



Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING

WEDNESDAY, FEBRUARY 26, 2014, 1:30 pm

Regional District Board Room, 3008 Fifth 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 requires 2/3 majority vote)</i>	
3. <u>DECLARATIONS</u>	
<i>(conflict of interest or gifts)</i>	
4. <u>ADOPTION OF MINUTES</u>	
a. Board of Directors Meeting – February 12, 2014	7-18
<i>THAT the minutes of the Board of Directors meeting held on February 12, 2014 be adopted.</i>	
b. Electoral Area Directors Committee – February 11, 2014	19-21
<i>THAT the minutes of the Electoral Area Directors Committee meeting held on February 11, 2014 be adopted.</i>	
c. Alberni Valley and Bamfield Directors Committee – February 11, 2014	22-26
<i>THAT the minutes of the Alberni Valley and Bamfield Directors Committee meeting held on February 11, 2014 be adopted.</i>	
5. <u>PETITIONS, DELEGATIONS & PRESENTATIONS</u>	
a. Mr. Zoran Knezevic, Port Manager, Port Alberni Port Authority regarding update on Port Alberni Port Authority plans for the container port.	
6. <u>CORRESPONDENCE FOR ACTION</u>	
a. REQUEST FOR SUPPORT	27-28
Metro Vancouver Board, February 12, 2014 regarding request for support for Metro Vancouver Waste Flow Management and the	

THAT Bylaw No. PS1000, Alberni-Clayoquot Regional District Alberni Valley Emergency Plan 2014 be read a first time.

THAT Bylaw No. PS1000, Alberni-Clayoquot Regional District Alberni Valley Emergency Plan 2014 be read a second time.

THAT Bylaw No. PS1000, Alberni-Clayoquot Regional District Alberni Valley Emergency Plan 2014 be read a third time.

THAT Bylaw No. PS1000, Alberni-Clayoquot Regional District Alberni Valley Emergency Plan 2014 be adopted.

- b. REQUEST FOR DECISION 145**
Lease Renewal for Kecoa Helicopters – Alberni Valley Regional Airport

THAT the Alberni-Clayoquot Regional District Board of Directors renew Kecoa Helicopters’ office space at the Alberni Valley Regional Airport for a term of one (1) year commencing March 1, 2014, with an option to renew for an additional two (2) years, at a monthly rate of \$150.00 per month plus applicable taxes.

- c. REQUEST FOR DECISION 146**
BC Healthy Communities Forum – Friday, May 9

THAT the Alberni-Clayoquot Regional District Board of Directors approve the scheduled BC Healthy Communities Forum Friday, May 9 for the ACRD Directors, Senior Staff, and the ACHN Working Group.

- d. REQUEST FOR DECISION 147-150**
Bylaw No. R1016 Amendment

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading as amended to Bylaw No. R1016-1, Tofino-Ucluelet Airport Fees Amendment 2014.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw No. R1016-1, Tofino-Ucluelet Airport Fees Amendment 2014.

- e. REQUEST FOR DECISION 151**
Contribution Agreement – Sproat Lake Marine Patrol

THAT the Alberni-Clayoquot Regional District Board of Directors agree to enter into a contribution agreement with Her Majesty the Queen in right of Canada, as represented by the Minister of Transport, to receive not more than seventy-five percent (75%) of the total eligible expenditures of the Boating Safety Awareness Project, but only up to a maximum of \$74,362.00.

- a. **LC12010/011, TM MOBILE INC, ALASKA PINE ROAD**
Memorandum

170-176

THAT the Board of Directors direct staff to issue a letter of Land Use Concurrence for TELUS File BC0516 – Grice Bay noting that the ACRD supports the tower location.

10. REPORTS

10.1 STAFF REPORTS

- | | | |
|----|--|----------------|
| a. | Staff Action Items Report – February 2014 | 177-182 |
| b. | Board of Directors Meeting Schedule – March 2014 | 183 |
| c. | Building Inspector’s Report – January 2014 | 184 |
| d. | Sproat Lake Marine Patrol 2014 – February 2014 | 185 |
| e. | West Coast Landfill Budget – February 2014 | 186 |

THAT the Board of Directors receives the Staff Reports a-e.

10.2 COMMITTEE REPORTS

- a. **Alberni-Clayoquot Transportation Committee Meeting – February 13, 2014 – J. McLeman** (Verbal)
- b. **Special Committee-of-the-Whole Meeting – February 26, 2013 - C. Solda** (verbal)

THAT verbal reports a-b be received.

10.3 MEMBER REPORTS

- a. 9-1-1 Corporation – C. Solda
- b. Vancouver Island Regional Library - P. Cote
- c. Central West Coast Forest Society – T. Bennett
- d. Emergency Planning – J. McNabb/P. Cote/M. Kokura/C. Solda
- e. Alberni Valley Chamber of Commerce – C. Solda
- f. Coastal Community Network – T. Bennett/B. Irving/C. Solda
- g. West Island Woodlands Advisory Group – J. Jack/L. Banton
- h. Island Coastal Economic Trust – C. Solda
- i. Air Quality Council, Port Alberni – J. McNabb

- j. West Coast Aquatic Board – T. Bennett
- k. Association of Vancouver Island & Coastal Communities – C. Solda
- l. Beaver Creek Water Advisory Committee – J. McNabb
- m. Other Reports
 - Tofino-Long Beach Chamber of Commerce Newsletter **187-189**

THAT the Board of Directors receives the Member Reports.

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. IN CAMERA

Motion to close the meeting to discuss matters relating to:

- i. Litigation or potential litigation affecting the Regional District.*

15. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

16. ADJOURN

Next Board of Directors Meeting: Wednesday, March 12, 2014, 1:30 pm



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, FEBRUARY 12, 2014, 1:30 PM Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

DIRECTORS PRESENT: Cindy Solda, Chairperson, City of Port Alberni
Penny Cote, Vice-Chair, Electoral Area "D" (Sproat Lake)
Eric Geall, Electoral Area "A" (Bamfield)
Mike Kokura, Electoral Area "B" (Beaufort)
Tony Bennett, Electoral Area "C" (Long Beach)
John McNabb, Electoral Area "E" (Beaver Creek)
Lucas Banton, Electoral Area "F" (Cherry Creek)
John Jack, Councillor, Huu-ay-aht First Nation
Jack McLeman, Councillor, City of Port Alberni
Josie Osborne, Mayor, District of Tofino
Bill Irving, Mayor, District of Ucluelet
Alan McCarthy, Member of Legislature, Yuułuꞵiꞵath Government
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

STAFF PRESENT: Russell Dyson, Chief Administrative Officer
Andy Daniel, Manager of Environmental Services
Teri Fong, Manager of Finance
Mike Irg, Manager of Planning and Development
Wendy Thomson, Manager of Administrative Services
Shelli Lyle, Administrative Assistant

1. CALL TO ORDER

The Chairperson called the meeting to order at 1:30 pm.

The Chairperson recognized the meeting this afternoon being held in the traditional territories of the Tseshaht and Hupacasath First Nations.

2. WELCOME & INTRODUCTIONS

The Chairperson welcomed the Uchucklesaht Tribe Government to the Alberni-Clayoquot Regional District as a voting member and Directors provided introductory comments.

3. OATH OF OFFICE

Marina Stilinovic, Justice of the Peace, Province of BC conducted the Oath of Office for Director Wilfred Cootes, Councillor, Uchucklesaht Tribe Government.

4. APPROVAL OF AGENDA

MOVED: Director Kokura
SECONDED: Director McLeman

THAT the agenda be approved as circulated with the addition of the following late items: AVICC 2014 Resolutions.

CARRIED

5. DECLARATIONS

6. ADOPTION OF MINUTES

a. Board of Directors Meeting – January 22, 2014

MOVED: Director McLeman
SECONDED: Director Cootes

THAT the minutes of the Board of Directors meeting held on January 22, 2014 be adopted.

CARRIED

b. Committee-of-the-Whole Meeting – January 22, 2014

MOVED: Director Kokura
SECONDED: Director McNabb

THAT the minutes of the Committee-of-the-Whole meeting held on January 22, 2014 be adopted.

CARRIED

c. West Coast Committee – January 29, 2014

MOVED: Director Osborne
SECONDED: Director Irving

THAT the minutes of the West Coast Committee meeting held on January 29, 2014 be adopted.

CARRIED

7. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Inspector Mac Richards, Officer In Charge, Port Alberni Detachment, RCMP regarding the Port Alberni RCMP Report for January 2014.

Inspector Richards reported in January there were 834 calls for service; property related offences are above the norm and violence within relationships are of concern. New initiatives on executing warrants and traffic changing driver behaviors and attitude slow down signs throughout the community focusing where kids congregate, school grounds.

8. CORRESPONDENCE FOR ACTION

a. REQUEST FOR SUPPORT

BC/Yukon Command/The Royal Canadian Legion, January 27, 2014, Request for Support for the Remembrance project by sponsoring an advertisement space in the "Military Service Recognition Book."

MOVED: Director Kokura

SECONDED: Director Irving

THAT the Board of Directors approves the request for support for the Remembrance project by sponsoring an advertisement space in the "Military Service Recognition Book" for the ¼ Page (Full Colour) for the amount of \$565.00.

CARRIED

Director Bennett entered the meeting at 1:58 pm

b. REQUEST FOR MEMBERSHIP

Vancouver Island Economic Alliance

MOVED: Director Kokura

SECONDED: Director McNabb

THAT the Vancouver Island Economic Alliance request for membership be referred to the next regular Board of Directors meeting on February 26, 2014.

CARRIED

c. REQUEST FOR SUPPORT

Thornton Creek Hatchery

MOVED: Director Irving

SECONDED: Director Kokura

THAT the Board of Directors provide a letter of support for the Thornton Creek Hatchery's Clayoquot Biosphere Trust grant application.

CARRIED

9. CORRESPONDENCE FOR INFORMATION

a. ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

Response to Mayor Larry Cross, Comox Valley Regional District on the matter of the request for a stand-alone meeting or Convention session on the topic of solid waste management on Vancouver Island.

- b. **SELINA ROBINSON, MLA, OPPOSITION CRITIC FOR LOCAL GOVERNMENT AND SPORTS**
Local Elections Campaign Financing Act.
- c. **ALBERNI WRESTLING**
Thank you.
- d. **ISLAND COASTAL ECONOMIC TRUST**
Davis Bay Wharf expansion approved
- e. **SCHOOL DISTRICT 70**
Public Input sessions – Tues., Feb. 4th and Wed., Feb. 5th.
- f. **DAVID SUZUKI**
David Suzuki foundation and fukishima.
- g. **BC HYDRO**
Update on Long Beach Area Reinforcement Project.
- h. **CITY OF PARKSVILLE**
Advocate for Provincial Government to update or replace the provincial emergency notification system (PENS).

MOVED: Director Kokura

SECONDED: Director McLeman

THAT the Board of Directors receive a – h correspondence for information.

CARRIED

10. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Finance Warrant No. 537**

MOVED: Director Kokura

SECONDED: Director Geall

THAT the Board of Directors approves Finance Warrant Number 536 in the amount of \$630,404.81 dated January 31, 2014.

CARRIED

- b. **Request for Decision regarding Appointment of Chief and Deputy Chief Election Officers – 2014 General Local Election**

MOVED: Director Kokura

SECONDED: Director Geall

THAT pursuant to Section 41 (1) and (2) of the Local Government Act, the Alberni-Clayoquot Regional District Board of Directors:

- a. *Appoint Wendy Thomson the Chief Election Officer for the purposes of conducting the 2014 general local election and referenda in the Alberni-Clayoquot Regional District; and,*
- b. *Appoint Russell Dyson the Deputy Chief Election Officer for the purposes of conducting the 2014 general local election and referenda in the Alberni-Clayoquot Regional District.*

CARRIED

c. Request for Decision regarding Regional Parks

MOVED: Director Kokura

SECONDED: Director Cote

THAT the Board of Directors approve the Regional Parks proposed budget as presented to be included in first reading of the 2014-2018 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

d. Request for Decision regarding E911 Emergency Telephone System

MOVED: Director Jack

SECONDED: Director Bennett

THAT the Board of Directors approve the E911 Emergency Telephone System proposed budget and reflected changes from the 911 Corporation to be included in the first reading of the 2014-2018 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

e. Request for Decision regarding Regional Planning

MOVED: Director Kokura

SECONDED: Director McLeman

THAT the Board of Directors approve the Regional Planning proposed budget as presented to be included in first reading of the 2014-2018 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

f. Request for Decision regarding General Government Services

MOVED: Director Irving

SECONDED: Director McNabb

THAT the Board of Directors approve the General Government Services proposed budget with the following amendments to be included in the first reading of the 2014-2018 Alberni-Clayoquot Regional District Financial Plan:

- a) *Line item 38, Office Supplies General reduced from \$26,000.00 to \$22,000.00;*
- b) *Line item 11, Capital Fund Contribution reduced from \$90,000.00 to \$80,000.00;*
- c) *Line item 25, Coastal Community Network allocate \$5,000.00.*

CARRIED

g. Request for Decision regarding Board Remuneration Review Policy

MOVED: Director McNabb

SECONDED: Director Osborne

THAT the Alberni-Clayoquot Regional District Board of Directors adopt the Board Remuneration Review Policy as presented.

CARRIED

h. Request for Decision regarding Alberni Valley Regatta Association-Noise Exemption from Noise Bylaw R1024

MOVED: Director Cote

SECONDED: Director Bennett

THAT the Board pass a resolution to request public input by advertising in the local paper identifying the intention of the board to grant an exemption from the noise bylaw as per Section 7 of the "Sproat Lake Noise Control Bylaw No. R1024, 2013".

CARRIED

i. Request for Decision regarding Establishing Cherry Creek Dangerous Dog Bylaw

MOVED: Director Banton

SECONDED: Director Bennett

THAT the Board of Directors rescind 3rd reading of Bylaw E1058 cited as "Cherry Creek Animal Control Regulatory Service Establishment Bylaw No. E1058, 2014".

MOVED: Director Banton

SECONDED: Director Cote

THAT the Board of Directors amend Bylaw E1058 cited as "Cherry Creek Animal Control Regulatory Service Establishment Bylaw No. E1058, 2014" as attached.

MOVED: Director Banton
SECONDED: Director Cootes

THAT the Board of Directors give 3rd reading to "Cherry Creek Animal Control Regulatory Service Establishment Bylaw No. E1058, 2014" as amended.

CARRIED

11. PLANNING MATTERS

11.1 ELECTORAL AREA DIRECTORS ONLY

- a. RF13005, LPV LAND DEVELOPMENT, 5950 STRATHCONA STREET**
Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaw P1315

MOVED: Director Banton
SECONDED: Director Bennett

THAT the Board of Directors receive the public hearing report.

CARRIED

MOVED: Director Banton
SECONDED: Director Bennett

THAT the Board of Directors receive the public hearing minutes.

CARRIED

MOVED: Director Banton
SECONDED: Director Bennett

THAT Bylaw P1315, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a third time.

CARRIED

- b. CONTRACT TO UPDATE THE ACRD ZONING BYLAW**
Memorandum and Landworks Consultants Inc. Proposal

MOVED: Director Bennett
SECONDED: Director Kokura

THAT the Board of Directors authorize the CAO to enter into a contract with Landworks Consultants Inc. to rewrite the Alberni-Clayoquot Zoning Bylaw with the cost of the contract not to exceed \$35,000.00.

CARRIED

11.2 ALL DIRECTORS

a. ALBERNI INLET TRAIL

Request for Decision and Island Timberlands Non-Exclusive Licence

MOVED: Director Kokura

SECONDED: Director McNabb

THAT the Board of Directors authorize the CAO to sign a non-exclusive licence with Island Timberlands for Phase 1 and Phase 2 of the Inlet Trail.

CARRIED

12. REPORTS

12.1 STAFF REPORTS

a. Environmental Services Department Report – February 6, 2014

b. Staff Action Items Report – February 6, 2014

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the Board of Directors receives the Staff Reports a-b.

CARRIED

12.2 COMMITTEE REPORTS

a. Electoral Area Directors Committee – 2014 Financial Planning Meeting – February 11, 2014

(P. Cote) – verbal

Director Cote reported the Committee is concerned with the continual increase in cost of the VIRL service. There is a need to lobby partners and put forward recommendations to VIRL to find ways to live among their means.

b. Alberni Valley & Bamfield Committee – 2014 Financial Planning Meeting – February 11, 2014

(C. Solda) – verbal

Director Solda reported the following budgets were discussed; AV Waste Management, AV Emergency Planning, Custom Transit, AV Airport, Recycling Depot upgrades, AV Regional Water. In kind services will be provided in 2014 for the support for the AV Air Quality Council.

c. Committee-of-the Whole – 2014 Financial Planning Meeting – February 12, 2014

(C. Solda) – verbal

Director Solda reported there were 25 grants-in-aid considered. A special Committee-of-the-Whole meeting will be scheduled before the next board of directors meeting on February 26th to review and consider the Economic Development grant-in-aid application from the City of Port Alberni.

d. EA Directors Forum - February 4 and 5, 2014

(E.Geall & J. McNabb) – verbal

Director McNabb reported on attendance at the EA Directors Forum in Richmond. 94 directors attended the Forum.

e. Local Government Leadership Forum - February 5 and 6, 2014

(L. Banton) – verbal

Director Banton reported on the LGMA Forum. Director Osborne and Director Jack made presentations. George Cuff presented an informative session on best practices for Regional District Board Members.

MOVED: Director McLeman

SECONDED: Director Jack

THAT the Board of Directors receives verbal reports a-e.

CARRIED

12.3 OTHER REPORTS

a. Alberni Valley Chamber of Commerce

Minutes from the December 19, 2013 Board of Directors Meeting

Minutes from the January 23, 2014 Board of Directors Meeting

MOVED: Director McLeman

SECONDED: Director Irving

THAT the Board of Directors receives Chamber of Commerce Board of Directors Meeting Minutes for December 19, 2013 and January 23, 2014.

CARRIED

Director Osborne left the meeting at 3:42 pm.

13. UNFINISHED BUSINESS

Director McNabb left the meeting at 3:50 pm

Director Jack left the meeting at 3:52 pm

14. LATE BUSINESS

a. AVICC Resolutions

MOVED: Director Cote
SECONDED: Director McLeman

THAT the ACRD Board of Directors forward a resolution to the Association of Vancouver Island Coastal Communities for consideration at the 2014 Convention requesting the Province of BC to provide adequate funding to support victim services.

CARRIED

MOVED: Director Cote
SECONDED: Director McLeman

THAT the ACRD Board of Directors forward a resolution for consideration at the 2014 Association of Vancouver Island Coastal Communities Convention requesting the Vancouver Island Regional Library community partners to request that the Vancouver Island Regional Library Board undertake a review of their governance and administration.

MOVED: Director Geall
SECONDED: Director Bennett

That the ACRD Board of Directors forward the following resolution for consideration at the 2014 Association of Vancouver Island Coastal Communities Convention:

WHEREAS the Provincial Government building codes are to a higher standard than the Federal building codes;

AND WHEREAS this discrepancy creates issues which directly impact the social determinants of health;

NOW THEREFORE BE IT RESOLVED that Association of Vancouver Island Coastal Communities request the Union of British Columbia Municipalities to work with the Federation of Canadian Municipalities to bring the federal building code to a standard which equals the provincial standards.

CARRIED

MOVED: Director Geall
SECONDED: Director Bennett

THAT the ACRD Board of Directors forward a resolution for consideration at the 2014 Association of Vancouver Island Coastal Communities Convention:

WHEREAS Transport Canada is actively working to divest assets in remote coastal communities;

AND WHEREAS infrastructure is vital to small communities with limited resources;

NOW THEREFORE BE IT RESOLVED that the Association of Vancouver Island Coastal Communities lobby the Union of British Columbia Municipalities and the Federation of Canadian Municipalities to ensure access to federal infrastructure in small communities.

CARRIED

*MOVED: Director Geall
SECONDED: Director Irving*

THAT the ACRD Board of Directors forward the following resolution for consideration at the 2014 Association of Vancouver Island Coastal Communities Convention:

WHEREAS the Province of British Columbia is committed to the treaty process with indigenous First Nations;

AND WHEREAS the majority of negotiations take place between the province and individual nations, leaving little voice for small communities and local government;

THEREFORE BE IT RESOLVED that the Association of Vancouver Island Coastal Communities lobby the Provincial Government to ensure that local government affected local communities have a strong voice through the treaty process.

DEFEATED

*MOVED: Director McLeman
SECONDED: Director Cote*

THAT the ACRD Board of Directors forward a resolution to the 2014 Association of Vancouver Island Coastal Communities Convention requesting AVICC lobby the Union of British Columbia of British Columbia Municipalities and Provincial Government to ensure that BC residents who have studied outside of Canada to become a Doctor are provided equal opportunity to practice in Canada as a foreign Doctor.

CARRIED

15. QUESTION PERIOD

16. IN-CAMERA

*MOVED: Director Cote
SECONDED: Director McLeman*

THAT the meeting be closed to the public to discuss matters relating to:
i. Litigation or potential litigation affecting the Regional District.

CARRIED

The meeting was closed to the public at 4:18 pm.

Director McLeman left the meeting at 4:23 pm.

The meeting was re-opened to the public at 4:27 pm.

17. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

MOVED: Director Bennett

SECONDED: Director Geall

THAT the Alberni-Clayoquot Regional District report out the following from the in-camera portion of the meeting:

The property owner of 5470 Falls Street has been given 30 days to rectify the unsafe condition, and if the owner fails to complete the work the ACRD may fulfill the requirements on behalf of the owner at the owner's expense in accordance with the Local Government Act.

CARRIED

18. ADJOURN

MOVED: Director Banton

SECONDED: Director Bennett

THAT this meeting be adjourned at 4:28 pm.

CARRIED

Certified Correct:

Cindy N. Solda,
Chairperson

Russell Dyson,
Chief Administrative Officer



Alberni-Clayoquot Regional District

MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE MEETING HELD ON TUESDAY, FEBRUARY 11, 2014, 1:30PM

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

DIRECTORS Penny Cote, Chair, Electoral Area "D" (Sproat Lake)

PRESENT: Eric Geall, Electoral Area "A" (Bamfield)
Mike Kokura, Electoral Area "B" (Beaufort)
Tony Bennett, Electoral Area "C" (Long Beach)
John McNabb, Electoral Area "E" (Beaver Creek)
Lucas Banton, Electoral Area "F" (Cherry Creek)

STAFF PRESENT: Russell Dyson, Chief Administrative Officer
Teri Fong, Manager of Finance
Mike Irg, Manager of Planning and Development
Wendy Thomson, Manager of Administrative Services

1. CALL TO ORDER

The Chairperson called the meeting to order at 1:33 pm.

2. APPROVAL OF AGENDA

MOVED: Director Geall

SECONDED: Director Kokura

THAT the agenda be approved as circulated.

CARRIED

3. REQUEST FOR DECISIONS & BYLAWS

a. **REQUEST FOR DECISION**

Re: 2014-2018 Financial Plan – Vancouver Island Regional Library

The Manager of Finance provided an overview of the Vancouver Island Regional Library budget.

Director Bennett entered the meeting at 1:34 pm.

MOVED: Director McNabb

SECONDED: Director Geall

THAT the Electoral Area Directors Committee reject the 2014 – 2018 Vancouver Island Regional Library budget as presented.

DEFEATED

MOVED: Director McNabb
SECONDED: Director Geall

THAT staff be instructed develop a resolution for consideration at the 2014 AVICC Convention concerning the continual increased cost of the VIRL service and request VIRL community participants to request the VIRL Board undertake a review of governance and administration.

CARRIED

MOVED: Director Kokura
SECONDED: Director Bennett

THAT the Electoral Area Directors Committee approve the Vancouver Island Regional Library proposed budget to be included in first reading of the 2014 – 2018 Alberni-Clayoquot Regional District Financial Plan Bylaw.

CARRIED

b. REQUEST FOR DECISION

Re: 2014-2018 Financial Plan – Management of Development –
Rural Planning

The Manager of Planning and Development provided an overview of the proposed budget. The Committee reviewed the budget line by line and staff answered questions from Directors.

