



## Emergency Program Executive Committee Meeting

Thursday, May 15, 2025

Zoom/Board Room (Hybrid) – 3008 Fifth Avenue, Port Alberni, BC

10:00 am

### Regular Agenda

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Watch the meeting live at: <https://www.acrd.bc.ca/events/15-5-2025/>

Register to participate via Zoom Webinar at:

[https://acrd-bc-ca.zoom.us/webinar/register/WN\\_54NXL5nPT2C4CrpK5RJ3sw#/registration](https://acrd-bc-ca.zoom.us/webinar/register/WN_54NXL5nPT2C4CrpK5RJ3sw#/registration)

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- |  | <b>PAGE #</b> |
|--|---------------|
| <b>1. <u>CALL TO ORDER</u></b>   |               |
| <b>Recognition of Territories.</b>   |               |
| Notice to attendees and delegates that this meeting is being recorded and<br>livestreamed to YouTube on the Regional District Website. |               |
| Introductions - Committee Members and Staff present in the Boardroom<br>and via Zoom.  |               |
| <b>2. <u>ELECTION OF CHAIRPERSON &amp; VICE-CHAIRPERSON</u></b>  |               |
| <b>3. <u>APPROVAL OF AGENDA</u></b><br><i>(motion to approve, including late items requires 2/3 majority vote)</i>                     |               |
| <b>4. <u>DECLARATIONS</u></b><br><i>(conflict of interest)</i>   |               |
| <b>5. <u>MINUTES</u></b>   |               |
| a. <b>Emergency Program Executive Committee Meeting held November<br/>        6, 2024</b>  | <b>3-6</b>    |

*THAT the minutes of the Emergency Program Executive Committee meeting held on November 6, 2024 be adopted.*

**6. PRESENTATIONS**

- a. Emergency Communication and Public Notification Plan Update – Adriane Brown Group
- b. Emergency Program Update – K. Freethy, Protective Services Manager & D. Sailland, Chief Administrative Officer

**7. CORRESPONDENCE FOR INFORMATION**

- a. **LETTER FROM THE CITY OF PORT ALBERNI – STARLINK SATALLITE SYSTEMS** **7-11**

**8. REQUEST FOR DECISIONS**

**9. REPORTS**

- a. **Licence Agreement with Mosaic Forest Management** **12-13**

*THAT the Emergency Program Executive Committee receive the staff report for information.*

**10. LATE BUSINESS**

*(requires 2/3 majority vote)*

**11. QUESTION PERIOD**

**Questions/Comments from the public:**

- Participating in Person in the Board Room
- Participating in the Zoom meeting
- Emailed to the ACRD at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca)

**12. ADJOURN**



# Alberni-Clayoquot Regional District

## MINUTES OF THE EMERGENCY PROGRAM EXECUTIVE COMMITTEE MEETING HELD ON WEDNESDAY, NOVEMBER 6, 2024, 1:00 PM

Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

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**MEMBERS PRESENT:** Mike Sparrow, Chairperson, Director, Electoral Area “F” (Cherry Creek)  
Bob Beckett, Director, Electoral Area “A” (Bamfield)  
Cindy Solda, Councilor, City of Port Alberni  
Fred Boyko, Director, Electoral Area “B” (Beaufort)  
Penny Cote, Director, Electoral Area “D” (Sproat Lake)  
Sharie Minions, Mayor, City of Port Alberni  
Susan Roth, Director, Electoral Area “E” (Beaver Creek)  
Vaida Siga, Director, Electoral Area “C” (Long Beach)

**STAFF PRESENT:** Charlie Starratt, Regional Fire Services Manager  
Karen Freethy, Protective Service Manager  
Daniel Sailland, Chief Administrative Officer  
Mike Fox, Chief Administrative Officer, City of Port Alberni  
Kristin Kerr-Donohue, Administrative Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:  
<https://www.acrd.bc.ca/events/6-11-2024/>

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 1:06 pm.

