



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