MOVED: Director Kokura
SECONDED: Director McNabb

THAT the Electoral Area Directors Committee approve the Management of Development – Rural Planning budget as presented to be included in the first reading of the 2014-2018 Alberni-Clayoquot Regional District Financial Plan bylaw.

CARRIED

c. REQUEST FOR DECISION

Re: 2014-2018 Financial Plan – Building Inspection

The Manager of Planning and Development provided an overview of the proposed budget. The Committee reviewed the budget line by line and staff answered questions from Directors.

MOVED: Director Kokura
SECONDED: Director McNabb

THAT the Electoral Area Directors Committee approve the proposed Building Inspection Budget with the following amendment to be included in first reading of the 2014-2018 Alberni-Clayoquot Regional District Financial Plan Bylaw:

- a. *Reduce line 31 – Vehicle to \$30,000.00*

CARRIED

d. **REQUEST FOR DECISION**

Re: 2014-2018 Financial Plan – Electoral Area Administration

The Manager of Finance provided an overview of the draft budget. The Committee reviewed the budget line by line. Staff answered questions from Directors.

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the Electoral Area Directors Committee approve the Electoral Area Administration proposed budget as presented to be included in first reading of the 2014-2018 Alberni-Clayoquot Regional District Financial Plan Bylaw.

CARRIED

4. **UNFINISHED BUSINESS**

5. **LATE BUSINESS**

6. **ADJOURN**

MOVED: Director Kokura

SECONDED: Director McNabb

THAT this meeting be adjourned at 2:55 pm.

CARRIED

Certified Correct:

Penny Cote,
Chairperson

Russell Dyson,
Chief Administrative Officer



Alberni-Clayoquot Regional District

MINUTES OF THE ALBERNI VALLEY & BAMFIELD COMMITTEE FINANCIAL PLANNING MEETING

HELD ON TUESDAY, FEBRUARY 11, 2014, 10:00AM

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

DIRECTORS PRESENT: Cindy Solda, Chairperson, Councillor, City of Port Alberni
Eric Geall, Director, Electoral Area "A" (Bamfield)
Mike Kokura, Electoral Area "B" (Beaufort)
Penny Cote, Electoral Area "D" (Sproat Lake)
John McNabb, Electoral Area "E" (Beaver Creek)
Lucas Banton, Electoral Area "F" (Cherry Creek)
Jack McLeman, Councillor, City of Port Alberni

REGRETS: John Jack, Councillor, Huu-ay-aht First Nation

STAFF PRESENT: Russell Dyson, Chief Administrative Officer
Andy Daniel, Manager of Environmental Services
Mike Irg, Manager of Planning and Development
Teri Fong, Manager of Finance
Wendy Thomson, Manager of Administrative Services
Mark Fortune, Airport Superintendent

1. **CALL TO ORDER**

The Chairperson called the meeting to order at 10:00 am.

The Chairperson recognized the meeting being held in the Tseshaht and Hupacasath First Nations' traditional territories.

2. **APPROVAL OF AGENDA**

MOVED: Director McLeman

SECONDED: Director Geall

THAT the agenda be approved as circulated with the following amendments: Move Item 4(g) Alberni Valley Airport Superintendent to follow 4(d) Alberni Airport.

CARRIED

3. **CORRESPONDANCE FOR INFORMATION**

a. **BARRIE FORBES**

Article forwarded regarding Community Airports: Asset for opportunity or financial burden?

MOVED: Director McNabb
SECONDED: Director McLeman

THAT the correspondence for information be received.

CARRIED

4. REQUEST FOR DECISIONS & BYLAW

a. **REQUEST FOR DECISION**

Re: 2014-2018 Financial Plan – Alberni Valley & Bamfield Waste Management

Director Banton entered the meeting at 10:07 am.

Director Cote entered the meeting at 10:10 am.

The Manager of Finance provided an overview of the draft budget for the Alberni Valley and Bamfield Waste Management. The Committee reviewed the draft budget line by line and staff answered questions from Directors.

MOVED: Director Kokura
SECONDED: Director Banton

THAT the Committee approve the Alberni Valley and Bamfield Waste Management proposed budget as presented to be included in first reading of the 2014-2018 Alberni-Clayoquot Regional District Financial Plan Bylaw.

CARRIED

b. **REQUEST FOR DECISION**

Re: 2014-2018 Financial Plan – Alberni Valley Emergency Planning

The Chief Administrative Officer provided an overview of the draft budget for Alberni Valley Emergency Planning. The Committee reviewed the draft budget line by line.

MOVED: Director Kokura
SECONDED: Director McNabb

THAT the Committee approve the Alberni Valley Emergency Planning proposed budget as presented to be included in first reading of the 2014-2018 Alberni-Clayoquot Regional District Financial Plan Bylaw.

CARRIED

c. **REQUEST FOR DECISION**

Re: 2014-2018 Financial Plan – Custom Transit

The Manager of Finance provided a brief overview of the proposed budget for Custom Transit. The Committee reviewed the draft budget line by line and staff answered questions from Directors.

MOVED: Director Kokura
SECONDED: Director McNabb

THAT the Committee approve the Custom Transit proposed budget as presented to be included in first reading of the 2014-2018 Alberni-Clayoquot Regional District Financial Plan Bylaw.

CARRIED

d. **REQUEST FOR DECISION**

Re: 2014-2018 Financial Plan – Alberni Valley Regional Airport

The Manager of Finance highlighted 2013 projects at the Alberni Valley Regional Airport and proposed budget for 2014 – 2018. The Committee reviewed the draft budget line by line and staff answered questions from Directors. The Airport Superintendent provided an update on 2014 capital projects at the Alberni Valley Regional Airport.

MOVED: Director McLeman
SECONDED: Director McNabb

THAT the Committee approve the Alberni Valley Regional Airport proposed budget as presented to be included in first reading of the 2014-2018 Alberni-Clayoquot Regional District Financial Plan Bylaw.

CARRIED

e. **REQUEST FOR DECISION**

Re: Alberni Valley Airport Superintendant (10% Allocation)

MOVED: Director McNabb
SECONDED: Director Kokura

THAT the Alberni Valley and Bamfield Committee recommend that the Alberni-Clayoquot Regional District Board of Directors endorse a 10% time allocation for the Long Beach Airport (LBA) Superintendant to perform work for the Alberni Valley Regional Airport (AVRA).

CARRIED

f. **REQUEST FOR DECISION**

Re: Recycling Depot Upgrades

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the Committee recommend that the ACRD Board of Directors support the \$142,000 in the 2014 AVLF budget to provide safety upgrades and renovations to the Recycling Depot located at 3620 3rd Avenue.

CARRIED

g. REQUEST FOR DECISION

Re: 2014-2018 Financial Plan – Alberni Valley Regional Water

The Chief Administrative Officer provided an overview of the proposed draft budget to explore Alberni Valley regional water.

MOVED: Director McNabb

SECONDED: Director McLeman

THAT the Committee approve the proposed 2014 budget to explore regional water at a cost of \$60,000.

CARRIED

MOVED: Director McNabb

SECONDED: Director Banton

THAT the following members participate in the 2014 budget to explore regional water: Cherry Creek, Beaver Creek and City of Port Alberni.

CARRIED

h. REQUEST FOR DECISION

Re: 2014-2018 Financial Plan – Sproat Lake Marine Patrol - Referendum

MOVED: Director Kokura

SECONDED: Director McLeman

THAT the Committee approve the 2014 Sproat Lake Marine Patrol Proposed Service referendum budget to be included in first reading of the 2014-2018 Alberni-Clayoquot Regional District Financial Plan by the ACRD Board of Directors.

CARRIED

i. ADMINISTRATIVE MEMO

Re: Air Quality Council

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the Alberni Valley Committee propose that the Regional District provide in kind

support for the Alberni Valley Air Quality Council for the year 2014 in order to facilitate regular meetings and the development of long term plan outlining necessary funding and resources to continue with past programs and services.

CARRIED

9. UNFINISHED BUSINESS

10. LATE BUSINESS

12. ADJOURN

MOVED: Director Kokura

SECONDED: Director Banton

THAT this meeting be adjourned 12:47 pm.

CARRIED

Certified Correct:

Cindy N. Solda,
Chairperson

Russell Dyson,
Chief Administrative Officer



February 12, 2014

File: CP-16-02-016

Ms. Cindy Solda, Chair
Alberni-Clayoquot Regional District
3008 - 5th Avenue
Port Alberni, BC V9Y 2E3

Dear Chair Solda and Board of Directors:

Re: Metro Vancouver Waste Flow Management and the Greater Vancouver Sewerage and Drainage District Recyclable Material Regulatory Bylaw No. 280

I am writing today to seek your Board's support for the "Greater Vancouver Sewerage and Drainage District Recyclable Material Regulatory Bylaw No. 280" (Bylaw 280).

On October 11, 2013, the Metro Vancouver Board gave third reading to Bylaw 280. Bylaw 280 implements a waste flow management strategy that requires residential and commercial/institutional garbage to be delivered to Metro Vancouver and City of Vancouver disposal facilities (Regional Facilities), and allows for the development of mixed waste material recovery facilities (MWMRFs) for the purpose of recovering recyclables and organics from post-source separated waste. Bylaw 280 has been submitted to the Minister of Environment for her consideration, and requires her approval prior to adoption.

Bylaw 280 was developed following extensive consultation with government and industry stakeholders and is critical in:

- achieving the waste diversion targets of Metro Vancouver's *Integrated Solid Waste and Resource Management Plan* (ISWRMP)
- ensuring a cost effective and equitable solid waste disposal system
- supporting the local recycling industry.

Bylaw 280 was developed in response to waste haulers collecting commercial and multi-family garbage in Metro Vancouver and delivering it to transfer stations in an adjacent regional district, thereby avoiding bans and prohibitions in place to encourage diversion, and not paying their share of the cost of the region's solid waste system including waste diversion initiatives.

Bylaw 280 has received extensive support from the local recycling industry. A group of 11 recycling companies formed the Recycle First Coalition and have written to the Minister of Environment recommending she approve Bylaw 280. The Cowichan Valley Regional District and Nanaimo Regional District Boards have both passed resolutions in support of Bylaw 280.

Metro Vancouver believes that the ability to implement waste flow management is key to the success of solid waste management plans across the Province. If you believe that this is an important issue, we encourage you to consider supporting Metro Vancouver's Bylaw 280.

Paul Henderson, Metro Vancouver's General Manager of Solid Waste Services, would be happy to provide additional information with respect to Bylaw 280 or any other aspect of the ISWRMP, and if required would be able to present the details of Bylaw 280 to your Board at your convenience. He can be reached at 604-432-6442 or at paul.henderson@metrovancover.org.

Yours truly,



Greg Moore
Chair, Metro Vancouver Board

GM/MB/ph

Yours truly,



Malcolm Brodie
Chair, Zero Waste Committee

January 24, 2014

Cindy Solda
Alberni Clayoquot Regional District
3008 5th Ave
Port Alberni BC V9Y 2E3
Canada



Dear Cindy ,

We have noted your interest in the annual 'State of the Island' Economic Summit. Thank you for participating. We hope that you have found the Summit content and networking to be useful.

As you probably know, VIEA is a unique non-profit, non-government organization that depends entirely on its membership to continue representing the economic interests of the entire Island region. Our membership includes small business, large corporations, local government and professional associations across sectors and from one end of the Island to the other—AND, we have room for much more participation. We wonder if you might consider becoming a VIEA member in support of initiatives to foster economic vitality on Vancouver Island?

The benefits of membership are simple. VIEA members receive information via email regarding Island economic activity that we think may be of interest. VIEA members receive discount rates to participate in the annual Summit and other VIEA events. Members have their organizations profiled on via.ca. Most of all, VIEA members get to be part of the energy of promoting Island-wide collaboration and of raising awareness of Island challenges and opportunities.

The VIEA website contains a tremendous amount of valuable and accessible information about doing business and living on Vancouver Island. We purposefully DO NOT limit access to this information to 'members only' because we think it important as a tool to inform and attract investors to the region.

VANCOUVER ISLAND



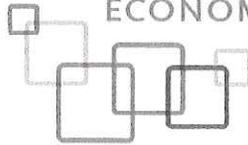
A membership form is enclosed for your convenience. You'll notice that membership fees are scaled to the size of your organization whether that be a sole proprietorship or a large community, agency or corporation.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read "G. Hanson", is written over the typed name.

George Hanson, President

VANCOUVER ISLAND ECONOMIC ALLIANCE



MEMBERSHIP APPLICATION



Name _____

Position _____

Organization _____

Business Address _____

City _____ Province _____ Postal Code _____

Telephone No. _____ Fax No. _____

E-Mail _____

PAYMENT OF FEES:

- For large Corporations (500 plus employees) and large communities with populations over 10,000 – *Membership fee \$1,000 annually*
- For medium sized businesses (employees 50-499 employees), small communities (under 10,000 pop) – *Membership fee \$500 annually.*
- For small sized businesses (employees 2-50 employees)- *Membership fee \$250.00*
- For Micro sized business/home based business - *Membership fee \$150.00*

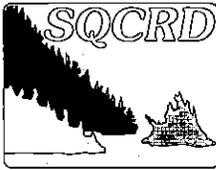
PAYMENT OPTIONS

- A cheque is enclosed (*Please make all cheques payable to the Vancouver Island Economic Alliance*)
Address: P.O. Box 76, Station 'A', Nanaimo, BC, V9R 5K4

OR

- Please invoice _____ for the amount indicated above

Signature _____ Date _____



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

100 - 1st Avenue East Prince Rupert, BC V8J 1A6

Phone: (250) 624-2002 Fax: (250) 627-8493

Website: www.sqcrd.bc.ca

RECEIVED
FEB 11 2014

February 3, 2014

Alberni-Clayquot Regional District
3008 Fifth Avenue
Port Alberni, BC
V9Y 2E3

Dear Councillors/Board:

Re: BC Ferries Service Cuts

On behalf of the Skeena-Queen Charlotte Regional District (SQCRD) Board, I am writing in regards to the BC Ferries service cuts and fare increases, announced by the Province of BC on November 18th, 2013.

The Board is undivided in its concern over the rising costs and the proposed reduction in ferry services to coastal communities. In many of our communities, affordable ferry service is as necessary as the highway systems to the remainder of B.C. As a vital transportation link throughout the province, BC Ferries has a significant influence on both our local and provincial economies, and is integral to the daily functioning of many of our residents and businesses.

The BC Ferry Coalition, an ad hoc steering committee of allied residents from coastal communities around B.C., has already completed a mass rally in opposition of the cuts and is encouraging B.C.'s coastal residents to write letters to the Premier describing how the proposed service cuts and higher fares will affect their families and communities. For instance, many hotels across the province have already shown concern over the sustainability of their business, as they are seeing an unprecedented amount of booking cancellations brought on by the BC Ferries service cuts.

The coalition is gaining support from an array of coastal residents, as well as local governments, private industry and businesses, chambers of commerce, and other stakeholders. The SQCRD Board strongly supports the BC Ferry Coalition and its continued efforts in opposing the recent BC Ferries service cuts and fare increases.

To date, the SQCRD has been unsuccessful in scheduling a meeting with Premier Christy Clark to further discuss the myriad of problems surrounding this issue. Moving forward, we request that you show your support against the ferry service cuts by:

1. Writing to the Premier

Writing letters to the Premier, requesting that she schedule a joint-meeting with local governments and First Nations to further discuss this issue. Additionally, copy your letters to the SQCRD and the BC Ferry Coalition.

2. Supporting the BC Ferry Coalition

Because the BC Ferry Coalition is actively carrying out valuable work toward opposing the service cuts and fare increases, I would request that each Council or Board support the coalition in its endeavours by conveying their support by way of a resolution or letter to the coalition.

If you have any further questions, comments or concerns, please do not hesitate to contact the SQCRD.

Thank you for your consideration in this matter.

Yours truly,

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT



Barry Pages
Chair

Attachments: 2

Cc: Skeena-Queen Charlotte Regional District Board
BC Ferry Coalition

Attachment 1

Resolution from the January 24, 2014 Skeena-Queen Charlotte Regional District Board Meeting

014-2014

MOVED by Director Ashley, SECONDED by Director Kinney, that the Board support the BC Ferry Coalition.

I hereby certify that this is a true and correct copy of Resolution No. 014-2014 made by the Board of the Skeena-Queen Charlotte Regional District on the 24th day of January, 2014.

Dated at Prince Rupert, BC this 24th day of January, 2014.

Daniel Fish
Deputy Corporate Officer



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

100 - 1st Avenue East Prince Rupert, BC V8J 1A6

Phone: (250) 624-2002 Fax: (250) 627-8493

Website: www.sqcrd.bc.ca

RECEIVED

FEB 11 2014

Attachment 2

January 31, 2014

Office of the Premier of British Columbia
PO Box 9041 STN Prov Govt
Victoria BC V8W 9E1

Attention: Honourable Premier Christy Clark

Dear Premier Clark:

Re: BC Ferries Service Cuts

On behalf of the Board of the Skeena-Queen Charlotte Regional District (SQCRD), I am writing to request a joint-meeting with you, and other affected communities in the province, to discuss the recent BC Ferries service cuts and the serious and detrimental impacts that they will have in our communities.

The Skeena-Queen Charlotte Regional District Board is categorically opposed to the position that the Province of BC has taken in regard to the BC Ferries service cuts and fare increases. Furthermore, the Board is supportive of the BC Ferry Coalition and its continued efforts to oppose these cuts and fare increases.

I look forward to hearing from you shortly about your availability to schedule this meeting. In the meantime, if you have any questions please feel free to reach me through the contact information provided.

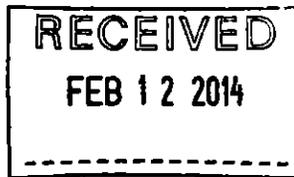
Yours truly,

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

Barry Pages
Chair

:df

Regional District Office
Port Alberni, British Columbia



February 13, 2014

To Whom It May Concern:

Re: Sproat Lake/Dickson Park Ongoing 'Range Wars'

For those of you that are not aware this contentious issue is between Sproat Lake waterfront owners and those property owners who are off the lake but who would wish to have access to the Lake at Community Parks. This situation reminds me of the American Range Wars in the 1880's between the wealthy cattle owners and the sheep farmers. It was might and right against the little guy just trying to stake a small claim to a living on the land. So it is with this small park. It affords many of us who are not waterfront property owners access to the Swimming Hole. Does anyone remember the Norman Rockwell painting called "The Swimming Hole"?

I understand the cattlemen have a petition with a hundred names on it. Am I lend to believe that fifty homes on either side of this small swimming hole and float have their summer lives turned topsy-turvy because of the presence of families with grandparents and grandchildren having a summer swim?

When the previous float (still in good condition) was removed (stolen) last summer by parties unknown and when the world famous Royal Canadian Mounted Police was unable to locate this fifteen-ton dock, I knew that what we had going on was more than met the eye.

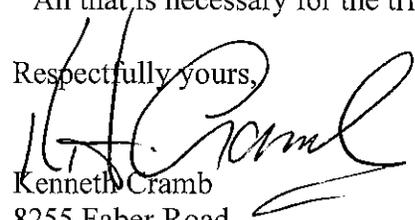
Parks are a treasure, places in the sun where summer memories are formed. They are for all of us as no one really owns the water in Sproat Lake.

When we found our home on Faber Road in December 1999, the wife and I walked the neighbourhood and saw this quaint small swimming hole. It was a deciding factor that influenced us to purchase, a decision we have never regretted to this day.

Back to the present. I am dismayed at the attempt to halt the installation of the rebuilt Community Wharf by the minority who, I doubt, have waterfront provincial leases for their properties. Again, it harkens back to 1789 when it was said that 'if they do not have bread, then let them eat cake', which, in this instance, would be translated to 'if they do not have a dock from which to swim, then let them purchase waterfront property'.

To those who have opinions but have not voiced them may I quote Edmund Burke who said, "All that is necessary for the triumph of evil is that good men and women do nothing."

Respectfully yours,


Kenneth Cramb
8255 Faber Road
Port Alberni, British Columbia

cc The Editor, Alberni Valley Times (hand delivered)

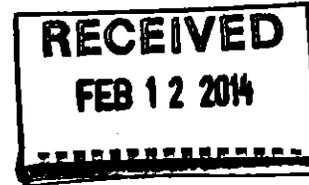


Union of BC Municipalities
Suite 60 10551 Shellbridge Way
Richmond, BC, Canada V6X 2W9

Phone: 604.270.8226
Email: ubcm@ubcm.ca

February 5, 2014

Chair Cindy Solda
Alberni-Clayoquot Regional District
3008 Fifth Avenue
Port Alberni BC V9Y 2E3



Dear Chair Solda:

Re: 2013 Resolutions

Please find attached the provincial response to the 2013 resolution(s) put forward by your Board and endorsed by the UBCM membership at Convention.

I trust this information will be of assistance to you. Please feel free to contact Reiko Tagami, UBCM Information & Resolutions Coordinator with any questions.

Tel: 604.270.8226 ext. 115 Email: rtagami@ubcm.ca

Sincerely,

A handwritten signature in black ink that reads "Rhona Martin". The signature is written in a cursive style with a large, prominent initial "R".

Director Rhona Martin
President

Enclosure

WHEREAS search and rescue squads in British Columbia are not directly funded through the Province, each year they are required to apply for gaming grants which are not guaranteed and amounts vary;

AND WHEREAS search and rescue squads provide an extremely valuable service in our vast province and consistent annual core funding, including equipment costs should be provided by the Province:

THEREFORE BE IT RESOLVED that UBCM request the provincial government to directly fund 100% of the costs for search and rescue squad services.

CONVENTION DECISION: ENDORSED

PROVINCIAL RESPONSE

Ministry of Justice

The Province is proud of the 2,500 active Search and Rescue (SAR) members in British Columbia and works closely with our partner, the BC SAR Association, to identify challenges and successes that are encountered by these teams. Government is aware that BC's SAR Association is currently working to develop a proposed 'Alternative Funding Model for SAR in British Columbia', which it intends to present to government in the near future and look forward to seeing that and having further discussions with them on the topic.

BC's 80 SAR teams are a critical resource in our Province and that's why in fiscal year 2012/13 government provided \$7 million in gaming grant funding to SAR organizations and other public safety lifeline volunteers. Currently, this funding appears to meet the needs of SAR teams and the Province is not aware of any funding gaps.

When any SAR team is activated they are granted an operational task number which provides all SAR volunteers with third party liability and WorkSafe BC coverage, reimbursement of operational expenses and repair and/or replacement of equipment in accordance with current Emergency Management BC policy.



MEMBER RELEASE

February 7, 2014

TO: Councils and Boards
FROM: Union of BC Municipalities
RE: **Special Committee on BC Ferries**

British Columbia local governments have formed a Special Committee to examine the economic significance of BC Ferries cutbacks and fare increases. The Special Committee on BC Ferries held its first meeting earlier today and adopted their Terms of Reference.

"B.C. local governments are saying it is time to take a look at how reductions in service and fare increases will impact B.C. communities", said UBCM President Rhona Martin. "Ferries play a vital role in the province-wide transportation system that is a key support for the B.C. economy. The Special Committee will be doing some fresh research on this issue, and I am inviting communities to get involved and contribute to the process."

The Special Committee has been jointly established by the Association of Vancouver Island and Coastal Communities and the Union of B.C. Municipalities, along with the Ferry Advisory Committee Chairs and Coastal Regional District Chairs. The Special Committee will oversee the work of a consultant who will conduct an analysis to estimate the economic significance of the proposed BC Ferries service reductions on communities.

The analysis is intended to include economic sectors that are impacted by BC Ferries access. This will include primary and secondary sectors, and will likely focus on tourism, retail and manufacturing. The intent is to focus on jobs and revenues as the key economic measures, with additional commentary on other impacts identified through the research. These other impacts are likely to include the discussion of the economic effects of social changes such as reduced population and restricted access to employment opportunities.

All research and analysis to be conducted in February with a draft report scheduled for late February.