The Chairperson recognized this meeting is being held throughout the Nuu-chah-nulth territories.

The Chairperson reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

Introductions- Committee Members and Staff present in the Boardroom and via Zoom.

### 2. APPROVAL OF AGENDA

*MOVED: P. Cote*

*SECONDED: C. Solda*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. DECLARATIONS

**4. MINUTES**

**a. Emergency Program Executive Committee Meeting held on May 15, 2024**

*MOVED: C. Solda*

*SECONDED: P. Cote*

*THAT the minutes of the Emergency Program Executive Committee Meeting held on May 15, 2024 be adopted.*

**CARRIED**

**5. PRESENTATIONS**

**a. Emergency Program Update – Presentation – K. Freethy, Protective Services Manager & D. Sailland, Chief Administrative Officer**

*MOVED: C. Solda*

*SECONDED: P. Cote*

*THAT the Emergency Program Executive Committee recommend that the ACRD Board of Directors direct ACRD staff to investigate Starlink satellite services available for emergency communication.*

**CARRIED**

**S. Minions left the meeting at 2:58 pm**

*MOVED: F. Boyko*

*SECONDED: S. Roth*

*THAT the Emergency Program Executive Committee adopt the ACRD Disaster and Emergency Management plan with the removal of pages 144-146 - The Local Authority Response Power Designation Matrix.*

*F. Boyko and S. Roth voted in favour of the motion.*

*V. Siga, B. Beckett, P. Cote, M. Sparrow, and C. Solda voted against the motion.*

**DEFEATED**

*MOVED: P. Cote*

*SECONDED: C. Solda*

*THAT the Emergency Program Executive Committee recommend the ACRD Board of Directors direct ACRD staff to submit a resolution to the Association of Vancouver Island and Coastal Communities that the Province of BC create a fund for local governments to use in the event that immediate action is required but*

*the action falls outside of existing and establish Emergency Management and Climate Readiness parameters but is decided locally that there is a need for services.*

**CARRIED**

MOVED: V. Siga  
SECONDED: C. Solda

*THAT the Emergency Program Executive Committee recommend that the ACRD Board of Directors direct ACRD staff to write a letter to the Ministry of Emergency Management and Climate Readiness regarding the resolution to AVICC.*

**CARRIED**

**6. CORRESPONDENCE FOR ACTION/INFORMATION**

**a. Alberni Valley Evacuation Route Brochure**

*The Emergency Program Executive Committee received this item for information.*

**7. REQUEST FOR DECISIONS**

**a. Request for Decision regarding Disaster and Emergency management Plan Update**

MOVED: C. Solda  
SECONDED: P. Cote

*THAT the Alberni-Clayoquot Regional District Emergency Executive Committee recommend that the Alberni Clayoquot Regional District Board of Directors support the adoption of the updated Disaster and Emergency Management Plan as amended.*

**CARRIED**

**8. REPORTS**

**9. LATE BUSINESS**

**10. QUESTION PERIOD**

Questions/Comments from the public. The Administrative Assistant advised there were no questions or comments respecting an agenda topic from public:

- Participating in Person in the ACRD Board Room
- Participating in the Zoom webinar
- Submissions received by email at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca).

11. **ADJOURN**

*The meeting was adjourned at 3:58 pm.*

**CARRIED**

Certified Correct:

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Mike Sparrow,  
Chairperson

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Kristin Kerr-Donohue,  
Administrative Assistant



# CITY OF PORT ALBERNI

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www.portalberni.ca

Our File No. 0400-60-ACRD

January 22, 2025

Alberni Clayoquot Regional District  
3008 5<sup>th</sup> Avenue  
Port Alberni, BC V9Y 2E3  
by email: [dsailland@acrd.bc.ca](mailto:dsailland@acrd.bc.ca)

**Attn: Daniel Sailland, Chief Administrative Officer**

Dear Mr. Sailland

**Re: Starlink Satellite Systems**

We write to advise that at its Regular meeting of Monday, January 13, 2025, Council resolved as follows:

*MOVED AND SECONDED, THAT Council direct Administration to refer discussion on the purchase and subscription of two Starlink satellite systems to the Alberni-Clayoquot Regional District Emergency Program Executive Committee.*

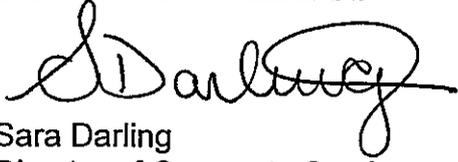
**CARRIED | Res. No. 25-15**

Port Alberni Fire Department [PAFD] regularly responds to regional incidents which are outside of radio, cellular and computer aided dispatch reception, often in extremely adverse weather conditions. This issue has recently been flagged for review by the City of Port Alberni Joint Occupational Health and Safety Committee as it is felt to be unacceptable for the health and safety of employees that they be without communications in such circumstances.

This system will also add resilience to the PAFD in the event of cellular and internet systems being overloaded in an emergency or otherwise unavailable. A cost estimate of \$12,058 has been identified for the purchase and subscription of two Starlink satellite Systems.

Please find attached, a Council resolution submission to AVICC in 2024 supporting the need for this request.

Yours truly,  
CITY OF PORT ALBERNI

A handwritten signature in black ink, appearing to read 'Sara Darling', written in a cursive style.

Sara Darling  
Director of Corporate Services

Enclosed: RESOLUTION for Consideration by Delegates at the AVICC 2024 AGM & Convention  
Enhancing Communications for Municipal Fire Departments Responding to Motor Vehicle Incidents

c: M. Fox, CAO  
M. Owens, Fire Chief

Date: January 9, 2024  
File No: 0390-20-AVICC

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**RESOLUTION for Consideration by Delegates at the AVICC 2024 AGM & Convention**  
**Enhancing Communications for Municipal Fire Departments Responding to Motor Vehicle Incidents**

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In alignment with Council's *2023-2027 Corporate Strategic Plan* and the goals of "fostering a complete community that is safe, healthy and inclusive" and ensuring the "provision and maintenance of quality services" Council for the City of Port Alberni is submitting the attached resolution for consideration.

Municipal fire departments play a crucial role in responding to motor vehicle incidents outside of fire protection boundaries on behalf of Emergency Management and Climate Readiness. However, many of the areas where these incidents occur lack adequate communications infrastructure, posing significant challenges to the safety and effectiveness of responders. This backgrounder aims to support the resolution proposed urging the Province of British Columbia to provide modern and reliable communications, such as Starlink, to responding agencies.

1. **Municipal Fire Department Response:** Municipal fire departments are often called upon to respond to motor vehicle incidents outside of their fire protection boundaries. These incidents may occur in remote or rural areas where specialized resources and expertise are required. Municipal firefighters are trained and equipped to handle these situations, ensuring the safety of individuals involved and minimizing the potential risks.
2. **Inadequate Communications Infrastructure:** One of the significant challenges faced by municipal fire departments is the lack of adequate communications infrastructure in the areas they respond to. In some cases, there may be no communications at all, making it difficult for responders to coordinate their efforts, request additional resources, or seek assistance from other agencies. This lack of communication hampers the effectiveness and efficiency of response operations, potentially compromising the safety of both responders and the public.
3. **Responsibility for Health and Safety:** Both Emergency Management and Climate Readiness and the municipality have a shared responsibility for the health and safety of responders. It is essential to provide responders with the necessary tools and resources to carry out their duties effectively and safely. Reliable communications play a vital role in ensuring the well-being of responders, enabling them to communicate critical information, coordinate their actions, and request assistance when needed.

To address the challenges posed by inadequate communications infrastructure, the City of Port Alberni proposes the following:

1. **Provision of Modern, Reliable Communications:** That AVICC and UBCM urgently request the Province of British Columbia to provide modern and reliable communications, such as Starlink, to responding agencies that are handling motor vehicle incidents on the province's behalf. Starlink, a satellite internet service, offers high-speed and reliable connectivity, even in remote and underserved areas. By

providing this technology to responding agencies, the provincial government can ensure seamless communication and enhance the safety and effectiveness of responders.

