



Alberni-Clayoquot Regional District

ALBERNI VALLEY EMERGENCY PLANNING POLICY GROUP MEETING

THURSDAY, JULY 19, 2018, 3:30 PM

Regional District Board Room, 3008 5th Avenue, Port Alberni, BC

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u> Recognition of Traditional Territories.	
2. <u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items required 2/3 majority vote)</i>	
3. <u>ADOPTION OF MINUTES</u>	
a. Alberni Valley Emergency Policy Group Meeting held February 22, 2018	2-4
<i>THAT the minutes of the Alberni Valley Emergency Policy Group meeting held on February 22, 2018 be adopted.</i>	
4. <u>REPORTS</u>	5
a. Protective Services Manager News Release – D. Holmes	
b. Grants –	
i. Strategic Wildfire Prevention Initiative - Community Wildfire Protection Plan Update – Kelly Gilday	
ii. UBCM Community Emergency Preparedness Fund – Emergency Operations Centres & Training – Kelly Gilday	
iii. UBCM Community Emergency Preparedness Fund – Emergency Social Services– K. Freethy update at next meeting	
c. Protective Services Manager Initial Priorities – Kelly Gilday	
<i>THAT the verbal and written reports be received.</i>	
5. <u>NEXT MEETING</u>	
6. <u>ADJOURN</u>	



Alberni-Clayoquot Regional District

MINUTES OF THE ALBERNI VALLEY EMERGENCY PLANNING POLICY GROUP MEETING

HELD ON THURSDAY, FEBRUARY 22, 2018, 2:30 PM

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

PRESENT: John McNabb, Chairperson, Electoral Area "E" (Beaver Creek)
Penny Cote, Vice-Chairperson, Electoral Area "D" (Sproat Lake)
Mike Kokura, Director, Electoral Area "B" (Beaufort)
Lucas Banton, Director, Electoral Area "F" (Cherry Creek)
Mike Ruttan, Mayor, City of Port Alberni
Chris Alemany, Councillor, City of Port Alberni

**EX-OFFICCO
MEMBERS** Hugh Braker, Tseshah First Nation

REGRETS: Ron Paulson, Councillor, City of Port Alberni
Sharie Minions, Councillor, City of Port Alberni
Jack McLeman, Councillor, City of Port Alberni
Dan Washington, Councillor, City of Port Alberni
Denis Sauve, Councillor, City of Port Alberni

STAFF PRESENT: Douglas Holmes, CAO, ACRD
Wendy Thomson, Manager of Administrative Services, ACRD

1. CALL TO ORDER

The Manager of Administrative Services called the meeting to order at 2:45 pm.

2. ELECTION OF CHAIR AND VICE CHAIR

a. Election 2018

The Manager of Administrative Services conducted election for Chairperson of the Alberni Valley Emergency Planning Policy Group for 2018 and requested nominations three times.

Director Kokura nominated Director McNabb for the position of Chairperson. There being no further nominations, the Manager Administrative Services declared Director McNabb to the position of Chairperson of the Alberni Valley Emergency Planning Policy Group for 2018.

The Manager of Administrative Services conducted the election of Vice-Chairperson of the Alberni Valley Emergency Planning Policy Group for 2018 and requested nominations three times.

Director Banton nominated Director Cote for the position of Vice-Chairperson. There being no further nominations, the Manager of Administrative Services declared Director Cote to the position of Vice-Chairperson of the Alberni Valley Emergency Planning Policy Group for 2018.

The Chairperson assumed the Chair and recognized the meeting this afternoon being held in the Tseshaht First Nation and the Hupacasath First Nation traditional territories.

3. APPROVAL OF AGENDA

MOVED: Director Banton

SECONDED: Director Cote

THAT the agenda be approved as circulated.

CARRIED

4. ADOPTION OF MINUTES

a. Alberni Valley Emergency Policy Group Meeting held May 25, 2017

MOVED: Director Cote

SECONDED: Director Kokura

THAT the minutes for the Alberni Valley Emergency Policy Group held on May 25, 2017 be received.

CARRIED

5. REPORTS

a. Terms of Reference Review Alberni Valley Emergency Planning Policy Group

MOVED: Director Kokura

SECONDED: Director Cote

THAT the Terms of Reference for the AV Emergency Planning Policy Group for 2018 be approved as presented.

CARRIED

b. Tsunami Evacuation Event Debrief – D. Holmes, ACRD CAO

MOVED: Director Kokura

SECONDED: Director Ruttan

THAT this report be received.

CARRIED

c. Alberni Valley Emergency Planning Coordinator – D. Holmes, ACRD CAO

The recruitment process for a Protective Services Manager has commenced and will close on March 23, 2018.

d. Grants – D. Holmes, ACRD CAO

- i. Strategic Wildfire Prevention Initiative - Community Wildfire Protection Plan Update
- ii. UBCM Community Emergency Preparedness Fund – Emergency Social Services
- iii. UBCM Community Emergency Preparedness Fund – Emergency Operations Centres & Training

e. Other Reports

The CAO reported staff will be bringing forward a draft policy to address compensation for managers and elected officials during an emergency event. In addition, ACRD and City staff will be reviewing and updating their respective Emergency Planning Bylaws. Communications and protocol procedures during an emergency event are also being developed.

MOVED: Director Banton

SECONDED: Director Ruttan

THAT the verbal and written reports be received.

CARRIED

6. NEXT MEETING

7. ADJOURN

MOVED: Director Kokura

SECONDED: Director Ruttan

THAT the meeting be adjourned at 3:16 pm.

CARRIED

Certified Correct:

John McNabb,
Chairperson

Wendy Thomson,
Manager of Administrative Services



NEWS RELEASE

For Immediate Release
Monday, June 25, 2018

ACRD Hires a Manager of Protective Services

The Alberni-Clayoquot Regional District (ACRD) is pleased to announce the hiring of Mr. Kelly Gilday to the new position of Manager of Protective Services.

Kelly has been involved in a leadership capacity within Emergency Services for the past 25 years at both the municipal and provincial levels. While the majority of his responsibilities have been fire department operations, Kelly has strong experience in emergency preparedness and response, including through several declared states of emergency.

"This is a great place to live and when the opportunity to take on the Emergency Planning for the ACRD became available, I couldn't turn it down. Now is the right time to focus on emergency planning in the valley and make this a priority for the community", said Kelly.

The Protective Services Manager will re-invigorate Emergency Response in the Alberni Valley and will be the key manager responsible for evaluating, planning and leading emergency preparedness of the Alberni Valley as well as Bamfield. The Manager will also provide leadership, coordination and organizational management support to the Fire Chiefs of the ACRD's three volunteer fire departments.

"Typical of many ACRD services, Emergency Preparedness for the Alberni Valley is delivered cooperatively with many jurisdictions. Kelly's experience with the City of Port Alberni will add even greater strength in our ability to work as a regional team. Similarly, he has already worked closely with the Fire Chiefs in the region and we are pleased that that will continue" said Douglas Holmes, Chief Administrative Officer.

Kelly will commence his role as Manager of Protective Services on July 16, 2018.

For further information:
Douglas Holmes, CAO
Alberni-Clayoquot Regional District
(250) 720-2700