The members on the Special Committee include:

- Mayor Larry Cross, AVICC President
- Tony Law, Co-Chair, Ferry Advisory Committee Chairs, Hornby Island Trustee, Islands Trust
- Chair Colin Palmer, Coastal Regional District Chairs, Powell River Regional District
- Chair Jim Abram, Coastal Regional District Chairs, Strathcona Regional District
- Chair Joe Stanhope, Past President AVICC / Coastal Regional District Chairs, Nanaimo Regional District
- Chair Sheila Malcolmson, Coastal Regional District Chairs/Islands Trust
- Chair Art Kaehn, UBCM Community Economic Development Committee Chair, Regional District Fraser Fort George
- Chair Barry Pages, Skeena Queen Charlotte Regional District
- Councillor Claire Moglove, AVICC Executive, UBCM Third Vice-President, City of Campbell River
- Councillor Barbara Price, Second Vice President AVICC Executive, Town of Comox

Members wishing to share information in support of the Special Committee can contact:

Marie Crawford, Associate Executive Director, UBCM

EM: mcrawford@ubcm.ca

Or

Shelley Webber, Executive Coordinator, AVICC

EM: swebber@ubcm.ca



February 12, 2014

Cindy Solda
Chairperson
Alberni-Clayoquot Regional District
3008 Fifth Avenue
Port Alberni, BC V9Y 2E3

Dear Ms. Solda:

I would like to thank you for passing resolutions on improving the Canadian Postal Service Charter and calling for revenue-generation, not cuts at Canada Post. Thanks as well for raising these issues with Lisa Raitt, Minister Responsible for Canada Post.

The federal government has not yet agreed to improve its postal charter or get Canada Post to consider a more innovative approach to its future that includes revenue-generating services like banking. However, it has decided to endorse the plan announced by Canada Post on December 11, 2013. If implemented, this plan would dramatically hike postage rates, close more public post offices, eliminate 6000 to 8000 jobs in communities across the country, take away door-to-door delivery and force over 5 million Canadians to use community mailboxes (CMBs). It's a bad plan.

The good news is that these major changes are being vigorously opposed, especially by municipalities. Vancouver, Victoria and Medicine Hat have already passed resolutions opposing the end of door-to-door delivery. Other municipalities are asking that the postal cuts and rate hikes be put on hold until the government publicly consults on these matters.

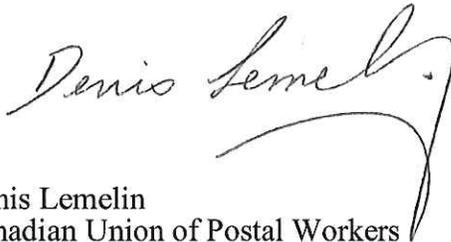
You can get more information on the latest plan for our post office, and what CUPW and others are doing to resist the cuts and rate hikes by going to:

http://www.cupw.ca/index.cfm/ci_id/1165/la_id/1.htm

There are petitions and letters to MPs at the above URL that you may wish to send or circulate.

CUPW hopes to work with municipalities to preserve public postal service in the months to come. We greatly appreciated the support your municipality has already given us.

In solidarity,



Denis Lemelin
Canadian Union of Postal Workers

c.c. National Executive Committee, Regional Executive Committees, National Union Representatives, Regional Union Representatives, Specialists

DL/bk cope 225



REGIONAL DISTRICT OF CENTRAL KOOTENAY

MEDIA RELEASE

NELSON, BC

For Immediate Release February 14 2014

RDCK Asks Minister To Enforce Recycling Legislation

NELSON—Multi Material BC (MMBC), the designated stewardship agency for the Packaging and Printed Paper Stewardship Program will not form contracts with the RDCK to operate recycling depots on MMBC's behalf. MMBC represents key industry producers and are the agency responsible for end of life management (recycling) of all packaging and printed paper under the Provincial Recycling Regulation.

"We strongly encourage Environment Minister Mary Polak to use every weapon in her arsenal to bring to the table those producers who have failed to provide recycling services under the current legislation," said RDCK Chair John Kettle.

Initially in September 2013, the RDCK declined the financial incentives offered by MMBC in anticipation that in May 2014, MMBC would assume full responsibility for collecting and processing household recycling as the producers' representative. The decision to decline participation in the MMBC program was based on a thorough analysis of many factors including financial viability, and environmental and social impacts.

"One of the key challenges in coming to the RDCK decision to decline the early MMBC incentives was the insufficient information in the MMBC stewardship plan." stated Uli Wolf, General Manager of Environmental Services. "Ultimately, the RDCK Board determined that the incentives offered would not recover the cost of operating recycling programs without continued taxation."

In November 2013, new information from MMBC indicated that rural service levels would be drastically reduced under the MMBC program. As a result, the RDCK Board passed a motion to accept the MMBC amended depot incentives in order to have some influence into the level of recyclable collection available in the Regional District. This action was taken following assurances from MMBC that the RDCK would be accepted into the program for 2014.

In spite of the RDCK meeting the November 30th extended deadline for acceptance of the MMBC incentives, MMBC has recently notified the RDCK that they will not be entering into an agreement with the RDCK in 2014. MMBC cites the fact that there are a number of outstanding producers not participating in the program resulting in insufficient funding to support the RDCK's recycling depot services in 2014.

"The RDCK strongly encourages the Ministry of Environment and MMBC to push those producers to come forward and financially support the program under the legislation." stated John Kettle, RDCK Board Chair. "This announcement means the RDCK will tax approximately one million dollars in 2014 to continue our current recycling programs because those mandated by the legislation to provide this service have failed to comply," said Kettle.

For more information about BC's EPR system and the new PPP program contact the Recycling Council of British Columbia: www.rcbc.bc.ca or 1-800-667-4321.

Contact:
Uli Wolf, General Manager of Environmental Services
250.551.1176
uwolf@rdck.bc.ca

-30-



REQUEST FOR DECISION

To: Board of Directors Alberni-Clayoquot Regional District
Council for the City of Port Alberni

From: Russell Dyson, CAO

CC: Laurie L'Heureux, Emergency Coordinator
Ken Watson, CAO Port Alberni

Meeting Date: Wednesday, February 26, 2014

Subject: **New Alberni Valley Emergency Plan**

Recommendation:

That the Board of Directors of the Alberni-Clayoquot Regional District and the Council for the City of Port Alberni endorse the 2014 Alberni Valley Emergency Plan and proceed to adopt the respective emergency plan bylaw.

Desired Outcome

To endorse the revised plan and adopt the respective bylaw that applies to the Alberni Valley to prepare for foreseeable emergencies. The Plan has been prepared in accordance with provincial and local legislation and follows the BC Emergency Management System.

Background

The Alberni Valley Emergency Plan (AVEP) is applicable to the City of Port Alberni and Electoral Areas B (Beaufort), D (Sproat Lake), E (Beaver Creek) and F (Cherry Creek). Electoral Areas A (Bamfield) and C (Long Beach) and the Districts of Tofino and Ucluelet will develop their own emergency plans.

The plan assigns responsibility for management of the emergency program and the plan itself to the Regional Emergency Preparedness Committee and a Regional Emergency Program Coordinator who collectively represent ACRD and the City of Port Alberni.

Members: Port Alberni, Ucluelet, Tofino, Electoral Areas
"A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)

The plan identifies hazards, risks and vulnerabilities that impact the Alberni Valley. It priorities these and includes hazard-specific guides for:

- Tsunami;
- Earthquake
- Wildland/Urban Interface Fires;
- Dam Breach Flooding;
- Pandemic; and
- Hazardous Material Release

The ACRD response to an emergency or disaster occurs at two levels: the incident site and the Emergency Operations Centre (site support). This plan describes the relationship between the two and outlines the process to activate and staff the Emergency Operations Centre. Detailed direction for the operation of the EOC is included in the ACRD EOC Procedures Manual, a companion document to this plan.

There is a broad spectrum of agencies and organizations that will combine to respond to an emergency or disaster in the Alberni Valley. This plan identifies the roles and responsibilities of Assisting Agencies, those directly involved in emergency response, and Supporting Agencies, those organizations who will provide support in a more indirect manner.

The plan provides an overview of financial issues, in particular the process to secure Disaster Financial Assistance from other orders of government, an overview of Disaster Recovery procedures, and detailed direction for declaring a State of Local Emergency and ordering an evacuation.

Both the City of Port Alberni and the Alberni-Clayoquot Regional District are asked to update their respective emergency plan bylaws as attached.

Financial

Adoption of the plan does not change the financial commitment of the participating members.



Submitted by:

Russell Dyson,
Chief Administrative Officer



ALBERNI VALLEY EMERGENCY PLAN

THE ALBERNI-CLAYOQUOT REGIONAL
DISTRICT

January 2014



**THIS IS A COMPREHENSIVE, ALL-HAZARDS PLAN THAT IS RISK-BASED
AND SUFFICIENTLY FLEXIBLE TO PERMIT ITS USE IN ALL FORESEEABLE
EMERGENCIES WITHIN THE ALBERNI VALLEY**

Prepared for:

***The Alberni-Clayoquot Regional District
3008 Fifth Avenue
Port Alberni, BC, V9Y 2E3***

***Emergency Program Coordinator
(250) 720-2529***

Prepared By:



Black Shield Preparedness Solutions Inc
8101 Lochside Drive
Saanichton, BC
V8M 1V1
Tel: 250-885-6067
Fax: 778-426-2676
info@blackshieldps.com



DISTRIBUTION LIST

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**Placeholder
(Letter of Introduction)**



QUICK REFERENCE DIRECTORY

**ALBERNI – CLAYOQUOT REGIONAL DISTRICT
AND CITY OF PORT ALBERNI**
Emergency Program Coordinator
250-720-2529

EMERGENCY MANAGEMENT BC
Provincial Emergency Coordination Centre
(24 hours)
1-800-663-3456

ISLAND HEALTH
1-877-370-8699

WEST COAST GENERAL HOSPITAL
250-731-1370

BC AMBULANCE SERVICES
250-723-7691

ROYAL CANADIAN MOUNTED POLICE
250-723-2424

PORT ALBERNI FIRE DEPARTMENT
250-724-1351

BC HYDRO SECURITY COMMAND CENTRE
(24 Hours)
1-877-311-8611

CATALYST PAPER
250-723-2161
Plant Protection
(24 Hours)
250-723-6433

FORTIS BC EMERGENCY
1-800-663-9911



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ACRONYMS/ABBREVIATIONS

AAR	After Action Report
ACRD	Alberni-Clayoquot Regional District
AVEP	Alberni Valley Emergency Plan
BCAS	British Columbia Ambulance Service
BCERMS	British Columbia Emergency Response Management System
CF	Canadian Forces
DFA	Disaster Financial Assistance
DND	Department of National Defence
EA	Electoral Area
EMBC	Emergency Management British Columbia
EOC	Emergency Operations Centre
ESS	Emergency Social Services
HRVA	Hazard, Risk and Vulnerability Analysis
MOE	Ministry of Environment
MOHS	Ministry of Health Services
MOA	Ministry of Agriculture
MOT	Ministry of Transportation and Infrastructure
NTWC	National Tsunami Warning Centre
PECC	Provincial Emergency Coordination Centre
PREOC	Provincial Regional Emergency Response Centre
RCMP	Royal Canadian Mounted Police
RCMSAR	Royal Canadian Marine Search and Rescue



EXECUTIVE SUMMARY

The Alberni Valley Emergency Plan (AVEP) is a comprehensive, all-hazards plan that is risk-based and sufficiently flexible to permit its use in all foreseeable emergencies within the Alberni Valley.

This plan is written in accordance with provincial and local legislation and follows the BC Emergency Management System (BCERMS).

This plan is applicable to the City of Port Alberni and Electoral Areas B, D, E and F. Electoral Areas A and C and the Districts of Tofino and Ucluelet will develop their own emergency plans.

The plan assigns responsibility for management of the emergency program and the plan itself to the Regional Emergency Preparedness Committee and a Regional Emergency Program Coordinator who collectively represent ACRD and the City of Port Alberni.

The plan identifies hazards, risks and vulnerabilities that impact the Alberni Valley. It prioritizes these and includes hazard-specific guides for:

- Tsunami;
- Earthquake
- Wildland/Urban Interface Fires;
- Dam Breach Flooding;
- Pandemic; and
- Hazardous Material Release

The ACRD response to an emergency or disaster occurs at two levels: the incident site and the Emergency Operations Centre (site support). This plan describes the relationship between the two and outlines the process to activate and staff the EOC. Detailed direction for the operation of the EOC is included in the ACRD EOC Procedures Manual, a companion document to this plan.

There is a broad spectrum of agencies and organizations that will combine to respond to an emergency or disaster in the Alberni Valley. This plan identifies the roles and responsibilities of Assisting Agencies, those directly involved in emergency response, and Supporting Agencies, those organizations who will provide support in a more indirect manner.

The plan provides an overview of financial issues, in particular the process to secure Disaster Financial Assistance from other orders of government, an overview of Disaster Recovery procedures, and detailed direction for declaring a State of Local Emergency and ordering an evacuation.



1. Introduction

1.1 Key Definitions

In this plan:

An **Emergency** means a present or imminent event or circumstance that is caused by accident, fire, explosion, technical failure or by the forces of nature, and requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of a person or to limit damage to property;

A **Disaster** means a calamity that is caused by accident, fire, explosion or technical failure or by the forces of nature, and has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property.

1.2 Purpose

The purpose of this plan is to provide the required structure to organize an effective response and recovery operation within the Alberni-Clayoquot Regional District (ACRD) that will:

- Provide for the safety and health of all responders.
- Save lives.
- Reduce suffering.
- Protect public health.
- Protect government infrastructure.
- Protect property.
- Protect the environment.
- Reduce economic and social losses.

It assigns responsibilities within ACRD for the preparation for, response to, and recovery from emergencies. Furthermore, it guides the immediate actions of emergency response agencies and key officials in the critical hours after an emergency or incident occurs.

1.3 Scope

This plan is not intended to deal with day-to-day emergency situations handled by emergency response agencies. Most disasters will create demands that exceed the normal capacity of any one organization. The intent of this plan is to facilitate and coordinate response to and recovery from disaster by implementing common management strategies for both public service and private sector agencies. The tactics and strategies outlined are to be considered as guidelines. To meet unusual situations, the use of unconventional methods, tempered by sound judgment and past experience can be invaluable.



This plan is intended for implementation only within the jurisdictional boundaries of ACRD. The EOC guided by this plan provides site support only and does not directly control response activities where there is an Incident Commander. If there is no single site and no Incident Commander, the plan serves in coordinating response and recovery activities throughout ACRD. This plan does not address emergencies that are normally handled at the scene by first response departments.

1.4 Jurisdictional Boundaries

This plan is applicable to:

- The City of Port Alberni
- Electoral Area "B" (Beaufort)
- Electoral Area "D" (Sproat Lake)
- Electoral Area "E" (Beaver Creek); and
- Electoral Area "F" (Cherry Creek)

Electoral Area "A" (Bamfield) and Electoral Area "C" (Long Beach) and the Districts of Tofino and Ucluelet have their own emergency plans.

The ACRD boundaries are as show below:





1.5 Authorities

Federal

- a) Emergency Preparedness Act
- b) Emergencies Act

Provincial

- a) Emergency Program Act
- b) Emergency Management Regulation
- c) Local Authority Emergency Management Regulation

Local

- a) City of Port Alberni By-law No. 4264 "City of Port Alberni Emergency Response Plan Bylaw", December 28, 1995 (to be reviewed)
- b) Regional District of Alberni-Clayoquot By-law No. PS1000, "Regional District of Alberni-Clayoquot Emergency Response Plan Bylaw No. PS1000, 1995", January 24, 1996 (to be reviewed)

1.6 Organization for Emergency Preparedness

The ACRD emergency program organization includes:

- **The Regional Emergency Preparedness Committee.** This Committee is composed of representatives from ACRD and the City of Port Alberni and is responsible for providing policy guidance and oversight to the ACRD Emergency Program. Membership is outlined in ACRD and City of Port Alberni bylaws.
- **The ACRD Emergency Program Coordinator.** The Coordinator is responsible to the Committee for the effective implementation of the ACRD Emergency Program.

1.7 Related Plans

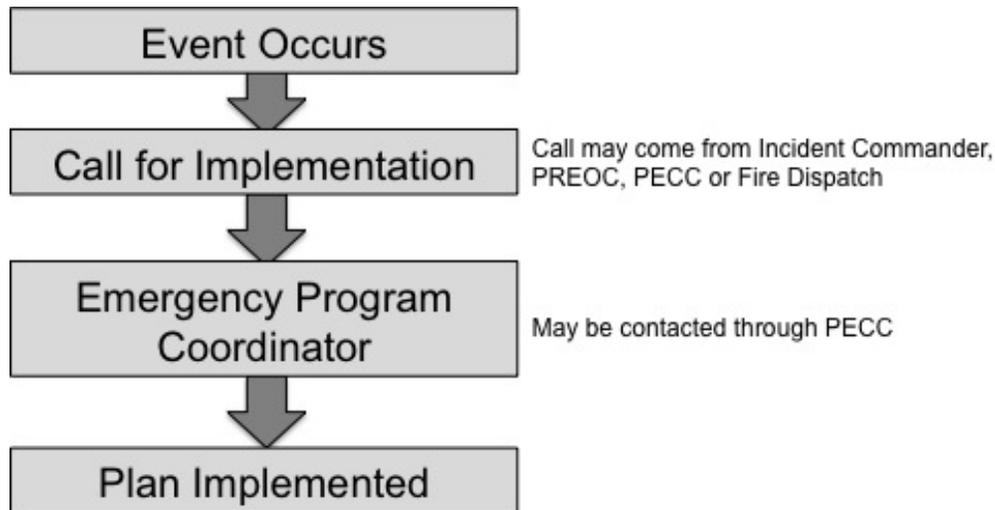
This plan should be read in conjunction with:

- The ACRD EOC Procedures Manual;
- The ACRD Community Wildfire Protection Plan;
- BC Hydro Emergency Planning Guide: Elsie Dam; and
- The Catalyst Dams EPP Manual



1.8 Implementation of the Plan

The plan will be implemented sequentially in response to an emergency event as indicated below:



1.9 Responsibility for the Plan

The Regional Emergency Planning Committee is responsible for this plan. The ACRD Emergency Program Coordinator is responsible to ensure that a yearly review of the plan is conducted and the plan is amended and annexes are updated when required.

1.10 Amendments to the Plan

This plan will undergo revision whenever:

- Provincial requirements change;
- Community hazards or vulnerabilities change;
- Regional government structure and/or policies changes; and
- Exercises, drills or emergencies reveal shortfalls in policies or procedures.

When changes or amendments are made, copies of the plan are to be updated by the owners found in the distribution list.



1.11 Training and Validation

To ensure the validity of operational plans and the effectiveness of education and training, and as required by the *Local Authority Emergency Management Regulation*, exercises will be conducted periodically. The frequency will be determined by the likelihood of hazards causing an emergency as reflected in the HRVA (see Section 3).

The exercises can take one of the forms shown below, working incrementally from the simplest (Level 1) to more complex methodologies.

Level	Type/Format	Structure
1	Orientation (Discussion-based)	The orientation exercise is conducted at an introductory level to familiarize participants with roles, plans, procedures or equipment. It is presented as an informal discussion in a group setting with little or no simulation. A variety of seminar formats can be used, including lecture, discussion, slide or video presentation or panel discussion.
2	Tabletop (Discussion-based)	A tabletop exercise is a facilitated analysis of an emergency situation in an informal, low-stress environment. It is designed to elicit constructive discussion as participants examine and resolve problems based on existing operational plans. Tabletop exercises lend themselves to broad discussion of policies and procedures, provide an opportunity for participating organizations and staffs to become acquainted with one another and are good preparation for more complex exercises.
3	Drill (Operations-based)	A drill is a coordinated, supervised exercise activity normally used to test a single specific operation or function. With a drill, there is no attempt to coordinate organizations or fully activate an EOC. Its role is to practice and perfect one clearly defined part of a response plan and to help prepare for more extensive exercises.
4	Functional (Operations-based)	A functional exercise is a simulated, interactive exercise that tests the capability of an organization to respond to a simulated event. This is a moderate-to-high stress activity that simulates an incident in the most realistic manner possible short of moving resources to a field site. A functional exercise is always a prerequisite to a full-scale exercise.
5	Full-Scale (Operations-based)	A full-scale exercise simulates a real event as closely as possible. It is an exercise designed to evaluate the operational capability of emergency management systems in a stressful environment that simulates actual response conditions and requires the mobilization and actual movement of emergency personnel, equipment, and resources.

ACRD should conduct not less than one emergency exercise and/or training event annually.



2. BC Emergency Response Management System

2.1 Purpose and Scope

BCERMS is a standardized emergency management system with a set of policies and guiding principles and which incorporates the widely used Incident Command System (ICS). All ministries, crown corporations and most local governments in BC have adopted BCERMS.

The integrated response concept incorporates a pan-government approach to emergencies, using a *Provincial Emergency Coordination Centre* (PECC) in Victoria as the single window through which the response is coordinated. The PECC becomes the focal point of the provincial government response in a major emergency or disaster. The PECC is maintained and managed by Emergency Management BC (EMBC).

In the event of a major disaster or emergency, EMBC will also normally open one or more *Provincial Regional Emergency Operations Centres* (PREOCs) from which it coordinates the provincial response and establishes liaison with local governments and federal agencies. The PREOC for ACRD is in Victoria.

In an emergency, volunteers across the province provide an array of public services, including search and rescue, air transportation, highway rescue, emergency social services and radio communications.

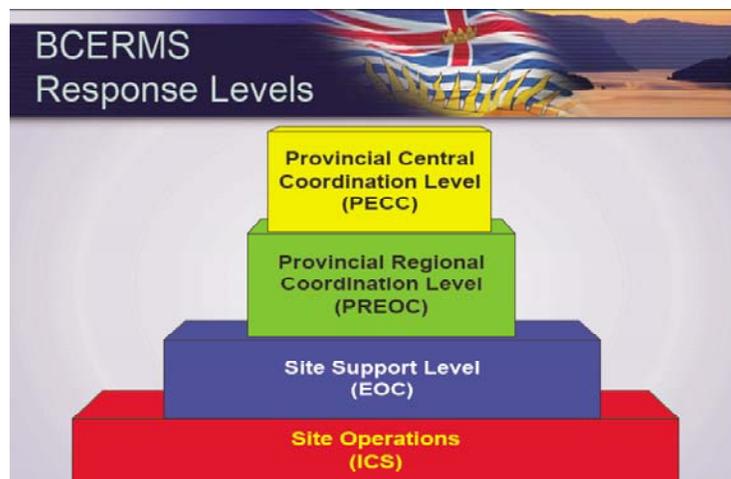
2.2 Response Levels

BCERMS has four response levels:

Site Level

At the site level, resources are applied to solve the problems presented by an emergency incident. ICS is used to manage the response.

Responders may represent all levels of government and the private sector. Response on-site is directed by single command or unified command from a single on-site *incident command post*.





Site Support Level

When the site level response requires off-site support, an *Emergency Operations Centre* (EOC) may be activated.

The EOC:

- Provides communication with the site level
- Provides policy guidance
- Manages the local multiple-agency support to the site level
- Acquires and deploys additional resources, obtained locally or from other EOCs or the provincial regional level

Provincial Regional Coordination Level

The provincial regional coordination level acts in support of the site support level, and:

- Manages the assignment of multiple-ministry and agency support to individual site support locations or multiple site support level locations
- Acquires and deploys resources at the request of the site support level
- Provides emergency response services where incidents cross local authority boundaries, or where local authorities are not organized to fulfill their role.

The regional level does not normally communicate directly with the site level.