2. Collaboration with Telecommunication Providers: In addition to the provision of Starlink, the Province of British Columbia should collaborate with telecommunication providers to improve overall communications infrastructure in areas where motor vehicle incidents occur frequently. This collaboration can involve expanding coverage, improving network reliability, and exploring innovative solutions to address communication challenges in remote and underserved areas.

The lack of adequate communications infrastructure in areas where municipal fire departments respond to motor vehicle incidents poses significant challenges to the safety and effectiveness of responders. The proposed resolution requests that AVICC and UBCM urge the Province of British Columbia to provide modern and reliable communications, such as Starlink, to responding agencies. By doing so, the provincial government can enhance the safety and efficiency of response operations, ensuring the well-being of responders and the effective management of motor vehicle incidents.

**Attachments:**

*Appendix 'A' | Telus Coverage Map in BC*

*Appendix 'B' | Rogers Coverage Map on Vancouver Island*

Yours truly,  
CITY OF PORT ALBERNI

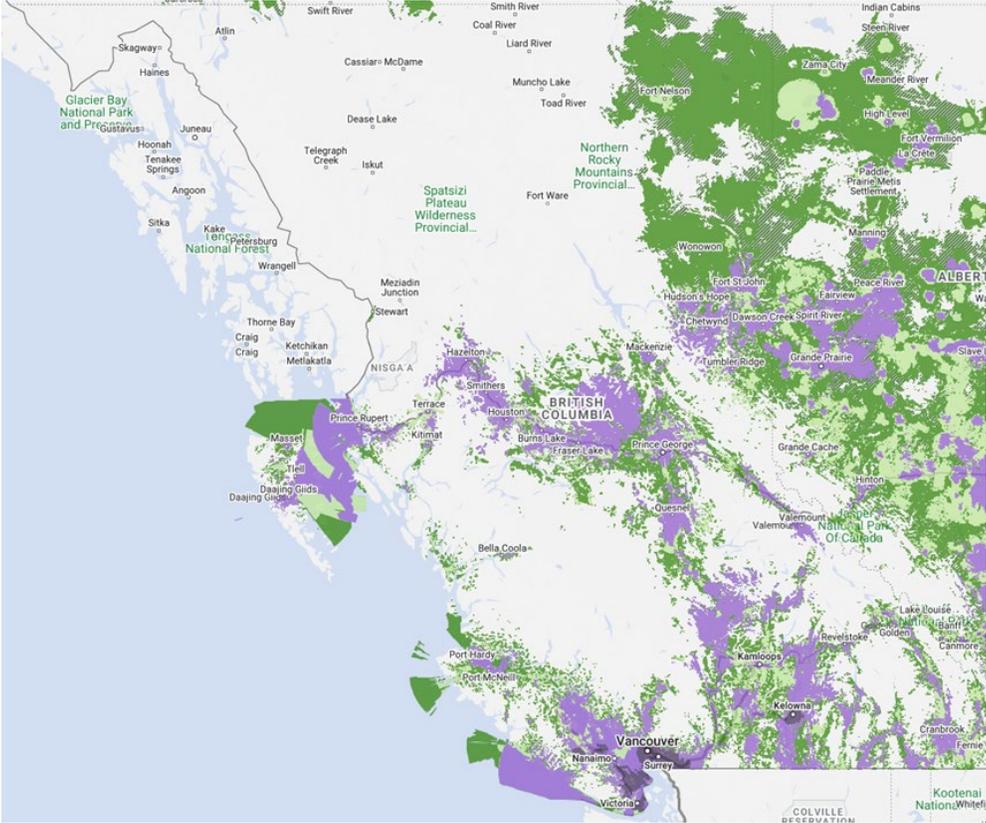


**Sharie Minions**  
**Mayor**

c: City Council  
M. Fox, CAO  
D. Monteith, Director of Corporate Services  
UBCM Member Municipalities

