *Change procedures for emergency response process. Step 1 is ‘determine if situation is an emergency or not’. Section sounds more like Incident Command Structure, may be incorrect. Section needs rewriting p.9. Need something current with EPP, with major revisions/revision to go to consultant rather than this review. Also needs verification with current legislation.*
- *p.10/11 “Emergency Support Services” to replace “Emergency Social Services” throughout document.*
- *P.12 Intern put ESS structure/layout instead of EOC structure/layout. They have the same structure, but it needs revision to reflect proper roles in EOC not ESS.*
- *P.14– Spill response and search & rescue through RCMP, they are contact. Update with public work’s staff #. Staff personal numbers should not be in public document – need detachable appendix with this information. VQC does not include them; remove from public document (also applies to p.7).*
- *P.15 – Mayor & Council direction of emergency – need to change language to reflect EOC structure in order of command. Commission to revise & discuss at later date.*
- *Mayor appointment of interim-coordinator does not match EMBC first-in-the-door system. Keep it – defaults to Mayor.*
- *P.16 – communication team –Updates Mayor or Council or EOC Director, as required.*
- *Helpful if the term consistency was used – use the established EOC terms, not our own unique ones.*

Commission will continue to review EPP on own time and mark changes. Commission can red-pend their own physical copy of EPP and turn into Village Office or can work on Word document that will be sent out (via track changes).

4. REVIEW VILLAGE OF QUEEN CHARLOTTE EMERGENCY PLAN

Discussion notes:

*Village of Queen Charlotte was used as comparison in discussion with review of EPP.
Potential to take VQC plan and alter it to fit Port Clements’ specific situation; it is a recommended plan.
Their plan was done by a consultant.*

5. ADJOURNMENT

2020-01-03—Moved by Mayor Daugert
THAT the meeting be adjourned at 6:38 PM.

CARRIED