Provincial Central Coordination Level

The provincial central coordination level manages the overall provincial government response, which includes the provision of support for the regional levels, and:

- Seeks direction of senior elected officials
- Obtains authority of the minister for a declaration of a provincial emergency
- Provides provincial policy guidance
- Establishes provincial priorities
- Manages provincial emergency public information activities
- Manages the acquisition and deployment of provincial, federal, inter-provincial and international resources
- Provides coordination and other support services to provincial Ministry Operations Centres (MOCs) and Crown corporation operations centres, as well as federal emergency response agencies



2.3 BCERMS Provisions

Under BCERMS, the site level uses the principles of the Incident Command System (ICS) and provides for:

- Common terminology for titles, organization functions, resources and facilities.
- Modular organization that expands or contracts based on the type and size of an incident. The staff is built from the top down with responsibility and performance placed initially with the Incident Commander.
- Incident Action Plans identify objectives and strategies made by the Incident Commander based on the requirements of the jurisdiction. In the case of unified command, the incident objectives must adequately reflect the policy and needs of all the jurisdictional agencies. The Incident Action Plan covers the tactical and support activities required for a given operational period.
- Manageable span-of-control within BCERMS is a limitation on the number of emergency response personnel who can effectively be supervised or directed by an individual supervisor. The kind of incident, the nature of the response, distance and safety will influence the span of control range. The ordinary span-of-control range is between three and seven personnel.
- Pre-designated emergency facilities are identified within BCERMS. The determination of the kinds and locations of facilities is based on the requirements of the incident.
- Integrated communications are managed through the use of a common communications plan and an incident-based communications centre.
- BCERMS structure at the various levels (Site, Site Support and higher) will generally follow that demonstrated for the Site Support structure – an Emergency Operations Centre – to be set up and run by ACRD (see Section 4).



3. Alberni Valley Hazards, Risks and Vulnerabilities

3.1 Requirement

The HRVA is a critical part of every emergency program and is mandated by the *Local Authority Emergency Management Regulation*. The HRVA provides a form of relative ranking of which hazards pose the most significant risk and for which planning is most important. This HRVA has been compiled through discussion with ACRD staff and emergency program stakeholders.

3.2 HRVA Structure

Considering hazards alone may lead to a skewed set of priorities for action. It is equally important to consider the consequences of possible impacts from the hazard, as well as the likelihood of a hazard event occurring. The combination of consequences and likelihood is termed the level of risk.

Consequences reflect the cumulative affect the particular hazard may have on ACRD staff, infrastructure and the public.

Likelihood reflects the frequency of occurrence for a particular hazard event and can range from rare events occurring every 200 years to more frequent events, which usually have a high number of recorded incidents or anecdotal evidence.

Vulnerability is defined as people, property, infrastructure, industry and resources, or environments that are particularly exposed to adverse impact from a hazard.

3.3 ACRD Hazards Summary

The following are those hazards that could seriously affect the Alberni Valley. Annex A contains detailed response procedures for those hazards rated moderate or higher.

Tsunami

Tsunamis are seismic waves generated by under-ocean earth movements including earthquakes. The ACRD is a vulnerable area and has been subject to tsunami damage in the past. Tsunamis affecting ACRD can originate in the local area or anywhere along the Pacific Rim.

Earthquake

Earthquakes are unpredictable and strike without warning. The Richter scale measures the amount of energy released (magnitude). The Mercalli Scale measures the amount of damage caused (intensity).

The Alberni Valley lies in the Modified Mercalli Intensity VIII Zone. According to the Mercalli Scale, an earthquake of intensity VIII will result in the following: slight damage to specially designed structures; considerable damage (including partial collapse) to ordinary buildings; great damage to poorly built structures; fall of smokestacks, chimneys, columns, walls and monuments; overturned heavy objects and furniture; broken windows and considerable glass on sidewalks.



HazMat Incident

Large volumes of identified hazardous materials are shipped by road through ACRD. As well, significant amounts of potentially hazardous materials are stored in the various commercial and industrial facilities located in and around Port Alberni.

Dam Breach Flooding

BC Hydro operates several dams located within ACRD and up-stream of Port Alberni. Catalyst operates several dams on the Stamp River and Robertson Creek. The Cherry Creek Water Board owns and operates a dam at Lacey Lake. Failure of these dams could result in the flooding of parts of the residential area of the ACRD.

Wildland/Urban Interface Fire

ACRD commissioned a Community Wildfire Protection Plan in 2010. This document analyzes in detail the risk of wildfire/interface fire. In general, there is a direct risk to people and regional infrastructure from interface fires, and an indirect threat to the closure of the Alberni Highway running from Coombs to Port Alberni.

Pandemic

A pandemic is a worldwide epidemic of influenza due to a new viral subtype occurring simultaneously and with high death rates. ACRD would be as susceptible to a pandemic as any other BC community.

Storm Surge Flooding

A combination of high tides, strong winds and heavy rain could cause the flooding of low-lying sections of ACRD, in particular within the City of Port Alberni.

Structural Fire

All fire departments within the ACRD respond to and deal with structural fires on a daily basis. Improved building and fire codes have significantly reduced the risk from catastrophic structural fires.

3.4 Vulnerability to Isolation

The main urban areas of ACRD – Port Alberni, Ucluelet and Tofino - are all served by one main road, either the Alberni Highway or the Pacific Rim Highway. Any closure of either of these main communication routes could seriously affect emergency response or even routine resupply and communications. These roads are subject to closure by:

- Heavy snowfall
- Flooding
- Landslides
- Earthquake
- Wildfire
- Motor vehicle accident

Although it is unlikely the above events would be likely to cause an extended closure of communication routes the indirect effects of the hazards listed above should be considered in any assessment of the situation.



3.5 Risk Assessment

Alberni Valley hazards are presented in a grid format representing relative consequences and severity below:

LIKELIHOOD	VERY HIGH				Tsunami
	HIGH				Earthquake
	MODERATE		Pandemic HazMat Incident	Wildland/Urban Interface Fire	
	LOW	Structure Fire	Storm Surge Flooding		Dam Breach Flooding
		LOW	MODERATE	HIGH	VERY HIGH
	CONSEQUENCES				

Extreme Risk	Must be addressed immediately
High Risk	Should be addressed as soon as possible
Moderate Risk	Should be addressed once higher-rated risks are addressed
Low Risk	Should be addressed once higher-rated risks are addressed



4. Concept of Operations

4.1 General

Emergency response within ACRD will occur at two levels: the incident site and the EOC (site support). The vast majority of emergency response will be handled at the site level and will not require the activation of an EOC.

4.2 Site Operations

Site response will be managed by an **Incident Commander** at an **Incident Command Post** (per Incident Command System doctrine). The Incident Commander is responsible at all times for the overall direction of activities at the site. For most response activities first response agencies will supply the Incident Commander.

The site response organization has the capability to expand or contract to meet the needs of the incident. Even if the event is very small in geographic scope and only one or two responders are involved, there will always be an Incident Commander. Large incidents may require separate sections within the response organization. The overall structure of the response organization is dictated by the nature of the event and the response requirements. A number of functions may be required at the site of an emergency, and all are controlled by the Incident Commander. The Incident Commander sets priorities, develops strategies, selects tactics and assigns tasks to control the threat. This includes overall responsibility for the safety and health of all personnel and for other persons operating within a control area.

If the response dictates, the Incident Commander establishes a command structure that meets the particular needs of each situation. The Incident Commander is given the widest possible scope to use his or her initiative with minimal jurisdictional restrictions. The Incident Commander may call upon ACRD at any time to provide support, coordination, and policy guidance through the establishment of its **EOC**.

The Incident Commander has overall responsibility for the following functions at the site:

- Command; including
 - Safety
 - Liaison
 - Information
- Operations
- Planning
- Logistics; and
- Finance



4.3 ACRD EOC (Site Support)

Note: complete details for ACRD's Emergency Operations Centre can be found in the separate document "EOC Procedures Manual." The following is an overview only.

The role of the EOC, under the direction of the Policy Group, is to coordinate an efficient emergency response. The EOC is activated and staffed to a level that matches the needs of the incident – the size and composition of the EOC may vary according to the circumstances.

4.4 EOC Location

The **Primary EOC** is located at 3003-4th Avenue



The **Alternate EOC** is located at *TBC*.

4.5 Purpose and Functions

The purpose of the EOC is to provide support to the Incident Commander(s) by obtaining resources, maintaining up-to-date information, coordinating activities and providing the public with information. The EOC also coordinates related activities that are beyond the scope of the Incident Commander, such as media relations and large-scale evacuations.



The EOC utilizes BCERMS's five essential functions:

Function	Role
Management	Responsible for overall emergency policy direction and coordination.
Management Staff	Support the EOC Director in risk management, liaison and information.
Operations	Coordinate the activities of organizational and assisting agencies.
Planning	Develop plans and maintain appropriate documentation.
Logistics	Provide facilities, communications, transportation, equipment and nutritional supplies.
Finance	Provide financial services including recording of time, documentation for all workers involved, preparing and tracking costs and claims.

4.6 Activation Criteria

Criteria for activating the EOC include:

- a. A significant number of people at risk.
- b. Response coordination required because of a large or widespread event, multiple emergency sites or several responding agencies.
- c. Resource coordination required due to limited local resources and/or a significant need for outside resources.
- d. Uncertain conditions.
- e. Possibility of escalation of the event.
- f. Unknown extent of damage.
- g. Potential threat to people, property and / or environment.
- h. Declaration of a State of Local Emergency is made.

4.7 Authority for Activation

The ACRD EOC may be activated by

- The PECC;
- The ACRD Chief Administrative Officer;
- The Port Alberni City Manager;
- The Incident Commander;
- The Fire Chief;
- RCMP Officer in Charge; or
- The Emergency Program Coordinator



4.8 Activation Levels

Level	Event / Situation	Possible Staffing Requirements
One	<ul style="list-style-type: none"> • Small event • One site • Two or more agencies involved • Potential threat of a more serious event 	<ul style="list-style-type: none"> • EOC Director • Information Officer • Liaison Officer • Operations Section Chief • EMBC Notified
Two	<ul style="list-style-type: none"> • Moderate Event • Two or more sites • Several agencies involved • Major scheduled event (e.g., conference or sporting event) • Limited evacuations • Some resources / support required 	<ul style="list-style-type: none"> • EOC Director • Information Officer • Liaison Officer • Risk Mgmt Officer • Section Chiefs (as required) • EMBC / PREOC limited activation
Three	<ul style="list-style-type: none"> • Major event • Multiple sites • Regional disaster • Multiple agencies involved • Extensive evacuations • Resources / support required 	<ul style="list-style-type: none"> • All EOC functions and positions (as required) • Policy Group • PREOC activation

4.9 Call-out Procedures

Activation of an EOC will normally be initiated by a request from the Incident Commander at the site (RCMP, Fire Services, etc.) or the PREOC or the PECC in Victoria.

Any responding agency perceiving the need for site support for any emergency may contact the Port Alberni Fire Department Dispatch and request the activation of the Emergency Operations Centre (EOC). The Port Alberni Fire Department Dispatch will make the primary call-out to ACRD Chief Administrative Officer.

When the person who assumes the Emergency Operations Centre Director (EOCD) duties receives news of an emergency, he/she will authorize the Port Alberni Fire Department Dispatch to conduct the secondary call-out for the activation of the EOC per Annex E to this plan.

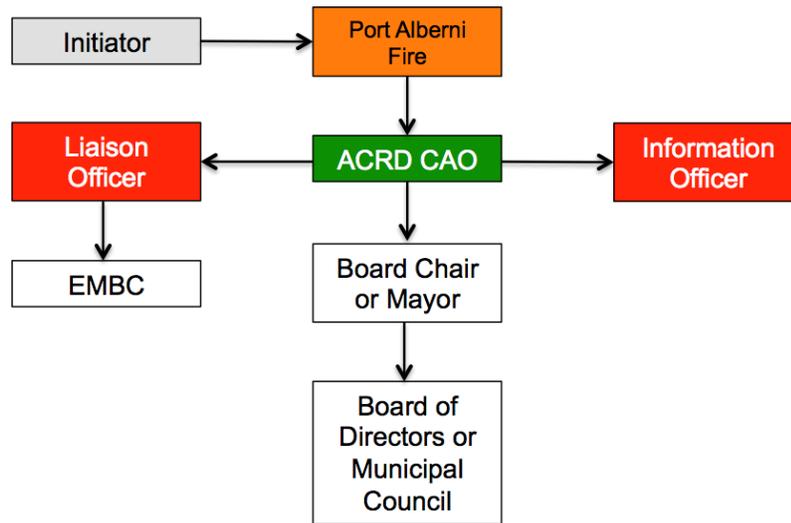


Suggested message wording:

“This is (identify yourself). We have an emergency situation as follows:

- Incident description;
- Location of incident; and
- Any other pertinent information.

The Emergency Operations Centre has been activated at 3003-4th Avenue to deal with the incident. Additional incident information has been faxed or sent to the Emergency Operations Centre (EOC). Your immediate attendance at your assigned function location is required. This is NOT an exercise or test. Are you able to respond?”



Primary Callout Diagram

4.10 Requirement for Task Number

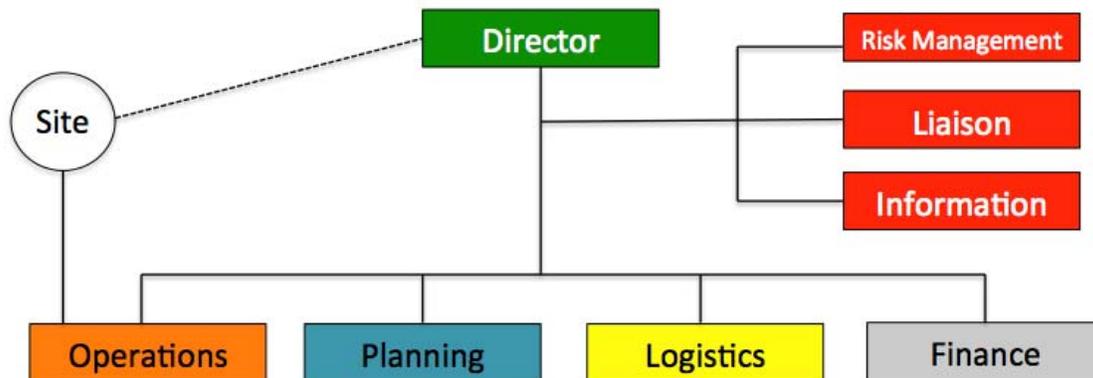
The Emergency Program Coordinator will contact EMBC to obtain a task number for the event and to advise that an EOC has been activated. A task number must be obtained for EOC activation.

4.11 Structure

Under BCERMS, the EOC is modular and expands or contracts based on the needs of the site or sites. The EOC’s main function is to support to the Incident Command Site.

It is important to remember that not every EOC function and/or element will be filled in every emergency or disaster. The situation at hand will dictate the functions and elements to be activated. As a minimum, an active EOC requires only an EOC Director. Other functions are staffed as needed.

The basic structure of an EOC is shown below. A more detailed breakdown is shown in the *EOC Procedures Manual*:



Note: The official communications link from the EOC to the Site is through the Operations Section. The dotted line reflects an unofficial connection from the Director to the Incident Commander.

4.12 Staffing

The staff for the EOC may be composed of designated and trained ACRD staff, City of Port Alberni staff, community members and support agency. EOC personnel and agencies may change (employing a “shift” system) throughout the course of an emergency.

The EOC Director may determine appropriate staffing based on an assessment of the current and projected situation. The EOC Director is authorized to appoint any qualified person to any EOC function, including volunteers, contractors, and personnel from other jurisdictions.

EOC Management Team positions should be filled as a priority by qualified individuals from the ACRD and Port Alberni as available. Qualified personnel independent of rank or agency affiliation may fill sub-positions within the EOC organization.

While serving in an EOC function, every person acts on behalf of ACRD (with exception of those liaison positions whose tasks include the representation of other levels of government, normally included within the EOC, depending on the event).

Emergency service organizations (Fire, Police, Ambulance, SAR, ESS) may be actively involved at the site during the initial and post-impact stages. During recovery, reconstruction, and renewal, these emergency services may be phased out of direct action and others may become active.



4.13 Policy Group

The Policy Group for ACRD will depend on the scope of the emergency event. For events that include only the City of Port Alberni, the Policy Group will consist of the Port Alberni Mayor, Council and City Manager. For events not including the City of Port Alberni, the Policy Group will consist of the ACRD Board. For events that include both, a Composite Policy Group will be established including:

- The Mayor of Port Alberni;
- The Chair of the ACRD Board;
- The CAO of ACRD; and
- The City Manager of Port Alberni.



5. Roles and Responsibilities

5.1 General

During the Planning, Mitigation, Response and Recovery phases of an emergency, numerous ACRD departments and agencies will participate. A number of key departments and agencies have been identified as important participants in all phases. Clearly, each department and agency is responsible for the development of its own emergency plan. As far as response is concerned (the main topic of this Emergency Plan), additional resources will be called upon should the ACRD require assistance beyond regional and municipal capabilities. All or most of the departments/agencies below will normally provide at least a liaison function to the EOC, particularly if the emergent event is within the regional boundaries. Note also that some departments may provide (trained) staff for Incident Commanders (the latter reporting directly to the EOC), depending on the hazard. Some departments may provide support to both the EOC and Incident Command sites, again depending upon the hazard encountered.

5.2 Assisting and Supporting Agencies

The agencies listed in this section are considered “assisting agencies” – those who play a direct role in ACRD’s emergency response and who may have staff located in the EOC or at the site. Annex C describes agencies that are considered “supporting agencies” and who may provide support to ACRD without being physically present.

5.3 ACRD Board/City of Port Alberni Council

For events occurring totally inside the City of Port Alberni, the Mayor and Council provide the following functions. For events occurring outside the City of Port Alberni the ACRD Board provide the following functions. For events including the City and ACRD, a Composite Policy Group will be formed.

- Declare a *State of Local Emergency* if required;
- Forward a copy of the Declaration to EMBC through the ACRD EOC;
- Advise and update the residents of ACRD regarding the emergency;
- Exercise all powers necessary as conferred by the Emergency Program Act;
- Authorize the expenditure of emergency funds;
- Ensure appropriate information is passed to provincial authorities; and
- Advise and guide the ACRD Board or City Council as appropriate.

5.4 ACRD Corporate Administration

- Initially activate the emergency response system through the Port Alberni Fire Department;
- Advise the ACRD Board or Port Alberni Mayor on policies and procedures as appropriate;
- Call out additional ACRD or City of Port Alberni staff as required, including those designated for the EOC;



- Provide a member, normally designated the Head of Policy Group;
- Ensure all-important decisions made and actions taken by the Policy Group are recorded;
- Notify the required support and advisory staff of the emergency and location of the EOC;
- Coordinate the provision of clerical staff to assist in the EOC, as required;
- Upon direction of the Policy Group, arranging for any special meetings of the ACRD Board of City Council;
- When volunteers are involved, ensure that a volunteer registration is completed and a copy retained for EOC records; and
- Obtain assistance, if required, from other Provincial or Federal government departments.

5.5 ACRD Emergency Program Coordinator

- Lead facilitator for assisting the Corporate Administration to manage the EOC prior to/after EOC activations;
- Act as main liaison with EMBC (PREOC);
- Coordinate the response of volunteer organizations;
- Manage initial setup of EOC and initial reception of arriving EOC staff and liaison;
- Normally act as Liaison Officer within the EOC on activation.

5.6 Port Alberni and Volunteer Fire Departments

ACRD is protected by five fire departments: These are the Beaver Creek Volunteer Fire Department, the Cherry Creek Fire Department, the Port Alberni Fire Department and the Sproat Lake Volunteer Fire Department. Of these, Beaver Creek and Sproat Lake are Alberni Clayoquot Regional District (ACRD) fire departments. Cherry Creek is controlled by the Cherry Creek Water Works District and the Port Alberni Fire Department by the City of Port Alberni.

- Act as lead agency for dangerous goods spills, urban/wildland fire;
- Direct and assist in evacuation of people;
- Provide fire suppression and fire control;
- Provide medical aid in cooperation with BCAS;
- Provide specialized services as trained in cooperation with other departments and agencies;
- Provide assistance in determining availability of water supplies; and
- Implement mutual aid agreements as necessary.

5.7 Port Alberni RCMP

The RCMP polices the City of Port Alberni and the surrounding area in the Alberni Valley. The detachment area also encompasses the 4 First Nations communities of Hupacasath, Tseshah, Huu-ay-aht and Uchucklesaht.

- Lead agency for major motor vehicle accidents, aircraft incidents and terrorism;
- Maintain law and order;



- Coordinate and assist in search and rescue operations;
- Direct and assist in the evacuation of people;
- Provide warning and alerting services;
- Tag bodies and fragment remains and record locations where bodies are removed;
- Enforce emergency restrictions and regulations;
- Control traffic and routes to facilitate the movement of emergency response vehicles;
- Seal off the affected area;
- Control and, if necessary, disperse crowds within the affected area;
- Ensure the protection of lives, public and private property;
- Coordinate use of auxiliary and/or special police (COPS - Citizens on Patrol);
- Coordinate search and rescue operations; and
- Liaise with the Coroner's Officer.

5.8 Alberni Valley Rescue Squad (AVRS)

AVRS is made up of dedicated volunteers who train in both urban and wilderness search and rescue techniques. AVRS was incorporated in 1956 and has continuously provided search and rescue services to the Alberni-Clayoquot Regional District since that time. AVRS is, in fact, two organizations that go by the same name and consist of the same people: the society and the operational search organization. The society is controlled by the normal society officers and directors and reports to the Provincial Government under the Societies Act. The operational search organization is controlled by the Search Managers and reports directly to EMBC for its actions.

- Assist RCMP in ground and inland water search and rescue operations;
- Assist RCMP and Fire Departments in all types of evacuations;
- Conduct earthquake search and rescue;
- Assist RCMP in traffic control; and
- If required, provide assistance in the Emergency Operations Centre (EOC).

5.9 Arrowsmith Amateur Radio Club (AARC)

AARC provides radio communications when and where required to authorities in event of disaster, whether in the local area or in other areas of Vancouver Island. AARC is part of a dedicated team, which includes the ACRD Emergency Operations Centers, EMBC, Canadian Red Cross and other emergency operations in Tofino, Ucluelet, Alberni Valley and Comox Valley. AARC also has mutual aid agreements with other mid-island radio groups to volunteer and help with tests and exercises and in event of a declared emergency.

- Provide communications in support of response operations;
- Provide back-up communications;
- Coordinate radio frequencies used;
- Establish and coordinate a message control centre; and
- Establish static and mobile communication posts as required.



5.10 BC Ambulance Service

- Provide mass casualty and health care services;
- Controlled and directed by the Ministry of Health;
- Triage, treat and transport casualties;
- Ascertain the ability of hospitals to accept casualties;
- Advise hospitals of type and number of casualties; and
- Coordinate emergency medical activities with Emergency Operations Centre (EOC).

5.11 Emergency Social Services

Emergency Social Services (ESS) is a volunteer-based, community emergency response program that provides for the short-term needs of evacuees and response workers in the event of a disaster or emergency. Generally, these short-term (up to 72 hours) services are required to preserve the emotional and physical well being of evacuees and are typically provided in a Reception Centre.

- Provide for the basic needs of persons impacted by disaster (food, clothing, lodging, family reunification, personal services, etc.);
- Provide support to all emergency response units and EOC staff;
- Coordinate the response of volunteer organizations directly involved in providing social services;
- Provide services and support for any neighbourhood program
- Provide or request mutual aid as necessary

5.12 Building Inspection

- Provide input and assessment regarding key facility seismic stability studies, policy development and long-range planning;
- Develop a training program for rapid damage assessment to be used by employees and volunteers;
- Develop strategies and process for compiling damage assessment information and recommendation during response;
- Develop a “fast track” system for Building Permit and Inspection during recovery; and
- If required, provide assistance in the Emergency Operations Centre (EOC).

5.13 Infrastructure (Engineering and Public Works)

- Lead agency for infrastructure issues;
- Provide and distribute potable water as required;
- Maintain and repair municipal sewage collection system, major watercourses and storm drainage systems, public roads/walks and public buildings, and address water main breaks;
- Maintain ice control and snow removal;
- Provide refuse collection and disposal;
- Assist Ministry of Transportation with maintenance of rural roads and designated



- highways;
- Liaise with Ministry of Environment regarding any environmental concerns;
 - Liaise with utility companies (BC Hydro, Fortis BC, TELUS Communications, etc.); and
 - Assist with inspection of damaged buildings and structures and the signing or demolition of those considered unsafe, through the Building Inspection Department.