**Appendix 'A'**

Telus Coverage Map in BC



**Appendix 'B'**

Rogers Coverage Map on Vancouver Island





**To:** ACRD Emergency Executive Committee

**From:** Karen Freethy, Protective Services Manager

**Meeting Date:** May 15, 2025

**Subject:** Licence Agreement with Mosaic Forest Management

**Purpose:**

To provide the ACRD Emergency Executive Committee with information regarding the renewal of the licence agreement for the repeater operated by the Arrowsmith Amateur Radio Club on Mount Cokley (Communication Site G-0116) and provide information on the associated fee structure provided by Mosaic Forest Management.

**Desired Outcome:**

That the Committee receive this report and is made aware of the increased fees associated with the renewed licence agreement with Mosaic Forest Management (Mosaic).

**Summary:**

The ACRD is in the process of renewing a licence agreement with Mosaic that will allow the Arrowsmith Amateur Radio Club (AARC) to continue to operate an emergency communications repeater on Mount Cokley. This repeater plays a critical role in the region's emergency services by ensuring continuity of communication for the ACRD and the City of Port Alberni during disasters, when traditional communication infrastructure is damaged or inoperable. The Mount Cokley site is an essential component of the AARC's communications network. The proposed five-year agreement includes a significant increase in fees compared to the previous two terms. While the ACRD has requested consideration of a reduced rate, Mosaic has stated that the proposed structure aligns with fees charged to other non-profit and emergency service providers under their current policies.

**Background:**

The Mount Cokley repeater site has been developed and maintained by the AARC since 1977 and is a vital part of the region's emergency communications network. It supports voice and data connectivity across central Vancouver Island and links to other key locations, including Ucluelet, Tofino, Bamfield, Nanaimo, and parts of the mainland.

Previously, the AARC held a licence with Mosaic at a nominal fee of \$1 per three-year term. That agreement expired in 2021. In 2023, a new three-year term was signed (retroactively) and was backdated to end in August 2023. Under this agreement, the ACRD assumed the role of licensee on behalf of the Radio Club. This agreement introduced a one-time fee of \$650 (plus GST) for administrative fees and expired on August 31, 2023.

The proposed renewal from Mosaic Forest Management covers a new five-year term with significantly higher fees:

- Administration Fee: \$725 (plus GST)
- Annual Fees:
  - Year 1: \$1,600
  - Year 2: \$1,630
  - Year 3: \$1,660
  - Year 4: \$1,690
  - Year 5: \$1,720

This agreement results in a total of \$9,025 (excluding GST) over a five-year term.

The ACRD inquired whether a reduced rate could be considered given its essential public service. However, Mosaic has confirmed that this rate is applicable to non-profit and emergency service towers in regional districts and represents a significant discount from their standard rates.

**Time Requirements – Staff & Elected Officials:**

Minimal staff time is required to finalize the agreement, as proposed.

**Financial:**

This was not an anticipated expense in the emergency planning budget, and should the agreement be finalized, the annual cost will need to be covered on an ongoing basis to support the repeater's operations at this site.

**Alignment with Strategic Plan:**

This agreement aligns with Strategic Priority 2.0, Managing our Assets and Infrastructure, to ensure that we are able to maintain a high level of service and to mitigate future costs. As well, it supports Priority 3.3, Optimize communication platforms and practices to ensure the continuation of essential services during all four phases of emergency management.

**Policy or Legislation:**

The *Emergency and Disaster Management Act* stipulates that local governments are responsible for Emergency Planning and Preparedness. The *Local Government Act* requires that services bear the costs of delivering those services.

Submitted by: *Karen Freethy*  
Karen Freethy, Protective Services Manager

Reviewed by: *Heather Zenner*  
Heather Zenner, MA, Manager of Administrative Services

Approved by: *Cynthia Dick*  
Cynthia Dick, General Manager of Administrative Services