



Emergency Program Executive Committee Meeting

Thursday, May 28, 2026

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

10:00 AM

Regular Agenda

Watch the meeting live at: <https://www.acrd.bc.ca/events/28-5-2026/>

Register to participate via Zoom Webinar at:

https://acrd-bc-ca.zoom.us/webinar/register/WN_8-XLOPiORvWI8M9dnjqkA#/registration

PAGE #

1. **CALL TO ORDER**

Recognition of Territories.

Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website.

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

2. **APPROVAL OF AGENDA**

(motion to approve, including late items)

3. **DECLARATIONS**

(conflict of interest)

4. **INVITED PRESENTATIONS**

5. **DELEGATIONS (10 minute maximum)**

6. **ADOPTION OF MINUTES**

- a. **Emergency Program Executive Committee Meeting – November 5, 2025**

3-5

THAT the minutes of the Emergency Program Executive Committee meeting held on November 5, 2025, be adopted.



Alberni-Clayoquot Regional District

MINUTES OF THE EMERGENCY PROGRAM EXECUTIVE COMMITTEE MEETING HELD ON WEDNESDAY, NOVEMBER 5, 2025, 1:00PM

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

- MEMBERS PRESENT:** Mike Sparrow, 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
Vaida Siga, Director, Electoral Area “C” (Long Beach)
- REGRETS:** Susan Roth, Director, Electoral Area “E” (Beaver Creek)
- STAFF PRESENT:** Charlie Starratt, Regional Fire Services Manager
Karen Freethy, Protective Service Manager
Daniel Sailland, Chief Administrative Officer
Kristin Kerr-Donohue, Administrative Assistant
Mike Fox, Chief Administrative Officer, City of Port Alberni
Heather Thomson, Communications Coordinator

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/5-11-2025/>

1. **CALL TO ORDER**

The Chairperson called the meeting to order at 1:00 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: C. Solda

SECONDED: P. Cote

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. MINUTES

a. Emergency Program Executive Committee Meeting held on May 15, 2025

MOVED: C. Solda

SECONDED: V. Siga

THAT the minutes of the Emergency Program Executive Committee Meeting held on May 15, 2025 be adopted.

CARRIED

5. PRESENTATIONS

a. John Reynolds, Principal, Wynna Adriane Brown, Managing Director, Adriane Brown Group, Emergency Communication and Public Notification Plan

S. Minions joined the meeting at 1:11 pm

6. CORRESPONDENCE FOR ACTION/INFORMATION

7. REQUEST FOR DECISIONS

a. Request for Decision regarding Emergency Communication and Public Notification Plan

MOVED: B. Beckett

SECONDED: C. Solda

THAT the Alberni-Clayoquot Regional District Emergency Executive Committee recommend that the Alberni-Clayoquot Regional District Board of Directors support the receipt and implementation of the Alberni-Clayoquot Regional District Emergency Communication and Public Notification Plan as presented.

CARRIED

8. REPORTS

9. LATE BUSINESS

(requires 2/3 majority vote)

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.

11. ADJOURN

MOVED: C. Solda

SECONDED: B. Beckett

THAT this meeting be adjourned at 2:51 pm.

CARRIED

Certified Correct:

Mike Sparrow,
Chairperson

Kristin Kerr-Donohue,
Administrative Assistant