5.14 Legal Services

- Provide advice to members of the EOC on matters of a legal nature as it may apply to the actions of the ACRD in its response to the emergency, as requested.

5.17 School District #70

- Provide schools for use as an evacuation or reception center; and
- Provide liaison staff to EOC for coordination and direction with respect to the maintenance, use and operation of the District's facilities being utilized as evacuation centers.

5.18 Port Alberni Port Authority

- Provide emergency response within the Port authority's jurisdiction;
- Liaise with all involved response agencies; and
- Upon request, provide assistance in the Emergency Operations Centre (EOC).

5.19 Island Health (Formerly Vancouver Island Health Authority)

- Coordinate first aid, casualty collection posts, distribution of casualties, real or improvised ambulances and health personnel;
- Provide authority for evacuation of buildings or residential areas for health reasons;
- Provide for emergency medical treatment for injured not requiring hospitalization;
- Provide lists of wholesale distributors of pharmaceutical or surgical supplies, hospitals, clinics and clinical laboratories;
- Oversee water quality checks;
- Provide and disseminate public information on health hazards including epidemiological and disease control;
- Provide immunization if required; and
- Liaise with federal and provincial Health Services.



6. Finance

6.1 General

Provincial guidelines and regulations for financial management in an emergency are contained in the *Emergency Program Act* and its *Compensation and Disaster Financial Assistance Regulation*.

Financial tracking means more than simply being accountable to the local authority taxpayers. It may mean significant dollars in response expenditures are returned to the local government. If multiple local authorities are working together in a coordinated response, each requires separate financial tracking systems for response claims.

Even if the local authority requires resources for which the province will not provide assistance, the local authority is usually expected to keep their Policy Group informed as to costs that the organization may be required to absorb.

6.2 Disaster Financial Assistance

The DFA program is designed to help disaster victims cope with the cost of repairs and recovery from disaster-related property damage. The DFA program is administered by the *Ministry of Public Safety and Solicitor General* through the Emergency Management BC under the authority of the *Compensation and Disaster Financial Assistance Regulation, 1995*.

Financial assistance from EMBC may be provided to local authorities for specified types of response and recovery costs. The EMBC financial guidelines for local governments are contained in *Financial Assistance for Emergency Response and Recovery Costs – A Guide for BC Local Authorities and First Nations, September 2005 (Revised January 2008)*. This document may be reviewed at:

http://www.embc.gov.bc.ca/em/dfa_claims/dfa.html

a) Local Authority Response Costs

- Response costs are those incurred by a local authority to protect lives, property, animals, and the environment from an active threat of injury or damage. This includes efforts related to evacuation, such as ESS Reception Centre operations, and all functions coordinated through the EOC. Some emergency and temporary repairs of critical infrastructure fall into this category when such actions reduce further damage and loss from the same event.
- Response means all efforts to save lives, reduce suffering, protect property, and other immediate objectives to reduce threats from emergencies. Response may begin before impact if early information warns of an imminent



event, and may continue as long as the event is in progress or the imminent threat exists. Examples of response costs include flood fighting and evacuation activities.

- EMBC is permitted under the *C & DFA Regulation* to assist a local authority with 100 percent of eligible response costs. For example, a local authority may receive financial assistance for paid overtime costs of local authority staff while responding to an emergency with the submission of approved time sheets. On the other hand, a local authority will not receive assistance for ineligible costs, such as base salaries or wages for regular staff, or expenditure claims that are not supported by documentation.

b) Local Authority Recovery Costs

- Recovery costs are related to repairing or replacing, to pre-disaster condition, local authority facilities or public works that have been damaged by an emergency or disaster.
- Recovery involves efforts to return local authority infrastructure to pre-disaster condition. Local authority recovery applies to the repair or replacement of structures, equipment and materials that are essential to the local authority's functions and operations.
- Under the *C & DFA Regulation*, EMBC is allowed to assist local authorities with 80 percent of eligible costs required to repair or restore public facilities and replace materials, including costs associated with Community Recovery, on the amount of an accepted claim that exceeds \$1,000 per event. To qualify for such payments, the local authority must follow a defined set of steps in planning and documentation set out in the DFA Guide.
- Local authorities may claim recovery costs incurred to repair and/or restore to pre-disaster condition any public facilities or materials that are essential to local authority functions and operations. A local authority will not receive assistance for recovery costs that are not eligible under the Regulation. For example, EMBC will not assist a local authority with stockpiling supplies or with replacing equipment that may have been damaged by incidents other than the event.
- General administrative costs associated with individual recovery projects may qualify for financial assistance for amounts up to 10 percent of eligible costs incurred, as deemed appropriate by EMBC.

6.3 Eligibility of Response Costs

Examples of eligible and ineligible response costs are listed in *Financial Assistance for Emergency Response and Recovery Costs – A Guide for BC Local Authorities and First Nations, September 2005 (Revised January 2008)*, a copy of which is held in the EOC.



7. Recovery (ACRD and City Infrastructure)

7.1 General

This section concerns only the Recovery of ACRD and City Infrastructure, as led by a designated Recovery Team. Eventual development of an overall “Community Recovery Plan” should be undertaken to ensure that recovery aspects are considered and planned for the entire district. Recovery serves several linked objectives as regards ACRD Infrastructure, including:

- Administer financial compensation for critical losses incurred (as outlined in Section 6);
- Capturing lessons learned during the emergency so that they may be applied to any future emergency response; and
- Continuing to provide community support for those who have suffered severe impacts from the event.

7.2 Recovery Objectives

Overall Recovery objectives may include damage assessment, restoration and reconstruction, economic impact studies and financial assistance. The objective of ACRD Infrastructure Recovery is not just an end in itself but is directly related to the foregoing -- critical to implement early on in the process so that some or all of the these recovery objectives can be attained.

7.3 Recovery Functions

Disaster recovery in the ACRD may require a number of functions, depending on the severity of the damage and extent of impact. In a fully developed recovery organization the following functions are anticipated:

- Policy Group
- Recovery Director
- Recovery Task Force
- Risk Management Officer
- Liaison Officer
- Information Officer
- Client Advisory Branch
- Infrastructure Services
- Needs Committee
- ESS
- Transition Branch
- Service Branch
- Goods Branch
- Funds Branch
- Planning Section
- Logistics Section
- Finance Section

Not every recovery function or position will be filled in every disaster, or throughout the complete recovery period. The situation at hand will dictate the functions and elements to be activated. As a minimum, an active recovery organization requires only a Recovery Director.

Note that all staff for these functions need not work directly for the ACRD. In consultation with partner agencies, identified opportunities may arise for functions to be filled by service agency staff or, in some cases, community volunteers.



7.4 Recovery Team

A recovery team will normally be required to guide the recovery process, actually commencing with the establishment of Recovery Unit in the EOC during the Response phase. The eventual composition of the Recovery team will depend on the scale and extent of the emergency. ACRD authorities should work closely with any provincial and/or regional recovery team that may be instituted.

It is important to note that for the purpose of assessing/tracking recovery activity necessary to bring City Infrastructure back to reasonable operating capacity, the Recovery Task Force and/or possibly the Policy Group should include a position to this effect. Depending upon the both the nature and the damage to ACRD's infrastructure, some sections (likely Operations and Planning) could have positions dedicated to this function – as separate from "Community Recovery." Potential concern related to providing such staff positions for ACRD Infrastructure can be tempered by the knowledge that, unless City Infrastructure recovery is addressed in a capable and rapid manner, subsequent Community Recovery efforts could also be hampered/jeopardized.



ANNEXES

A. HAZARD-SPECIFIC GUIDES

B. ASSISTING AGENCIES

C. DECLARING A STATE OF
LOCAL EMERGENCY

D. EVACUATION GUIDELINES

E. GLOSSARY

F. CALL-OUT AND CONTACT
LISTS

G. EMERGENCY SOCIAL
SERVICES PLAN



ANNEX A HAZARD-SPECIFIC GUIDES

This Annex contains the following hazard-specific guides:

Tsunami

Earthquake

Wildland/Urban Interface Fire

Hazardous Materials Release

Dam Breach Flooding

Pandemic



Tsunami

Nature of the Hazard

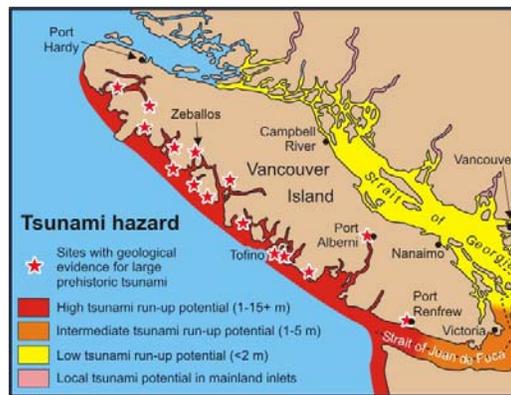
Tsunamis are seismic sea waves generated by under-ocean earth movements including earthquakes. ACRD could be impacted by a tsunami resulting from a local earthquake or from a seismic event anywhere along the Pacific Rim.

Vulnerabilities and Effects

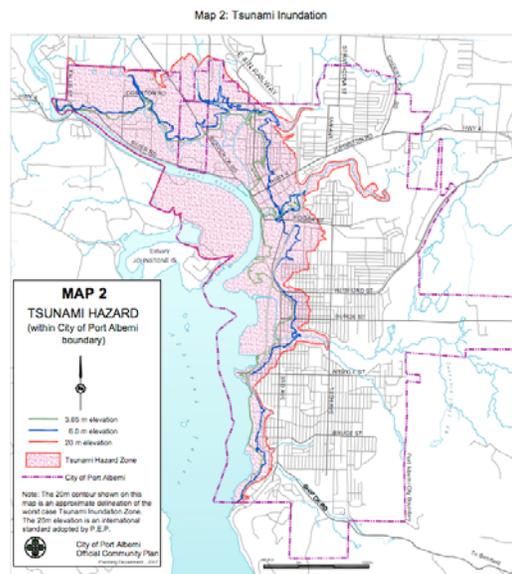
The Alberni Valley is a vulnerable area and has been subject to tsunami damage in the past. On Good Friday, March 27, 1964, a four-meter high wave generated by an earthquake in Anchorage, Alaska caused \$5 million damage to homes and businesses in Port Alberni.



As shown on this map, all coastal areas within ACRD are potentially vulnerable to a tsunami:



Within the City of Port Alberni, the following areas are vulnerable to tsunami flooding:





	<p>The possible major effects of a tsunami are:</p> <ul style="list-style-type: none"> • Extensive flooding • Casualties and deaths • Trapped and/or missing people • Evacuation and relocation of people and animals • Damaged structures (dwellings, docks, fuel storage tanks, shipping, industrial, water, sewer) • Disruption of utilities (hydro, communications, natural gas) • Hazardous materials spills • Dangers to public health 		
<p>Tsunami Notification System</p>	<p>Tsunamis generated by a local earthquake may happen suddenly and with no warning.</p> <p>For tsunamis generated further away a formal notification system has been developed. Tsunami notification bulletins will be generated by the National Tsunami Warning Centre (NTWC) in Palmer, Alaska and issued to EMBC, who will in turn advise Port Alberni Fire Department. These bulletins will take one of the following forms:</p>		
	<p>Notification</p>	<p>Meaning</p>	<p>ACRD Actions</p>
	<p>WATCH</p>	<p>Early seismic information indicates that an area could be impacted if a tsunami has been generated.</p>	<p>Monitor the situation and wait for further information</p>
	<p>ADVISORY</p>	<p>The threat of a tsunami has the potential to produce strong currents dangerous to those in or near the water</p>	<p>One or all of the following:</p> <ul style="list-style-type: none"> • Close public waterfront including beaches and marinas • Notify the Port Authority and local industries on the water • Make community safety announcements
	<p>WARNING</p>	<p>There is imminent threat of a tsunami or confirmation of a tsunami wave</p>	<ul style="list-style-type: none"> • Immediately activate the Tsunami Warning System • Activate the EOC and implement the emergency evacuation plan



	CANCELLATION	A Warning or Watch message has been issued but where damaging waves have NOT been generated	Advise the public
	ALL CLEAR	A tsunami has been generated and the threat of further tsunami is over. This message is to advise stakeholders that the tsunami event is over and no further waves are expected	Advise the public
<p>City of Port Alberni Tsunami Warning System</p> <p>The City of Port Alberni has a sophisticated tsunami warning system consisting of a network of radio controlled public address speakers located at four sites at the edge of the inundation zone.</p> <p>In the event of a distant earthquake with the potential to cause a tsunami, the Alberni Valley Emergency Program will be activated. Notification of the event will be received by the Port Alberni Fire Department (PAFD) from EMBC or National Oceanic and Atmospheric Administration (National Weather Service). PAFD will immediately notify the ACRD CAO and the ACRD Emergency Planning Coordinator by pager and/or phone call. Actions following the review of the event may include:</p> <ul style="list-style-type: none"> • Activation of Tsunami Warning System with instruction to immediately evacuate to high ground • Activation of Tsunami Alert pagers • Emergency email notification • Opening of an EOC • Opening of reception centres • Other actions as deemed necessary by the CAO. 			
Responding to a Significant Local Earthquake	<p>A significant local earthquake lasts longer than 20 seconds, is difficult to stand during, and within minutes may be followed by a tsunami in the Alberni Valley. In this situation, PAFD may activate the Tsunami Warning System immediately once the shaking stops, and notify the ACRD CAO and Emergency Planning Coordinator following the activation.</p> <p>Residents should follow the earthquake immediate action (Drop, Cover and Hold-On) and as soon as it is safe to do so immediately move to higher ground. The following locations are considered safe from tsunami flooding:</p>		



	<ul style="list-style-type: none"> • Above the tracks on Johnson Street • Top of Watty’s Hill • Falls St at Lugin Rd • Golden St above Nelson Rd • Above the tracks on Roger St • Redford St and 5th Ave • Argyle St and 2nd Ave • Kitsukis Rd above Neill Middle School <p>The public should be reminded NOT to go to the beach or waterfront to watch. Tsunamis move at extreme speeds and faster than people can run, or drive.</p>
<p>Potential Response Actions at the Site</p>	<ul style="list-style-type: none"> • Establish Incident Command Post (Incident Commander) • Establish communications (Incident Commander) • Evacuate area (RCMP) • Organize and direct search and rescue (RCMP) • Eliminate hazards from damaged utilities (Engineering) • Eliminate hazards from fire and hazmat release (Fire) • Establish traffic control (RCMP) • Establish reception centre (ESS) • Establish casualty triage (BCAS)
<p>EOC Checklists</p>	<p>EOC Director / Management Staff</p> <p><u>Following Receipt of Tsunami Notice from EMBC.</u> Review and make sure all aspects of the message are clear. Send an email to EMBC confirming receipt of the tsunami message. Ask for clarification by telephone by calling 800-663-3456.</p> <ul style="list-style-type: none"> • <u>Activate EOC.</u> Following a major earthquake or on receipt of a tsunami warning, activate the EOC to receive and process information, including the potential for tsunami. • <u>Ensure Responder Safety.</u> Remind all responders that areas impacted by tsunami contain numerous hazards, including chemical spills, potential sinkholes, strong water currents, and other threats that may not be obvious. • <u>Keep Public Informed.</u> Establish adequate news release systems, including the use of social media (Information Officer). Inform all ACRD staff who may answer phones about the tsunami notice and the messages for waterfront residents. <p>Operations</p> <ul style="list-style-type: none"> • Provide support to site, including evacuee reception centres. (All) • Coordinate the establishment of a temporary morgue with BC Coroner (RCMP) • Coordinate restoration of utilities and public facilities (Engineering) • Coordinate requests for additional resources (All) • Coordinate psychosocial services (ESS)



Planning

- Track Tsunami Progress – Obtain and disseminate current tsunami forecasts by working with EMBC and tracking the progress of the tsunami situation via the following websites:
 - EMBC <http://www.emergencyinfobc.gov.bc.ca/>
 - National Tsunami Warning Center: <http://ntwc.arh.noaa.gov/>
- Collect Damage Information – Gather information to determine the extent of any damage and identify needs for emergency response and recovery. Observers should photograph and document damage, and submit written observations to the EOC carefully noting the location.
- Initiate Recovery – Consider the need for a formal recovery effort, separate from response, and advise the EOC Director and Policy Group of the need to coordinate community recovery.
- Anticipate Hazards – Consider the implications of:
 - Casualties
 - Damage to property
 - Escape of hazardous materials, chemicals, etc.
 - Contamination of normal water supplies
 - Dangers to public health
 - Evacuation of the population
 - Loss of local economic activities

Logistics

- Contact the PREEC for additional personnel, if needed.
- Identify and locate additional heavy equipment resources in anticipation of site requests
- Anticipate long term feeding / accommodation support of responders and recovery workers and evacuees
- Consider these potential equipment needs:

Resource	Source
Transportation	Road/Air authorities
Boats	Local marinas, public, Port Authority
Communications equipment	EOC Communications Unit
Heavy engineering equipment	Local industry
Auxiliary lighting	private
Auxiliary power facilities	Utilities
Medical and health supplies	Island Health/BCAS
Food and lodging	ESS
Pumps	Private
Mobile public address equipment	RCMP/Fire/AVRS



Earthquake

Nature of the Hazard

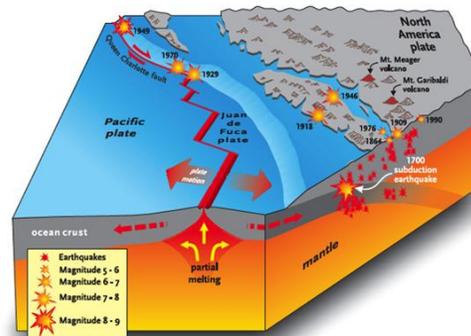


Earthquakes rank among the most severe hazards threatening British Columbia. Damaging earthquakes can occur anywhere in British Columbia, but the highest hazard is in the coastal regions.

Southwest British Columbia lies over the active Cascadia subduction zone in an earthquake environment similar to the coasts of Japan, Alaska, and Central and South America. The Queen Charlotte Fault, similar to the San Andreas Fault, lies along the west coast of the Queen Charlotte Islands presenting that region with an earthquake environment similar to parts of California.

Historically, British Columbia has experienced some of the world's largest earthquakes: a magnitude 9.0 event along the Cascadia subduction zone in 1700 and a magnitude 8.1 along the Queen Charlotte Fault in 1949. The 1918 magnitude 7.0 and 1946 magnitude 7.3 earthquakes on Vancouver Island were amongst the largest earthquakes in North America in the 20th century.

Annually, a few thousand earthquakes occur in and adjacent to British Columbia. A small number of these are large enough to cause damage if they occur in populated areas.



Vulnerabilities and Effects

The primary effect of an earthquake is shaking of the ground surface. Depending on the magnitude, location, and depth this can lead to a wide range of secondary effects, including soil liquefaction, landslides, ground subsidence, and tsunami.

Other damaged infrastructure examples of major consequences from earthquakes Aftershocks, which may be nearly as large as the original earthquake, can compound these impacts. Aftershocks can occur for several weeks following the initial event. Although the frequency and magnitude of aftershocks will decrease over time, their unpredictability will affect the safety and ability of residents and responders, and require additional precautionary measures during response.



	<p>The Alberni Valley lies in the Modified Mercalli Intensity VIII Zone. According to the Mercalli Scale, an earthquake of intensity VIII will result in the following: slight damage to specially designed structures; considerable damage (including partial collapse) to ordinary buildings; great damage to poorly built structures; fall of smokestacks, chimneys, columns, walls and monuments; overturned heavy objects and furniture; broken windows and considerable glass on sidewalks.</p> <p>The possible major effects of an earthquake are:</p> <ul style="list-style-type: none"> • Injuries and fatalities • Trapped people • Displaced persons • Damage to property • Material damage to roads, bridges and buildings • Fire, explosions and fire hazards • Escape of gases • Flooding • Landslides, mudslides and sea surges • Emotional distress • Danger to public health • Evacuation of people and livestock
<p>Responding to a Significant Local Earthquake</p>	<p>A significant local earthquake lasts longer than 20 seconds, is difficult to stand during, and within minutes may be followed by a tsunami in the Alberni Valley.</p> <p>Residents should follow the earthquake immediate action (Drop, Cover and Hold-On) and as soon as it is safe to do so immediately move to higher ground. The following locations are considered safe from tsunami flooding:</p> <ul style="list-style-type: none"> • Above the tracks on Johnson Street • Top of Watty's Hill • Falls St at Lugin Rd • Golden St above Nelson Rd • Above the tracks on Roger St • Redford St and 5th Ave • Argyle St and 2nd Ave • Kitsukis Rd above Neill Middle School <p>The public should be reminded NOT to go to the beach or waterfront to watch. Tsunamis move at extreme speeds and faster than people can run, or drive.</p>



<p>Potential Response Actions at the Site</p>	<ul style="list-style-type: none"> • Establish Incident Command Post (Incident Commander) • Establish communications (Incident Commander) • Evacuate area (RCMP) • Organize and direct search and rescue (RCMP) • Eliminate hazards from damaged utilities (Engineering) • Eliminate hazards from fire and hazmat release (Fire) • Establish traffic control (RCMP) • Establish reception centre (ESS) • Establish casualty triage (BCAS)
<p>EOC Checklists</p>	<p>EOC Director / Management Staff</p> <ul style="list-style-type: none"> • <u>Activate EOC</u>. Following a major earthquake activate the EOC to receive and process information, including the potential for tsunami. • <u>Ensure Responder Safety</u>. Remind all responders that areas impacted by tsunami contain numerous hazards, including chemical spills, potential sinkholes, strong water currents, and other threats that may not be obvious. • <u>Keep Public Informed</u>. Establish adequate news release systems including the use of social media (Information Officer). Inform all ACRD staff who may answer phones about the tsunami notice and the messages for waterfront residents. <p>Operations</p> <ul style="list-style-type: none"> • Provide support to site, including evacuee reception centres. (All) • Coordinate the establishment of a temporary morgue with BC Coroner (RCMP) • Coordinate restoration of utilities and public facilities (Engineering) • Coordinate requests for additional resources (All) • Coordinate psychosocial services (ESS) <p>Planning</p> <ul style="list-style-type: none"> • <u>Monitor for Potential Aftershocks</u> – Obtain and disseminate current aftershock information by working with EMBC and tracking the progress of potential aftershocks via the following websites: <ul style="list-style-type: none"> ○ EMBC: http://www.emergencyinfobc.gov.bc.ca/ ○ Natural Resources Canada: http://www.earthquakescanada.nrcan.gc.ca/index-eng.php • <u>Collect Damage Information</u> – Gather information to determine the extent of any damage and identify needs for emergency response and recovery. Observers should photograph and document



damage, and submit written observations to the EOC carefully noting the location.

- Initiate Recovery – Consider the need for a formal recovery effort, separate from response, and advise the EOC Director and Policy Group of the need to coordinate community recovery.
- Anticipate Hazards – Consider the implications of:
 - Casualties
 - Damage to property
 - Escape of hazardous materials, chemicals, etc.
 - Contamination of normal water supplies
 - Dangers to public health
 - Evacuation of the population
 - Loss of local economic activities

Logistics

- Contact the PREOC for additional personnel, if needed.
- Identify and locate additional heavy equipment resources in anticipation of site requests
- Anticipate long term feeding / accommodation support of responders and recovery workers and evacuees
- Consider these potential equipment needs:

Resource	Source
Transportation	Road/Air authorities
Rescue Equipment	All agencies
Communications equipment	EOC Communications Unit
Heavy engineering equipment	Local industry
Auxiliary lighting	Private
Auxiliary power facilities	Utilities
Medical and health supplies	Island Health/BCAS
Food and lodging	ESS
Pumps	Private
Mobile public address equipment	RCMP/Fire



Wildland/ Urban Interface Fire

(This should be read in conjunction with the ACRD Community Wildfire Protection Plan, May 2010).

<p>Nature of the Hazard</p> 	<p>A major fire requiring implementation of the Alberni Valley Emergency Plan is one that threatens to engulf a significant area at the interface between the bush and one or more residential and/or industrial areas of the Alberni Valley.</p> <p>A wildland/interface fire has the ability to spread from the forest into the community or from the community out into the forest. Although these two scenarios are quite different they are of equal importance when considering interface fire risks. Within ACRD the probability of a fire moving out of the community and into the forest is equal or greater to the probability of fire moving from the forest into the community.</p>
<p>Vulnerabilities and Effects</p>	<p>Besides the direct threat to the public from the fire itself, ACRD has the additional vulnerability of a limited road network. In many areas there only one road into and out of the area. Due to the restricted road network, evacuation orders should be given as early as possible to allow the movement of evacuees before escape routes become blocked.</p> <p>Additionally, other forms of transportation, such as helicopters or boats, should be considered in cases where primary evacuation routes have been blocked.</p> <p>The possible major effects of an interface fire are:</p> <ul style="list-style-type: none"> • Casualties • Disruption of traffic, communications and utilities • Extensive damage to public and private property • Hazards to people and livestock • Infrastructure damage (roads, bridges, utilities and buildings) • Danger to public health • Economic impact • Isolation of Port Alberni and other areas • People trapped in isolated areas • Evacuation
<p>Potential Actions at Scene</p>	<p>Interface fires will be managed using unified command, with Incident Commanders supplied by BC Forest Service and local fire departments.</p> <ul style="list-style-type: none"> • Establish Incident Command Post(s) (BCFS, Fire) • Fire suppression and rescue (Fire) • Evacuation (RCMP)



	<ul style="list-style-type: none"> • Define working area and establish control (Fire/RCMP) • Establish adequate communications (Communications Unit) • Eliminate hazards from damaged utilities (Utilities) • Establish routes for emergency vehicles (RCMP) • Establish traffic control (RCMP) • Warn of fire spread Fire (RCMP) • Establish reception centres (ESS)
<p>EOC Checklists</p>	<p>EOC Director / Management Staff</p> <ul style="list-style-type: none"> • Establish link with Incident Commander and EOC. • Notify EMBCP that EOC is established. • Ensure interface fire command is unified. • Establish news release system (Information Officer). • Ensure news media have safe access to damaged area, with the authority of the Incident Commander. • Establish public inquiry system (Information Officer). <p>Operations</p> <ul style="list-style-type: none"> • Establish communication with Incident Commander (Operations Chief). • Notify Fire Commissioner (Fire Branch). • Establish emergency public health facilities (Health Authority). • Establish temporary morgue, if needed (Police Branch). • Establish ESS Reception Centres (ESS Branch) • Staff ESS positions for possible Reception Centres (ESS Branch). <p>Planning</p> <ul style="list-style-type: none"> • Provide information support to Incident Commander, e.g., maps. • Supervise damage assessment. • Assess limited egress in some areas to determine need for early evacuation orders. • Assess damaged areas to determine hazards for returning residents. • Consider possible major effects: <ul style="list-style-type: none"> ○ Casualties, deaths ○ Damage to property ○ Disruption of traffic ○ Disruption of communications ○ Disruption of utilities ○ Complaints of smoke and adverse impact on tourism industry ○ Complaints of smoke and adverse impact on tourism industry



- Monitor the current wildfire situation:
 - BC Wildfire Management Branch:
<http://bcwildfire.ca/Situation/>

Logistics

- Contact the PREOC for additional personnel, if needed.
- Identify and locate additional heavy equipment resources in anticipation of site requests
- Anticipate long term feeding / accommodation support of responders and recovery workers and evacuees
- Consider these potential equipment needs:

Resource	Source
Fire fighting and rescue equipment	Fire/industry
Ambulances	BCAS
Road clearing equipment	Public works/private
Communications equipment	EOC Communications Unit
Auxiliary power facilities	Utilities
Medical and health supplies	Island Health/BCAS
Food and lodging	ESS
Relay Pumps	Private
Water tankers (street cleaners)	Engineering
Water sources for heli-bucketing	Engineering
Barricades	Public works
Mobile public address equipment	RCMP/Fire



Hazardous Material Release

<p>Nature of the Hazard</p> 	<p>A hazardous material is any substance that may be explosive, flammable, poisonous, corrosive, reactive, or radioactive. A hazardous materials accident involves the uncontrolled release of a hazardous material during storage, use, or transport and can have a wide range of impacts depending on the nature of the material released. Possible impacts range from road closures to widespread evacuation and injury requiring hospitalization.</p> <p>In extreme cases with large amounts of released materials or small amounts of highly toxic materials, the accident may be fatal. In addition, hazardous materials accidents often have damaging impacts on the environment.</p>
<p>Vulnerabilities and Effects</p>	<p>ACRD has two sources of hazardous materials – stored materials and materials being transported.</p> <p>The main user of large volumes of chemicals in the Alberni Valley is Catalyst Paper. While it stores several natures of potentially dangerous chemicals, the one of most interest to ACRD, and Port Alberni Fire, is Sulphur Dioxide – SO₂. Catalyst maintains a self-response and suppression capability for an SO₂ release and maintains a planning relationship with Port Alberni Fire in regards to a potential spread and the need for public evacuation or shelter-in-place.</p> <p>The second area of concern is the transport of hazardous materials through the ACRD, almost always by road. The scale of this transportation could range from a large tanker truck to a local propane delivery vehicle. In this case the Fire Department must be prepared to respond to a hazardous material spill virtually anywhere in ACRD.</p>
<p>Potential Actions at Scene</p>	<ul style="list-style-type: none"> • Establish Incident Command Post (Incident Commander). • Establish communications (Fire). • Contact CANUTEC for information (Fire). • Determine nature of hazardous materials (Fire). • Rescue and fire fighting (Fire). • Evacuate area (RCMP). • Warn adjacent areas (RCMP). • Eliminate further escape of liquids or gases (Carrier). • Establish traffic control (RCMP). • Establish evacuation routes (RCMP). • Establish media/public information system (Incident Commander)



EOC Checklists

EOC Director / Management Staff

- Ensure Safety Officer is appointed at scene.
- Ensure MOE and other appropriate agencies are notified.
- Establish Information Officer function.
- Establish adequate public information systems (Information Officer).
- Establish public inquiry system (Information Officer).

Operations

- Ensure Fire Commissioner and Hospitals are notified of product type.
- Provide support to Incident Commander and coordinate agencies.
- Activate ESS if evacuation is likely.
- Establish temporary morgue, if needed (Police Branch).
- Ensure Public Health Officer is notified.

Planning

- Ensure appropriate technical specialists are contacted and available.
- Determine nature of substance spilled and inform Operations Section Coordinator, EOC Director, and Incident Commander.
- Define area of risk.
- Commence evacuation planning, if required.
- Establish identification of spiller for cost recovery purposes (Recovery Planning Unit).
- Consider possible major effects:
 - Injuries and fatalities need to evacuate population.
 - Tendency of people to disperse.
 - Damage to property.
 - Disruption of traffic
 - Subsequent explosions and fire.
 - Need to decontaminate site responders, equipment, and vehicles.
 - Contamination of normal water supplies.
 - Dangers to public health and livestock.
 - Disruption of business and industrial activities, including fishing, water users downstream.



Logistics

- Check on availability of specialized hazardous material supplies.
- Consider support of long-term field operations.
- Consider these potential equipment needs:

Resource	Source
Fire fighting and rescue equipment, including respirators and resuscitators	Fire/industry
Protective equipment	All agencies
Communications equipment	EOC Communications Unit
Decontamination equipment	Local industry
Barricades	Engineering
Mobile public address equipment	RCMP/Fire



Dam Breach Flooding

(This should be read in conjunction with the BC Hydro Emergency Planning Guide for the Elsie Dam, Revision November 2012 and the Catalyst Dams EPP Manual Revision December 2012).

Nature of the Hazard



Elsie Dam, BC Hydro

Construction of the Elsie Dam on the Ash River was completed in 1958 and the Ash River Generating Station entered service in 1959. As part of its Dam Safety Program, BC Hydro conducted a review in 1999 and, based on current earthquake design standards, upgraded Elsie Dam to enhance dam safety during a major earthquake. BC Hydro has shared information with the Alberni Valley Emergency Program including a list of residential areas that might be affected due to a dam breach.

Stamp River Dam, Catalyst Paper

The Stamp River dam was originally constructed in 1923 and raised in 1957 to provide flow augmentation during low flow periods to mitigate the effects of mill effluent in the lower reaches of the Somass River and Alberni harbour. The dam also provides minimal flood control. After the installation of sophisticated effluent treatment facilities at the Catalyst mill in 1993, the dam is currently used for regulation of river flows and lake levels for fisheries enhancement. The current water license (March 25, 2004) lists the purpose of the dam as “conservation (storage)”.

Robertson Creek Dam, Catalyst Paper

The Robertson Creek River dam was originally constructed in 1957 to provide flow augmentation during low flow periods to mitigate the effects of mill effluent in the lower reaches of the Somass River and Alberni harbour. Specifically, the dam impounds the water of Boot Lagoon to provide flow control for Robertson Creek and the downstream fish hatchery before discharging into the Stamp River at the hatchery site (Stamp Lagoon). The Stamp River Dam provides the primary level control into the Stamp River. After the installation of secondary effluent treatment facilities at the Catalyst mill in 1993, the dam is currently used for regulation of Robertson Creek flow (and subsequently small contribution to the Stamp River flow) and lake levels for fisheries enhancement. The current water license (March 25, 2004) lists the purpose of the dam as “conservation (storage)”

The original timber crib dam was replaced with a larger earth fill embankment dam in 2011 because the original was found to be at risk of possible failure due to overtopping under severe winter conditions. The earth fill embankment dam was sized to safely withstand the probable maximum flood (PMF) lake levels and was designed according the 2008 Canadian Dam Safety Standards.



<p>Vulnerabilities and Effects</p>	<p>There are two dam safety hazards which will result in the issue of a formal notification to ACRD:</p> <ul style="list-style-type: none">• Dam Alert: Declared when an abnormal situation is observed at the dam or the dam performs abnormally and, without swift and rapid intervention, the condition could deteriorate and lead to dam breach.• Dam Breach: Occurs when the dam has failed or there is a severe abnormal condition that has a significant probability of leading to dam breach. <p>It is estimated that floodwaters from a breach of the Elsie Dam will reach Port Alberni within 2.2 – 2.5 hours after a breach, and for the Stamp River Dam, 60-90 minutes after a breach (flood timings are estimated to be similar for the Robertson Creek Dam). The dam operators have provided ACRD with dam breach inundation mapping and the dam breach flood inundation area in Port Alberni is very similar to the tsunami flood inundation area.</p> <p>It should be assumed that any serious earthquake will result in a dam breach.</p> <p>The possible major effects of a dam breach and the resulting flooding are:</p> <ul style="list-style-type: none">• Casualties• Disruption of traffic, communications and utilities• Extensive damage to public and private property• Hazards to people and livestock• Infrastructure damage (roads, bridges, utilities and buildings)• Danger to public health• Economic impact• Evacuation
<p>Dam Breach Warning and ACRD Actions</p>	<p>Dam operators will advise ACRD through the Port Alberni Fire Department of a Dam Alert or Dam Breach. However, it is possible that following a major earthquake a breach may occur without a warning being given.</p> <p>On receipt of a Dam Alert Port Alberni Fire will advise the ACRD CAO who will assess the situation and make a recommendation on EOC activation and/or public warning.</p> <p>On receipt of a Dam Breach the EOC will be activated and flood warnings issued.</p> <p>For Port Alberni, because the tsunami flood inundation and dam breach flood inundation zones are similar the tsunami warning system will be used to alert residents to evacuate to higher ground. For residents located outside the audible range of the warning system</p>



	ACRD will have to contact residents in the flood inundation zone either by phone or by physical contact.
Potential Response Actions at the Site	<ul style="list-style-type: none"> • Establish Incident Command Post (Incident Commander) • Establish communications (Incident Commander) • Evacuate area (RCMP) • Organize and direct search and rescue (RCMP) • Eliminate hazards from damaged utilities (Engineering) • Eliminate hazards from fire and hazmat release (Fire) • Establish traffic control (RCMP) • Establish reception centre (ESS) • Establish casualty triage (BCAS) • Coordinate emergency health facilities (Island Health)
EOC Checklists	<p>EOC Director / Management Staff</p> <ul style="list-style-type: none"> • <u>Confirm Public Warning</u>. Ensure warning systems are activated and other impacted residents outside the audible warning range and located within the dam breach flood inundation areas have been warned. • <u>Keep Public Informed</u>. Establish adequate news release systems (Information Officer). Inform all ACRD staff who may answer phones about the tsunami notice and the messages for waterfront residents. <p>Operations</p> <ul style="list-style-type: none"> • Provide support to site, including evacuee reception centres. (All) • Coordinate the establishment of a temporary morgue with BC Coroner (RCMP) • Coordinate restoration of utilities and public facilities (Engineering) • Coordinate requests for additional resources (All) • Coordinate psychosocial services (ESS) <p>Planning</p> <ul style="list-style-type: none"> • <u>Evaluate Flood Status</u>. Establish and maintain contact with BC Hydro and Catalyst to track the dam breach situation and identify any potential ongoing hazards. • <u>Collect Damage Information</u> – Gather information to determine the extent of any damage and identify needs for emergency response and recovery. Observers should photograph and document damage, and submit written observations to the EOC carefully noting the location. • <u>Initiate Recovery</u> – Consider the need for a formal recovery effort, separate from response, and advise the EOC Director and Policy Group of the need to coordinate community recovery. • <u>Anticipate Hazards</u> – Consider the implications of:



- Casualties
- Damage to property
- Escape of hazardous materials, chemicals, etc.
- Contamination of normal water supplies
- Dangers to public health
- Evacuation of the population
- Loss of local economic activities

Logistics

- Contact the PReOC for additional personnel, if needed.
- Identify and locate additional heavy equipment resources in anticipation of site requests
- Anticipate long term feeding / accommodation support of responders and recovery workers and evacuees
- Consider these potential equipment needs:

Resource	Source
Transportation	Road/Air authorities
Boats	Local marinas, public, Port Authority
Communications equipment	EOC Communications Unit
Heavy engineering equipment	Local industry
Auxiliary lighting	RCMP/Fire/private
Auxiliary power facilities	Utilities
Medical and health supplies	Island Health/BCAS
Food and lodging	ESS
Pumps	Private
Mobile public address equipment	RCMP/Fire



Pandemic

<p>Nature of the Hazard</p> 	<p>Due to the unusually high number of hospitalizations during a pandemic, local health authorities will likely be overwhelmed. ACRD should work with Island Health to create contingency plans on how they will handle the surge in patients and what support they may request.</p> <p>In addition, ACRD and the City of Port Alberni will need to continue providing essential services and support to residents. Through business continuity planning process, controls and specific contingency plans need to be developed for staffing of critical business operations.</p>
<p>Policies</p>	<ul style="list-style-type: none"> • The EOC will not normally be activated during a pandemic unless there are mass casualties in ACRD or the City of Port Alberni. • Island Health has responsibility for medical services and health care in response to pandemic conditions. • Pandemic response is guided by The World Health Organization, Health Canada and BC Government MOH pandemic plans. Local governments (municipalities and regional districts) provide support. • The EOC will support Island Health as required. • ACRD will provide ESS services under guidance from Northern Health. • ACRD will ensure residents are given accurate information on the status of the pandemic in the community.
<p>Potential Actions at Scene</p>	<ul style="list-style-type: none"> • Care for flu victims at home by providing food, water, heating, family notification. • Assist Island Health by finding and providing facilities for mass care, isolation, immunization, and quarantine if required. • Provide security at health facilities, especially vaccine storage areas, at the request of Island Health. • Keep routes open for emergency vehicles.
<p>EOC Checklists</p>	<p><u>EOC Director / Management Staff</u></p> <ul style="list-style-type: none"> • Notify Island Health, EMBC and PREOC if EOC is activated and provide contact information. • Establish communication link with Island Health EOC. • Establish communications as required. • Work directly with the Island Health Public Affairs in developing media strategy (Information Officer). • Set up a Call Centre (Information Officer). • Consider the potential requirement to close public facilities and cancel public events, as ordered by Island Health.



Operations

- Staff ESS positions for possible use of reception centres as quarantine facilities or vaccination centres (ESS Branch).
- Consider restricting travel into and out of the affected area as part of an infection control protocol (Police Branch).
- Identify facilities that Island Health may require for alternate care centres and immunization sites. Facilities with primary designation will include the Reception Centres identified under the ESS Plan.
- Consider the need to provide non-medical support (i.e., food, water, pet care, garbage collection, snow shoveling) for persons in need of support.
- Consider the need to support Island Health with security resources.

Planning

- Anticipate the need for backup personnel in the EOC in case of illness.
- Activate special cleaning requirements in the EOC.
- In case of high mortalities, develop a body disposal plan, including procedures for caring for the dead based on consultations between Island Health, Coroner, and local funeral directors. Consider the use of the local ice arena as a staging area.
- Consider possible major effects:
- Very seriously ill population occurring in two or more waves, each about 6 weeks long and spaced 3 to 9 months apart.
- Population requiring outpatient care may require transportation.
- Population requiring hospitalization may have pets at home.
- Deaths may overwhelm the community capacity to deal with bodies, including funerals, mortuaries, and gravesites.
- Sudden hospital requirements and ill medical workers may lead to an immediate need for volunteers and rapid training.
- Disruption of transportation, utilities and communications due to decline in workforce.
- Potential restrictions on public travel, with concurrent loss of local economic stability.
- Economic effects on local businesses, local government.
- Vaccine may not arrive when initially expected, due to problems with manufacturer.

Logistics

- Discuss with Island Health the need for infection control measures in the EOC to maintain an illness-free environment (e.g., hand washing, surface cleaning).
- Consider professional groups as a possible source of volunteers, such as retired nurses, as trained alternate vaccine administrators.



- Anticipate long term feeding / accommodation support of temporary care workers.
- Consider these potential equipment needs:
- Transportation vehicles for seriously ill.
- Medical units and supplies.
- Emergency feeding facilities.

Finance

- Determine methods for reporting costs to PREOC.



ANNEX B SUPPORTING AGENCIES

Provincial, Federal and volunteer entities that play key roles in the response may not have representatives at the ACRD EOC and are referred to as “supporting agencies”.

It may not be feasible for some agencies that have a region-wide response role to provide representatives to all EOCs. Such agencies will likely be represented at the operational area level, most often through the PREOC.

Coordination with agencies that do not have representatives at the EOC may be accomplished through telecommunications, liaison with community organizations that represent several agencies, or involvement of agencies in special multi-agency groups on specific issues.

Provincial Agencies (Requests for provincial assistance should always be made through the PREOC/PECC).	
Ministry of Agriculture And Lands	<p>Ministry for contagious plant and animal diseases.</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • Advise farmers, fishers and livestock producers on the protection of crops, livestock and fish stocks in emergency situations. • Advise on the emergency evacuation and care of livestock and/or poultry. • Liaise with agriculture sector. • Provide geographic information services
Ministry of Environment	<p>Ministry responsible for:</p> <ul style="list-style-type: none"> • Aquatic oil spills • Dangerous goods spills, discharges and emissions • Landslides, mudslides and debris flows • Major industrial accidents <p>Minister of Environment has the power under Section 5 of the Environment Management Act to declare an environmental emergency.</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • Provide professional and technical advice and direction at dangerous goods/pollution spills. • Ensure the proper disposal of hazardous wastes and pollutants. • Assess and monitor air quality. • Provide flood forecasts and bulletins. • Provide technical services to response agencies in minor floods.



	<ul style="list-style-type: none"> • Provide flood assessment and planning staff in major floods. • Provide conservation officers to act as special constables to reinforce the Police in law and order/traffic duties. • Provide maps, aerial photographs and survey information. • Provide air survey and photo-grammetric services. <p><u>Environmental Protection Division</u></p> <p>The Environmental Protection Division (EPD) works to protect human and environmental health. Its main goals are to:</p> <ul style="list-style-type: none"> • Protect and enhance the quality of British Columbia's water, land and air in a way that contributes to economic development; • Establish the foundation for human and environmental health (via ambient quality standards, policies, etc.) using a science based and risk based approach; • Establish legislation, regulations, policies, best management practices, and stewardship agreements for those who use the environment and to ensure environmental objectives are met; • Monitor and report on the quality of water, land and air. <p>Responsibilities</p> <ul style="list-style-type: none"> • Regulate discharges and emissions through a permitting system. • Monitor and report on water, land and air quality, including regulatory compliance. • Communicate expectations, standards and goals relating to pollution to government agencies, industry, individuals and communities. • Ensure environmental protection standards are met. • Provide government leadership on climate change. • Work in partnership with the provincial emergency program to prevent and respond to environmental emergencies.
<p>Ministry of Forests, Lands and Natural Resource Operations</p>	<p>Ministry responsible for:</p> <ul style="list-style-type: none"> • Forest fires • Wildland/Urban Interface fires in unorganized areas <p><u>Forest Protection Branch</u></p> <p>Responsibilities</p> <ul style="list-style-type: none"> • Provide Ministry of Forests personnel, equipment, supplies and telecommunications equipment to assist in non-forestry response operations: • Provide electronic communications support in remote areas



	<ul style="list-style-type: none"> • Provide field supplies and remote camps • Provide photometric mapping and remote satellite services • Provide resource management / tracking services • Assist in providing food services and accommodation for field personnel. <p>The Forest Service Protection Program's mandate is to protect the province's forest and range resource from an average of 2,500 wildfires each year.</p> <p>Although the Protection Program is mandated to protect forests and rangelands, it gives high priority to fires that threaten people and property (known as an interface area). When homes or lives are threatened, or local governments request help, the Protection Program efficiently responds with air tankers, helicopters, equipment, and fire control staff.</p>
<p>Ministry of Health Services</p>	<p><u>British Columbia Ambulance Service (BCAS)</u></p> <p>The BCAS is Canada's only provincially operated ambulance service, and provides emergency pre hospital treatment and transportation by ambulance to the public and visitors to B.C.</p> <p>BCAS provides all public ambulance service in BC. The commission is mandated to oversee the broad responsibility of overall emergency medical service provision, regulation and direction in the province.</p> <p>Role</p> <p>To provide ambulances, personnel, communications and management expertise in order to assess, provide initial treatment, stabilize, transport and deliver patients with medical needs to appropriate medical centres.</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • Triage, treatment and transportation of casualties from a multi casualty incident or disaster. • Establish an <i>Emergency Medical Coordinator</i> to control the medical response at the emergency or disaster site. • Ascertaining the ability of hospitals to accept casualties. • Advising hospitals of the numbers and types of casualties they may expect. • Provide a representative to the applicable EOC when requested. • Directing the transfer of casualties to hospitals. • Contact BC Transit to utilize buses for large-scale medical evacuation. • Activation of regional and national emergency medical stockpile.



	<ul style="list-style-type: none"> • Control activation of St. John Ambulance <p><u>Medical Health Officer</u></p> <ul style="list-style-type: none"> • Liaison with the EOC. • Providing advice on matters, which may adversely affect public health. • Providing authoritative instructions on health and safety to the public through the public information office. • Coordinating the response to disease related emergencies or anticipated emergencies, such as epidemics, in accordance with Ministry of Health policies. <p><u>West Coast General Hospital</u></p> <ul style="list-style-type: none"> • Implementing any hospital emergency plans required. • Acting in conjunction with the BC Ambulance representative to coordinate all emergency health services. • Liaison with the Ministry of Health. • Liaison with the local Medical Health Officer. • Ensuring the coordination of care of bedridden citizens and invalids in hospitals, care homes and evacuee centers during an emergency. • Ensuring liaison with voluntary and private agencies, as required for augmenting and coordinating public health resources. • Liaison with the ESS on areas of mutual concern regarding health services in evacuee centers.
<p>Ministry of Public Safety and Solicitor General</p>	<p>Coordinates emergency response by provincial agencies through EMBC or police agencies and responsible for:</p> <ul style="list-style-type: none"> • Aircraft crashes (Policing) • Drought and emergency water supply (EMBC) • Earthquakes (EMBC) • Public Order emergencies (Policing) • Severe storms (EMBC) • Tsunamis (EMBC) • Volcanic eruptions (EMBC) <p><u>EMBC</u></p> <p>EMBC is responsible for coordinating the response of the provincial government to emergencies occurring within BC.</p> <p>Responsibilities</p>



Coordinates all requests for provincial or federal emergency assistance through establishment of a Provincial Regional Emergency Operations Centre (PREOC).

- Makes the appropriate request to the provincial ministries and agencies for assistance if the local authority's resources are not adequate for an effective response to the emergency.
- Arrange for WorkSafeBC coverage to registered emergency workers.
- Recommend to the Provincial Government that a Provincial State of Emergency be declared.
- Provide and maintain a Provincial Public Information Program during all phases of a disaster.

Police Services

Responsibilities

Through the Police force having jurisdiction:

- Prepare, promulgate and implement regulations relating to law enforcement and internal security during emergencies.
- Advise local authorities respecting the maintenance of law and order.
- Reinforcement of local Police services.
- Security control of emergency areas.
- Traffic and crowd control.
- Search and rescue for missing persons (land and inland waters).
- Provide Coroner's services including the operations of temporary morgues, identification of the dead and registration of death.
- If required, assume jurisdiction and control over all Police forces in the province when a provincial state of emergency has been declared under the Emergency Program Act.

BC Coroner's Service

In the event of an emergency involving fatalities, the BC Coroner's Service will provide personnel to attend the scene and assume responsibility for the removal of human remains.

Responsibilities

Tag bodies and fragment remains.

- Stake location where body is removed.
- Provide body bag or disaster pouch.
- Provide transportation of remains to designated loading area, then to hospital morgue or temporary morgue.
- Record and secure personal property of the deceased.



- Coordinate forensic pathology to determine cause and manner of death.
- Coordinate odontology service to determine identification through dental comparison.
- Complete Coroners Medical Certificate of Death.
- Obviously deceased persons should not be removed until the Coroner attending the scene has authorized.

Office of the Fire Commissioner

Responsibilities

- Order the evacuation of buildings or areas in connection with an emergency arising from a fire hazard or risk of explosion, if required.
- If required, assume the jurisdiction and control of all fire fighting and fire prevention services within the province when a provincial state of emergency has been declared.

The Office of the Fire Commissioner is the senior fire authority in the province with respect to fire safety and prevention. Services include administration and enforcement of fire safety legislation, training of local assistants to the fire commissioner, fire loss statistics collection, fire investigation, fire inspection, response to major fire emergencies, advice to local governments on delivery of fire protection services, public fire safety education and fire fighter certification.

Where there is serious and imminent danger to life and property from fire or explosion, the Office of the Fire Commissioner has legislated authority to issue and enforce orders to evacuate a building or area, such as when forest fires threaten communities. The Office is also responsible for coordinating fire fighting resources during provincially declared emergencies, and is available to advise and/or assist other provincial and municipal agencies in their emergency programs.

The Fire Commissioner has authority to order an evacuation of a building or area under the Fire Services Act of British Columbia, Section 25, Sub Sections 1 3, which states:

25 (1) If an emergency arising from a fire hazard or from a risk of explosion causes the fire commissioner to be apprehensive of imminent and serious danger to life or property, or of a panic, the fire commissioner may immediately take the steps he or she thinks advisable to remove the hazard or risk.

For the purposes of subsection (1), the fire commissioner may evacuate a building or area, and may call on the police and fire



	<p>prevention authorities who have jurisdiction to provide assistance.</p> <p>If the fire commissioner believes that conditions exist in or near a hotel or public building, that, in the event of a fire, might seriously endanger life or property, the fire commissioner may immediately take the action he or she believes advisable to remedy the conditions to eliminate the danger and may evacuate and close the hotel or public building.</p>
<p>Ministry of Transportation and Infrastructure</p>	<p>Ministry responsible to direct and coordinate provincial flood-fighting operations in the case of major floods:</p> <ul style="list-style-type: none"> • Coordinate and arrange for transportation, engineering and construction resources. • Provide and coordinate heavy equipment and services. • Provide road condition reports. • Clear and repair provincial roadways.
<p>Provincial Crown Corporations</p>	<p>In addition to the above services several BC Crown Corporations may offer specific services during an emergency:</p> <ul style="list-style-type: none"> • <u>BC Hydro and Power Authority</u> – Electrical power for response facilities and staging areas • <u>WorkSafeBC</u> – Worker safety advice and support
<p>Federal Agencies (Requests for provincial assistance should always be made through the PREOC/PECC).</p>	
<p>Department of National Defence/Canadian Forces</p>	<p>The Canadian Forces are an entity separate and distinct from the Department. They too are established by the National Defence Act that enables the Governor in Council and the Minister to make regulations for the organization, training, discipline, efficiency, administration and good governance of the Canadian Forces.</p> <p>The Minister of National Defence directs the Department and the Canadian Forces in all matters relating to national defence, and is the Minister responsible for emergency preparedness. Together, the Department of National Defence and the Canadian Forces perform core functions of government, including:</p> <ul style="list-style-type: none"> • Surveillance and control of Canadian approaches and territory • Response to terrorist and asymmetric threats • Critical infrastructure protection • Emergency preparedness



	<ul style="list-style-type: none"> • Search and rescue • Assistance to civil authorities • Aid of the civil power • Support to other government departments <p>Providing Canadians with a civil emergency response capability, humanitarian assistance and disaster relief is a key commitment for the Department of National Defence and the Canadian Forces. The Department of National Defence is involved across the entire spectrum of Emergency Management, which includes policy, mitigation (prevention), preparedness, response and recovery.</p>
<p>Environment Canada</p> <p>Environmental Emergencies Branch</p>	<p>The Environmental Emergencies Branch of Environment Canada is the federal agency responsible for dealing with environmental emergencies. Marine/ship oil spills are the responsibility of the Canadian Coast Guard.</p> <p>Federal government policy is that a municipality should not expect to recover costs for clean up operations of a spill under federal jurisdiction unless the municipality has an unequivocal statement from an authorized federal spokesman, that reimbursement will be forthcoming from the federal department concerned.</p>
<p>Fisheries And Oceans Canada</p> <p>Canadian Coast Guard</p>	<p>Canadian Coast Guard, Pacific Region carries out its responsibilities over 27,000 km of coastline, throughout Yukon Territory and British Columbia in a wide variety of work including maintaining aids to navigation, search and rescue, fisheries patrol and research duties. Marine pollution monitoring and clean up, channel sounding, scientific studies and projects are also part of the Coast Guard's role.</p> <p>While Search and Rescue is the primary role of many Coast Guard vessels, any Coast Guard unit may be assigned to this function. There are also more than 1,000 volunteers and 200 boats of the Royal Canadian Marine Search and Rescue (RCMSAR) that can respond to incidents as part of the search and rescue system.</p> <p>The Coast Guard also provides environmental response reporting, surveillance and response capabilities to deal with accidental or intentional spills of oil or other harmful substances. Oil booms and clean up equipment are strategically located on the coast, and can be moved to the spill sites by air, land or water. The region may call up equipment in other Coast Guard depots across Canada, and also relies on assistance from other federal, provincial and municipal government agencies, as well as the private sector in Canada and the United States.</p>



<p>Public Safety Canada</p>	<p>Public Safety Canada coordinates the federal response to an emergency or disaster and works closely with Provincial governments.</p> <p>Public Safety Canada also manages the Disaster Financial Assistance Arrangements (DFAA) in conjunctions with the provinces and territories</p>
<p>Transport Canada</p> <p>CANUTEC</p>	<p>The Canadian Dangerous Goods Information Centre (CANUTEC) operates 24 hours a day, seven days a week, including holidays.</p> <p>CANUTEC's scientists can provide immediate advice and recommend actions to be taken and those to avoid in dangerous goods emergencies.</p> <p>Taking into consideration the characteristics of the dangerous goods involved and the particular conditions at the emergency site, CANUTEC's professional staff can provide immediate advice on:</p> <ul style="list-style-type: none"> • Chemical, physical and toxicological properties and incompatibilities of the dangerous goods • Health hazards and first aid • Fire, explosion, spill or leak hazards • Remedial actions for the protection of life, property and the environment • Evacuation distances • Personal protective clothing and decontamination
<p>Volunteer Agencies (Volunteer agency support can be coordinate either directly or through the PREOC)</p>	
<p>Canadian Red Cross</p>	<p>Canadian Red Cross helps people affected by emergencies and disasters situations ranging from a house fire to a flood that disrupts an entire region of the country. Following a disaster, Red Cross works with governments and other humanitarian organizations to provide for people's basic needs food, clothing, shelter, first aid, emotional support and family reunification. The specific services offered will be based on the community's needs and the role that Red Cross has in the local disaster response plan.</p> <p>During an emergency, the Red Cross will work with the ACRD ESS team at Emergency Reception Centres to ensure Registration and Inquiry is provided accurately and safely by:</p> <ul style="list-style-type: none"> • Registering evacuees while ensuring their confidentiality, and taking inquiries from family and friends seeking to know the location of evacuees. • Assisting to re unite family members.



	<ul style="list-style-type: none"> Establishing a system to answer inquiries from outside the emergency area. <p>Upon ACRD ESS request, the Red Cross may:</p> <ul style="list-style-type: none"> Assist to provide temporary lodging for evacuees. Assist to provide emergency supplies such as clothing and blankets. Assist to provide individual and family assistance. <p>Red Cross Personal Disaster Assistance (PDA)</p> <p>The Red Cross provides recruitment and training for Personal Disaster Assistance (PDA) Volunteers. PDA volunteers assist one or two families who have been forced from their home due to a small-scale emergency (e.g. fire, flood) and who have no other immediate means of meeting their basic needs.</p> <p>An EMBC Task Number must be obtained before PDA volunteers can provide assistance.</p>
Salvation Army	<p>The Salvation Army, an Evangelical Christian Church, is recognized as one of the world's most effective and trusted social service agencies that reaches out constantly to those in need. The Salvation Army has assisted communities for over 125 years.</p> <p>Responsibilities</p> <ul style="list-style-type: none"> Coordinate the delivery of Personal Services to communities requiring such assistance during a locally declared disaster. At the request of ACRD's ESS Director, the Salvation Army may provide personal services, emergency clothing, and blankets to evacuees at ACRD Emergency Reception Centres. The Salvation Army may also assist with the registration of evacuees.
St. John Ambulance	<p>St. John Ambulance is devoted to emergency and primary patient care. St. John Ambulance community based uniformed volunteers are trained in an integrated system of first aid, CPR and health care.</p> <p>St. John Ambulance volunteers take an active role during a disaster or major emergency. This total patient care is ideal in disaster situations when follow through care after first aid may be essential. Each of the eleven Provincial and Territorial Councils have developed disaster response plans in conjunction with local, regional and provincial emergency services. In a national emergency, St. John Ambulance</p>



	<p>assistance is requested by the federal government department responsible for social services.</p> <p>The type of services provided by St. John Ambulance during an emergency or natural disaster may vary. Services may include first aid in evacuation centres, first aid posts at reception centres, casualty care, casualty evacuation, elderly and child care.</p>
<p>Society For The Prevention Of Cruelty To Animals (S.P.C.A.)</p>	<p>The BC SPCA is a service driven organization dedicated to protecting and enhancing the quality of life for animals. Formed in 1895, the BC SPCA currently operates 36 branches, two animal care clinics, and a wildlife rehabilitation centre. The BC SPCA is a not for profit society organized under the provincial Prevention of Cruelty to Animals Act. This act enables the Society to provide services through its Administration Centre, Branches/Shelters and Agents.</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • Notify affected kennels, veterinary clinics/hospitals or animal shelters of an impending evacuation. • Send SPCA vans to staging areas, kennels, veterinary hospitals about to be evacuated to identify, tag and transport animals to temporary shelter. • Send SPCA vans to reception centres to identify, tag and transport animals to temporary animal shelters (larger animals). • Assist ESS volunteers at reception centres to take care of the animals at the emergency animal centre. • Establish telephone # for public information regarding their pets. • Liaison with Federal Department of Agriculture for control and elimination of contagious diseases. • Transport and treatment of ill or injured domestic or wild animals.



ANNEX C DECLARING A STATE OF LOCAL EMERGENCY

Introduction

Declaring a state of local emergency enables local authorities to exercise emergency powers listed in the Emergency Program Act (and as listed in Appendix 2). The emergency powers are utilized by the local authority to order the evacuation of residents from their homes, prohibiting travel and enter private property when an emergency threatens lives, property or the environment within the local authority's jurisdiction.

Local authority emergency program staff and elected officials must be prepared to declare a state of local emergency in response to an emergency or disaster at a moment's notice. Therefore local authority emergency plans must outline the process for declaring the state of local emergency as well as managing the application of the emergency powers.

**FOR COMPLETE INFORMATION ON DECLARING A STATE OF LOCAL EMERGENCY REFER TO THE EMBC GUIDELINES AT:
http://embc.gov.bc.ca/em/Community/declaring_state_of_local_emergency.pdf**

Need to Declare Local Emergency

Section 12 of the *Emergency Program Act* allows the **local authority** (municipal council or board of a regional district) to declare a state of local emergency if emergency powers are required to respond effectively to an emergency or disaster.

The Mayor (or delegate in the Mayor's absence) or Chair (or delegate in the Chair's absence) may, by order declare a state of local emergency if the consent of council or board members cannot be obtained in a reasonable time. A local authority's declaration is applicable only to geographic areas within the local authority's jurisdiction.

A distinct declaration will be required for the City of Port Alberni for events occurring within City limits, and by ACRD for events occurring outside city limits.

When Declaration Not Required

A declaration is *not* needed:

- To implement part or all of a local emergency response plan, as long as access to emergency powers is not required;
- To gain liability protection under the Emergency Program Act;
- To issue evacuation alerts;
- To recover eligible response costs; and
- To access recovery of response costs or to qualify for DFA.



Reasons for Declaring Local Emergency

The most frequently cited reason to declare a state of local emergency is the mandatory evacuation of people and livestock, or the need to access private property when public safety is threatened.

Information to be Included in Declaration

The declaration order contains:

- The nature of the emergency;
- The geographic boundaries (preferably with attached map) within which the declaration will apply;
- The date and time of the declaration; and
- The signature of the head of the local authority.

Declaration Procedures

Step	Activity
1	ACRD/City of Port Alberni drafts the order for a declaration of state of local emergency as well as a delegation document on the direction of the mayor, chair of the board or alternates.
2	ACRD/City of Port Alberni should, if time permits, send a draft of the declaration order with accompanying maps to the Vancouver Island PREOC, if activated, or directly to EMBC for review and discussion/verification.
3	ACRD/City of Port Alberni sends the final copy of the signed declaration order, accompanying maps to the appropriate PREOC, if activated, or directly to EMBC. The PREOC/EMBC will ensure that the Solicitor General is informed as required by legislation.
4	ACRD/City of Port Alberni immediately causes the details of the declaration order to be communicated to the affected residents using any method that it considers most likely to reach all residents.

How Does ACRD/City of Port Alberni Use the Emergency Powers?

ACRD/City of Port Alberni may authorize, in writing, the selected persons or agencies approved to use the emergency powers assumed under a declared state of local emergency. Authorized use of emergency powers, together with such terms, conditions or limitations imposed by ACRD/City of Port Alberni, must be defined in writing upon issuing a declaration of a state of local emergency order.

When Does a Local Declaration Terminate?

A local declaration expires seven (7) days from the date it is signed unless it is extended. The seven-day period is determined by the Interpretation Act Section 25(5) which states that “the first day must be excluded and the last day included.” For example, if ACRD/City of Port Alberni declares a state of local emergency on a Friday at any time



between 0001hr and 2359hr, this local declaration will remain in effect until the following Friday at midnight.

How Is a Local Declaration Extended?

When necessary, the ACRD/City of Port Alberni may seek the approval of the Minister to extend the term of the declaration beyond the seven-day period. A completed Extension Request form should be submitted to the PREOC, if activated, or to the local EMBC regional office. ACRD/City of Port Alberni should submit the request for extension as soon as it determines emergency powers to be required beyond the current expiry date.

The Minister will issue an approval of the extension as appropriate. Each extension is valid for a seven-day period and further extensions may be requested. ACRD/City of Port Alberni must then cause the details of the extension to be published by a means of communication that the local authority or the head of the local authority as the case may be, considers most likely to make the contents of the declaration known to the population of the affected area.

How is a Local Declaration Cancelled?

ACRD/City of Port Alberni must, when of the opinion that an emergency no longer exists and the continued use emergency powers is therefore not justified, cancel the declaration of a stage of local emergency. This can be accomplished through:

- Bylaw or resolution, if the cancellation is effected by the local authority; or
- Order, if the cancellation is effected by the head of the local authority.

Appendices:

1. Declaration of State of Local Emergency Order
2. Delegation of Emergency Powers Matrix



Appendix 1

Detailed description of the components of a
Declaration of State of Local Emergency
ORDER

type of hazard
Identify the threatening hazard as it relates to the *Emergency Program Management Regulation* and the hazards listed in *Schedule 1*.

name of local authority
Use the corporate name of the local authority. For example, The Corporation of The District of Saanich.

WHEREAS *[type of hazard]* in *[name of local authority]*;

AND WHEREAS *[explanation of ongoing or imminent threat to life or property]*;

explanation of ongoing or imminent threat to life or property
Describe how the hazard is going to impact the local authority. For example, "in response to the extreme danger and flooding risk caused by ice jams on Naver Creek".

short hazard description
Provide a unique description of the imminent threat or hazard to the local authority jurisdiction. For example, "The Okanagan Park Fire" uniquely identifies that one fire as opposed to any other fire occurring in the local authority jurisdiction.

AND WHEREAS this *[type of hazard]* emergency requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;

NOW THEREFORE:

IT IS HEREBY ORDERED pursuant to Section 12 (1) of the *Emergency Program Act* (RS, 1996, Chap 111) that a state of local emergency exists in *[specific geographic boundaries of designated area]*

specific geographic boundaries of designated area
Use geographic boundaries that are easily recognized by the general public and do not require extensive searching. To avoid having to issue multiple declarations, as an event evolves consider including an entire electoral region. The boundaries stated should encompass any areas that are likely to be impacted by the event. For example, a flood event may very well start off locally in a street or neighbourhood but has the potential to spread to a much larger area.

short consequence statement
Describe in general terms the potential consequences should the local authority lack the emergency powers indicated by the declaration order. For example, "potentially resulting in severe impact on the local economy and the well being of the community".

due to *[short hazard description]* and *[short consequence statement]*;

IT IS FURTHER ORDERED THAT the *[name of local authority]*, its employees, servants and agents are empowered pursuant to Section 13 (1) of the *Emergency Program Act* to do all acts and implement all procedures that are considered necessary to prevent or to alleviate the effects of the emergency.

head of local authority
In a municipality, this role belongs to the mayor and in a regional district's electoral area, it belongs to the chair of the board of the regional district.

ORDERED by the *[head of local authority]* this date *[date]* to remain in force for seven days until *[date]* at midnight unless cancelled by *[name of local authority]* or the Minister responsible.

(Head of local authority)

date
The format for dates should be; the month, written out fully, followed by numerical date, and then the numerical year. For example, September 19, 2011



Appendix 2

Delegation of Powers Matrix

Under Section 13 of the Emergency Program Act, ACRD or the City of Port Alberni may delegate of the following powers after declaring a state of local emergency:

[check ✓ to delegate specific powers]

Delegated Powers	EOC Director	-----	-----	-----	-----
1. Acquire or use any land or personal property considered necessary to prevent, respond to, or alleviate the effects of an emergency or disaster.					
2. Authorize or require any person to render assistance of a type that the person is qualified to provide or that otherwise is or may be required to prevent, respond to, or alleviate the effects of an emergency or disaster.					
3. Control or prohibit travel to or from any area designated within the declaration.					
4. Provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in the area designated within the declaration.					
5. Cause the evacuation of persons and the removal of livestock, animals and personal property from any area designated within the declaration that is or may be affected by an emergency of a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property.					
6. Authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program or if otherwise considered by the council to be necessary to prevent, respond to, or alleviate the effects of an emergency or disaster.					
7. Cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered by the council to be necessary or appropriate in order to prevent, respond to or alleviate the effects of an emergency or disaster.					
8. Construct works considered by the council to be necessary or appropriate to prevent, respond to, or alleviate the effects of an emergency or disaster.					
9. Procure, fix prices for or ration food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within any part of the area (designated within the declaration) for the duration of the State of Local Emergency.					

Note: Other individuals/agencies may be included in the matrix at the discretion of the head of a local authority.



ANNEX D EVACUATION GUIDELINES

General

Evacuation is the process of removing persons from an area of imminent or actual threat to an area of safety. Depending on the nature and scope of the event, evacuations may be limited to a single building or group of buildings, or affect a large area such as a whole community. Successful and detailed planning is the key to effectively executed evacuations when an event occurs that requires these actions.

Evacuation Planning

Comprehensive Operational Guidelines for evacuation in BC and a process for developing an evacuation plan are available online at:

http://embc.gov.bc.ca/em/management/Evacuation_Operational_Guidelines.pdf

Three-stage Evacuation Process

BC has a common policy and format for ordering an evacuation for local jurisdictions. These operational guidelines outline the “Three Stage Evacuation Process” approved by the provincial Interagency Emergency Preparedness Council (IEPC) and are available online at:

Stage 1 - Evacuation Alert

The purpose of the Evacuation Alert is to inform the population at threat of a potential or impending danger. An Evacuation Alert may allow for the affected population to begin an orderly preparation to leave the affected area while informing them of the hazard as well as identify hazard/emergency zone, evacuation route(s) and Reception Centres. Evacuation alerts **do not** require a declaration of a state of local emergency.

At this point, the movement of at-risk populations, transient populations and in some cases, school populations should become a consideration and potentially a priority.

Depending on the hazard the reality of the situation may require immediate action with very short or no notice. **In some instances an Evacuation Order is immediate and no evacuation alert is given.**

Appendix 1 provides an Evacuation Alert template.



Stage 2 - Evacuation Order

The order to evacuate all or part of an area should only be given after careful consideration of all the factors involved, and with life safety being paramount.

The hazard and situation is the primary indicator when making the decision to evacuate. In some cases clear and obvious risks will indicate the need for evacuation; in other cases a precautionary evacuation may be justified to avoid an anticipated impact or threat. Ordering an evacuation too far in advance in cases when the hazard recedes can expose the evacuees to unnecessary risk. Waiting too long to make the decision may force the community to evacuate under high-risk conditions.

Under a formal written Evacuation Order the impacted population is ordered to evacuate the area specified **immediately**. It is an Order and as such does not allow for any discretionary action on the part of the population at risk. All persons in the affected area are to be told that, in the interest of their own safety and considering the risk, they are **now ordered** to leave the area. The written Evacuation Order is to be in a consistent form with no allowance for discretion clearly indicating immediate evacuation. It should be stated that while the evacuation order is in effect, the area in question will have controlled access.

Appendix 2 provides an Evacuation Order template.

A declaration of a state of local emergency must be declared for an **evacuation order** to be valid. Boundaries of the declaration of a state of local emergency **must cover all areas under evacuation**. Declarations of emergency automatically expire after seven days. If it is required to leave the evacuation order in place beyond the seven days, local authorities should ensure that the local declaration is extended.

Stage 3 - Evacuation Rescind

When the emergency that necessitated the evacuation is under control and the hazard/emergency zone is declared safe, a Rescind of the Evacuation Order is issued. In many situations the population should be advised that although they are being allowed to return to their homes, the risk may reoccur and the potential for the reinstatement of the Evacuation Order remains. Should a second evacuation of the same area be required, the process recommences from Stage 1 or 2 depending on the situation.

In cases where an Evacuation Alert continues to exist some local authorities combine the Evacuation Alert with the rescind notice.

If it is determined that a rescind is appropriate for a **portion** the evacuation area, it is recommended that the entire original Evacuation Order be rescinded and a new evacuation order be issued with the new boundaries. All Evacuation Orders require a formal Rescind.

Appendix 3 provides an Evacuation Rescind template.



Alternatives to Evacuation

Alternatives to evacuation, such as *Shelter-in-Place* are also available and will be at the discretion of the Policy Group in consultation with the EOC Director.

Appendices:

1. Evacuation Alert Template
2. Evacuation Order Template
3. Evacuation Rescind Template



**Appendix 1
Evacuation Alert Template**

EVACUATION ALERT

An Evacuation Alert has been issued by _____ (*local authority*) at the Emergency Operations Centre (EOC).

(Briefly describe event and potential risk). Because of the potential danger to life and health, the _____ (*local authority*) has issued an Evacuation Alert for the following areas:

(Geographic description including boundaries and properties potentially impacted.)

An Evacuation Alert has been issued to prepare you to evacuate your premises or property should it be found necessary.

Residents will be given as much advance notice as possible prior to evacuation; however you may receive limited notice due to changing conditions.

(Provide map or description of potential evacuation route and map of evacuation alert area.)

WHAT YOU SHOULD DO WHEN AN ALERT IS IN EFFECT

Upon notification of an **ALERT**, you should be prepared for the evacuation order by:

- Locating all family members or co-workers and designate a Reception Centre outside the evacuation area, should an evacuation be called while separated.
- Gathering essential items such as medications, eyeglasses, valuable papers (i.e. insurance), immediate care needs for dependents and, if you choose, keepsakes (photographs, etc). Have these items readily available for quick departure.
- Preparing to move any disabled persons and/or children.
- Moving pets and livestock to a safe area.
- Arranging to transport your household members or co-workers in the event of an evacuation order. If you need transportation assistance from the area please call *(contact number)*.
- Arranging accommodation for your family if possible. In the event of an evacuation, Reception Centres will be opened if required.
- Monitoring news sources for information on evacuation orders and locations of Reception Centres.
- Further information will be issued at *(insert time or meeting location)* or should the situation change *(or visit local authority website at)*.

For more information contact: *(Local Authority Contact - Potentially Call Centre)*.



(Signature of, Mayor or Designate).
(Name of Local Authority) .

Appendix 2
Evacuation Order Template

EVACUATION ORDER ISSUED

(DATE AND TIME)

Pursuant to *(cite legal authority)* an Evacuation Order has been issued by *(local authority)* due to immediate danger to **life safety** due to *(briefly describe event)* .

Members of the *(local police department and other applicable agencies)* will be expediting this action.

The Evacuation Order is in effect for the following areas:

(Geographic description including boundaries and properties impacted).
(Include map of evacuation area and evacuation route).

WHAT YOU SHOULD DO:

- You must leave the area **immediately**.
- Follow the travel route provided and register at *(ESS Reception Centre address and name of facility)*.
- If you need transportation assistance from the area please advise the individual providing this notice or call *(contact number)*.
- Close all windows and doors.
- Shut off all gas and electrical appliances, other than refrigerators and freezers.
- Close gates (latch) but do not lock.
- Gather your family: take a neighbour or someone who needs help. Take critical items (medicine, purse, wallet, and Keys) only if they are immediately available. Take pets in pet kennels or on leash.
- Do not use more vehicles than necessary.
- Do not use the telephone unless you need emergency service.

----- YOU MUST LEAVE THE AREA IMMEDIATELY -----

For more information contact: *(Local Authority Contact- Potentially Call Centre)*.

(Signature of, Mayor or Designate)
(Name of Local Authority)



**Appendix 3
Evacuation Rescind Template**

EVACUATION RESCIND

(DATE AND TIME)

The Evacuation Order, pursuant to *(cite authority and legislation)* issued *(date and time)* to the area(s) *(geographic locations(s))* is rescinded. *(indicate if Evacuation Alert is in place)*.

An Evacuation Order may need to be reissued: however if that is deemed necessary the process will re-commence.

For more information contact:

(Local Authority Contact – Potentially Call Centre).

(Signature of, Mayor or Designate).

(Name of Local Authority).



ANNEX E GLOSSARY

A

Agency (Agencies): An agency is a division of government with a specific function, or a non-governmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation) or assisting and/or cooperating (providing resources and/or assistance). (See Assisting Agency, Cooperating Agency, and Multi-Agency.)

Agency Representative(s): An individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Agency Representatives report to the Liaison Officer.

Assistant(s): Title for subordinates of the Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.

Assisting Agency: An agency directly contributing tactical or service resources to another agency.

Available Resources: Incident-based resources which are ready for deployment.

B

Base: The location at which primary logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be co-located or shared with the Base.

Branch: The organizational level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals or by functional name (e.g., medical, security, etc.).

British Columbia Response Management System (BCERMS): The British Columbia Response Management System is a comprehensive management scheme that ensures a coordinated and organized provincial response and recovery to any and all emergency incidents. The broad spectrum of components of the BCERMS includes: operations and control management, qualifications, technology, training and publications.

C

Check-in: The process whereby resources first reports to an incident. Check-in locations include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibase and Division/Group Supervisors (for direct line assignments).

Chain of Command: A series of management positions in order of authority.



Chief: The ICS title for individuals responsible for command of functional sections: Operations, Planning, Logistics, and Finance. The term Chief is used at the incident and area command levels.

Clear Text: The use of plain English in all communications. No “Ten Codes” or agency-specific codes are used when utilizing Clear Text.

Command: The act of directing and/or controlling resources by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

Command Post: (See Incident Command Post.)

Command Staff: The Command Staff consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander at the site and to the Director at other levels. They may have an assistant or assistants, as needed.

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to provide the major part of an Incident Communications Centre.

Compensation Unit/Claims Unit: Units within the Finance Section responsible for financial concerns resulting from property damage, injuries, or fatalities at the incident.

Cooperating Agency(s): An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., Emergency Social Services, utility companies, etc.).

Coordination: The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or inter-agency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc.

Coordinator: The BCERMS title for the individual responsible for coordination of functional section; Operation Coordinators, Planning Coordinators, Logistics Coordinator, and Finance Coordinators. The term coordinator is used at levels of Emergency Operations Centre, Provincial Regional Emergency Operations Centre, and Provincial Emergency Coordination Centre. Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost sharing agreements are normally written but may also be oral between authorized agency and jurisdictional representatives at the incident.

Cost Unit: Unit within the Finance Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

Critical Resource: Material, personnel and finances that are in short supply and are needed by more than one incident management team, or are needed for high priority assignments.



D

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines as needed. Agencies may require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

Deputy: A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors. Deputies can also be utilized at the site support level e.g.: EOC, PEOC, PECC.

Demobilization Unit: Unit within the Planning Section responsible for assuring controlled, orderly, safe, and efficient demobilization of incident resources.

Department Operations Centre (DOC): A group of senior staff and the facility within a department who coordinate the department's activities in support of the department's responsibilities and commitment to the emergency response. DOCs interact with the overall EOC and their agency representatives or senior personnel at the scene. (e.g.: Fire Department, Public Works Department, etc.)

Director(s): The ICS title for individuals responsible for supervision of a Branch at the Site Level.

Dispatch: The implementation of a command decision to move a resource or resources from one place to another.

Dispatch Centre: A facility from which resources are assigned to an incident.

Division: Divisions are used to divide an incident into geographical areas of operation. A Division is located within the ICS organization between the Branch and the Task Force/Strike Team. (See Group.) Divisions are identified by alphabetic characters for horizontal applications and, often, by floor numbers when used in buildings.

Documentation Unit: Unit within the Planning Section responsible for collecting, recording, and safeguarding all documents relevant to the incident.

E

Emergency: A situation as defined by Emergency Program Act, Environment Management Act and other provincial acts and regulations. (see Incident)

Emergency Operations Centre (EOC): A designated facility established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency response. (see Site Support Level)

Emergency Program Coordinator: The individual within a local authority that has coordination responsibility for jurisdictional emergency management.

Emergency Response Plan: The plan that each jurisdiction has and maintains for responding to incidents based on hazard and risk analysis.



Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

F

Finance Section: The Section responsible for all incident costs and financial considerations. Includes the Time Unit, Purchasing Unit, Compensation/Claims Unit, and Cost Unit.

Function: In BCERMS, function refers to the five major activities e.g., Command, Operations, Planning, Logistics, and Finance. The term function is also used when describing the activity involved, e.g., the planning function.

G

General Staff: The group of management personnel, reporting to the Incident Commander at the site and Director at the other levels. They may each have a Deputy, as needed. The General Staff consist of:

SITE LEVEL ICS	SITE SUPPORT LEVEL
Operations Section Chief	Operations Section Coordinator
Planning Section Chief	Planning Section Coordinator
Logistics Section Chief	Logistics Section Coordinator
Finance Section Chief	Finance Section Coordinator

Ground Support Unit: Unit within the Support Branch of the Logistics Section responsible for the fuelling, maintaining, and repairing vehicles, and the surface transportation of personnel and supplies.

Group: Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (see Division)

H

Helibase: The main location for parking, fuelling, maintenance, and loading of helicopters operating in support of an incident.

Helispot: Any designated location where a helicopter can safely take off and land. Some helispots may be used for loading and unloading of supplies, equipment, personnel and medical evacuation.



Incident(s): An occurrence either human caused or by natural phenomena, that requires action by response personnel to prevent or minimize loss of life or damage to property, environment and reduce economic and social losses.

Incident Action Plan: Contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The Plan may be oral or written. When written, the Plan may have a number of forms as attachments (e.g., traffic plan, safety plan, communications plan, map, etc.).

Incident Base: Location at the incident where the primary logistics functions are coordinated and administered. (Incident name will be added to the term Base.) The Incident Command Post may be co-located or shared with the Base. There is only one Base per incident.

Incident Commander: The individual responsible for the management of all incident operations at the incident site. The term 'Incident Commander' shall be deemed to include Unified Command.

Incident Command Post (ICP): The location at which the primary command functions are executed. The ICP may be co-located or shared with the incident base or other incident facilities.

Incident Command System (ICS): A standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

Incident Communications Centre: The location of the Communications Unit and the Message Centre.

Incident Management Team: The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

Incident Name: When multi-agencies are responding to one incident the jurisdictional agency will name the incident (in clear text) using a common geographical or functional reference. All cooperating and assisting agencies will use the identified incident name.

Incident Site: The actual damaged area at the scene of an emergency.

Incident Support Organization: Includes any off-incident support provided to an incident. Examples would be Emergency Operations Centre, Agency Dispatch Centres, Airports, Mobilization Centres, etc.

Incident Termination: The conclusion of response operations at the scene of an incident.

Information Centre: A temporary location at the scene of an emergency for speedy gathering and transmittal of information. In the case of a major disaster, the information centre should be located near but not in the Emergency Operations Centre.

Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one Information Officer per incident. The Information Officer may have assistants.

Initial Action: The actions taken by resources which are the first to arrive at an incident.



Initial Response: Resources initially committed to an incident.

J, K

Jurisdiction (Jurisdictional): The range or sphere of authority. Agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. (See Multi-jurisdiction.)

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function and includes key ministries as defined in the Emergency Program Act.

L

Leader: The ICS title for an individual responsible for a Task Force, Strike Team, or functional unit.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Logistics Section: The Section responsible for providing services, and support to the incident.

M

Managers: Individuals within ICS organizational units that are assigned specific managerial responsibilities, e.g., Staging Area Manager or Camp Manager.

Management by Objectives: In BCERMS, this is a top-down management activity that involves a three-step process to achieve the goals. The steps are establishing the incident objectives, selecting the appropriate strategy(s) to achieve the objectives, and implementing the strategy.

Message Centre: The Message Centre is part of the Incident Communications Centre and is co-located or shared or placed adjacent to it. It receives, records, and routes information about resources reporting to the incident, resource status, and administrative and tactical traffic.

Mobilization: The process and procedures used by all agencies and organizations activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multi-Agency Incident: An incident where one or more agencies assist a jurisdictional agency or agencies. May be single or unified command.

Multi-jurisdiction Incident: An incident requiring action from multiple agencies that have statutory responsibility for incident mitigation. In ICS these incidents should be managed under Unified Command.

Mutual Aid Agreement: Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing resources.



N

Neighbourhood Group: An organized collection of residents who have agreed to assist one another in an emergency until formal relief can be provided.

O

Officer: The title for the personnel responsible for the Command Staff positions of Safety, Liaison, and Information.

Operational Guidelines: An agency's written procedure(s) that establishes a commonly accepted course of action and specifies the functional limitations of personnel in performing emergency operations.

Operational Period: The period of time scheduled for execution of a given set of operational actions as specified in the action plan. Operational Periods can be of various lengths, although usually not over 24 hours.

Operations Section: The Section responsible for all tactical operations at the incident. Includes Branches, Divisions and/or Groups, Task Forces, Strike Teams, Single Resources, and Staging Areas.

Out-of-Service Resources: Resources allocated an incident but temporarily unable to respond for mechanical, rest, or staffing reasons.

Outer Perimeter: An area designated to enclose the emergency area, completely encircling it. This area will include the inner perimeter and leave ample room for setting up the Command Post, Staging Areas, Rest Areas, Parking, etc. The outer perimeter is also used to mark the boundary between the Incident Commanders responsible area and the Emergency Operations Centre's responsible area (outside outer perimeter).

P, Q

Planning Meeting: A meeting held as needed throughout the duration of an incident, to select specific strategies and tactics for incident control operations, and for service and support planning. On larger incidents, the planning meeting is a major element in the development of the Incident Action Plan.

Planning Section: Responsible for the collection, evaluation, and dissemination of information related to the incident, and for the preparation and documentation of action plans.

Provincial Central Coordination Level: A coordination level within the BC Emergency Response Management System, which is activated to coordinate all provincial resources. This level interacts with the Provincial Regional Coordination Level.

Provincial Emergency Coordination Centre (PECC): Provincial Operations Centre will be established to manage activities at the Provincial Central Coordination Level. The five functions provided by PECC are Management, Operations Coordination, Planning, Logistics, and Finance. The PECC follows the same basic organizational support levels in the BCERMS.



Provincial Regional Coordination Level: A coordination level within the BC Emergency Response Management System, which is activated to coordinate provincial resources on a regional basis. This level interacts with PRRD and Ministry EOCs.

Provincial Regional Emergency Operations Centre (PREOC): A Provincial Regional Operations Centre manages activities at the Provincial Regional Coordination Level and coordinates the joint efforts of government and non-government agencies.

Purchasing Unit: Unit within the Finance Section responsible for financial matters involving vendor contracts.

R

Radio Cache: A supply of radios stored in a pre-determined location for assignment to incidents.

Recorders: Individuals within BCERMS organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics, and Finance Units.

Reporting Locations: Location or facilities where incoming resources can check-in at the incident (see Check-in).

Resources Unit: Unit within the Planning Section responsible for recording the status of resources committed to the incident. The unit also evaluates resources currently committed to the incident(s), the impact that additional responding resources will have on the incident(s), and anticipated resource needs.

Resources: Personnel and equipment available, or potentially available, for assignment to incident(s). Resources are described by kind and type, e.g., ground, water, air, etc., and may be used in tactical support or management capacities at an incident(s).

Risk Management: Risk management is the process of making and carrying out decisions that will minimize the adverse effects of injuries, accidental losses and liability upon an organization. Making these decisions requires the five steps in the decision process. The five steps in the decision process are:

- Identifying exposure to loss,
- Examining alternative techniques for dealing with the exposures,
- Selecting the best techniques,
- Implementing the chosen techniques, and
- Monitoring and improving the response.

Carrying out these decisions requires the four functions in the management process. The four functions in the management process are:

- Planning,
- Organizing,
- Leading, and
- Controlling.



S

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

Section: That organization level with responsibility for a major functional area of the incident, e.g., Operations, Planning, Logistics, Finance.

Single Command: Single Command has one Incident Commander.

Single Resource: An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work Supervisor that can be used on an incident.

Site Support Level: A coordination level within the BC Emergency Response Management System which is activated to provide policy direction and resources support to an Incident Commander. (See EOC)

Situation Unit: Unit within the Planning Section responsible for the collection, organization, and analysis of incident status information, and for analysis of the situation as it progresses.

Span of Control: To maintain supervisory levels within the command structure an effective span of control is required. Span of Control within the range of 1 to 3 and 1 to 7 individuals reporting to a supervisory level. The range of 1 to 5 is considered being the optimum number of individuals reporting to the next higher supervisory level.

Staging Area: Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by a staging area manager in the Operations Section.

Strategy: The general plan or direction selected to accomplish incident objectives.

Strike Team: Specified combinations of the same kind and type of resources, with common communications and a leader. There should be no more than five of any specified combinations under one leader.

Supervisor(s): The ICS title for individuals responsible for command of a Division or Group.

Supply Unit: Unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident(s).

Support Branch: A Branch within the Logistics Section responsible for providing personnel, equipment, and supplies includes; Supply, Facilities, and Ground Support Units.

Supporting Agency: The term used in the BCERMS to designate assisting and cooperating agencies. (See Assisting Agency and Cooperating Agency).

Supporting Materials: Refers to the several attachments that may be included with an action plan, e.g., communications plan, map, safety plan, traffic plan, and medical plan.

Support Resources: Non-tactical resources under the supervision of the Logistics, Planning, Finance Sections, or the Command Staff. Also includes resources under the supervision of the Operations Coordination Sections of the Site Support Levels.



T

Tactical Direction: Directions given by the Operations Section Chief which includes the tactics appropriate for the selected strategy, the selection and assignment of resources, tactics implementation, and performance monitoring for each operational period.

Tactical Objectives: The specific operations that must be accomplished to achieve strategic goals. Tactical objectives must be both specific and measurable.

Task Force: A combination of single resources assembled for a particular tactical need, with common communications and a leader.

Team: (See Single Resource.)

Technical Specialists: Personnel with special skills that can be used where required within the ICS organization. Technical Specialists may be needed in the areas of fire behaviour, water resources, environmental concerns, resource use and training. Technical Specialist report initially to the Planning Section but may be assigned anywhere within the ICS organizational structure as needed.

Time Unit: Unit within the Finance Section responsible for recording time for personnel and hired equipment.

U

Unified Command: In ICS, Unified Command is a unified team effort which allows all agencies with jurisdictional responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives, strategies and action plans. This is accomplished without losing or abdicating agency authority, responsibility, or accountability. The term 'incident command,' when used throughout this standard, shall be deemed to include Unified Command.

Unit(s): The organizational element having functional responsibility for a specific Planning, Logistics, or Finance activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated.

V, W, X, Y



**ANNEX F
CALL-OUT AND CONTACT LISTS**



**ANNEX G
EMERGENCY SOCIAL SERVICES PLAN**



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

BYLAW NO. PS1006

A BYLAW TO ESTABLISH THE ALBERNI VALLEY EMERGENCY PLAN

WHEREAS the Board of the Regional District of Alberni-Clayoquot was authorized by B.C. Reg.193/91 to provide Emergency Programs under the *Emergency Program Act* as an extended service and has adopted Alberni Valley Emergency Programs Extended Service Bylaw No. 788 which established as an extended service emergency programs under the *Emergency Program Act*;

AND WHEREAS, pursuant to the provisions of the *Emergency Program Act*, R.S.B.C, 1996, c.111, the Board must prepare or cause to be prepared local emergency plans respecting preparation for, response to and recovery from emergencies and disasters and establish and maintain an emergency management organization to develop, maintain and implement emergency plans and other preparedness, response and recovery measures for emergencies and disasters within the Regional District;

AND WHEREAS the Board of the Alberni-Clayoquot Regional District wishes to establish a Regional Emergency Preparedness Committee as the emergency management organization for the Alberni-Clayoquot Regional District and provide an Emergency Plan for the Alberni Valley;

NOW THEREFORE, the Board of the Alberni-Clayoquot Regional District in open meeting assembled enacts as follows:

1. Definitions

In this bylaw, unless the context otherwise requires, the following words will have the following meanings:

- (a) "Act" means the *Emergency Program Act*", R.S.B.C. 1996, c.111 and any other regulations made thereunder;
- (b) "Alberni Valley" means the area including the City of Port Alberni and Electoral Areas B (Beaufort), D (Sproat Lake), E (Beaver Creek) and F (Cherry Creek);
- (c) "Assisting Agencies" means those departments or services within the Alberni-Clayoquot Regional District or City of Port Alberni, one of the functions of which is to respond to a disaster or emergency, including but not limited to:

- (i) Alberni-Clayoquot Regional District
 - (ii) City of Port Alberni
 - (iii) Port Alberni and Volunteer Fire Departments
 - (iv) Royal Canadian Mounted Police, Port Alberni Detachment
 - (v) Alberni Valley Rescue Squad
 - (vi) Arrowsmith Amateur Radio Club
 - (vii) British Columbia Ambulance Service
 - (viii) Emergency Social Services
 - (ix) Building Inspection
 - (x) Infrastructure (Engineering and Public Works)
 - (xi) Legal Services
 - (xii) School District #70
 - (xiii) Island Health
- (d) “Board” means the Board of Directors of the Alberni-Clayoquot Regional District;
 - (e) “Committee” means the Regional Emergency Preparedness Committee established under Section 4 of this bylaw;
 - (f) “Coordinator” means the person appointed by the Board to the position of Regional Emergency Program Coordinator and includes his or her deputy;
 - (g) “Disaster” means a disaster as defined in the Act;
 - (h) “Emergency” means a disaster as defined in the Act;
 - (i) “Plan” means the Alberni Valley Emergency Plan.

2. Plan Preparation

The Committee is authorized to prepare and amend the Plan identifying potential disasters or large-scale emergencies in the Alberni Valley and establishing coordinated response system to deal with such disaster or emergencies.

3. Plan Implementation

The Emergency Program Coordinator will implement this plan on the direction of the Committee.

4. Regional Emergency Preparedness Committee

The Regional Emergency Preparedness Committee is hereby established as the management organization for the Alberni Valley Emergency Plan.

- (a) **Organization.** The Committee shall consist of:

- (i) The Mayor of Port Alberni;
- (ii) Other members of the Port Alberni Council;
- (iii) Electoral Area Directors representing Electoral Areas B, D, E and F;
- (iv) The Chief Administrative Officer of the Alberni-Clayoquot Regional District;
- (v) The City Manager of Port Alberni;
- (vi) A Recording Secretary;
- (vii) A Media Liaison Officer; and
- (viii) Other persons as appointed by the Board.

(b) **Responsibilities.** The Committee will:

- (i) Review emergency operations, resources and capabilities to ensure their adequacy;
- (ii) Acquire necessary equipment, supplies and facilities to prepare for, respond to and recover from emergencies and disasters in the Alberni Valley;
- (iii) Make recommendations to the Board for grants in aid to any emergency response agency requiring assistance;
- (iv) Subject to Board authorization, negotiate agreements with municipalities or other regional districts for the purpose of mutual aid in responding to emergencies or disasters;
- (v) Maintain emergency preparedness, response and recovery measures for emergencies and disasters in the Alberni Valley;
- (vi) Establish and maintain an organization capable of implementing the Plan in accordance with the Plan;
- (vii) Appoint a Regional Emergency Program Coordinator.

5. Regional Emergency Program Coordinator

(a) **Appointment.** The Board will appoint the Coordinator.

(b) **Responsibilities:** The Coordinator will:

- (i) Implement the Plan on the direction of the Committee;
- (ii) Maintain the Plan;
- (iii) Advise the Committee on all matters related to the Plan
- (iv) Coordinate the delivery of training and exercises to ensure the Emergency Plan is understood, effective and in a state of readiness;
- (v) Maintain close liaison with Assisting Agencies in regards to their responsibilities under the Plan;
- (vi) Be the main point of contact with neighbouring municipalities and regional districts, Emergency Management British Columbia and other Provincial Departments and any other external agencies who may support the Plan;
- (vii) Perform any other duties as assigned by the Committee.

6. Declaration of a State of Local Emergency

- (a) **Responsibility.** For emergencies and disaster other than those occurring solely within the boundaries of the City of Port Alberni, the Board will be responsible to declare a State of Local Emergency under Section 12 of the Act.
- (b) **Powers.** Once a Declaration of a State of Local Emergency is made by the Board pursuant to the Act in respect of the Alberni Valley the Committee may, subject to the limitations in the Act, exercise all the powers given to the Board in a Declared State of Local Emergency under the Act.

7. Budget

- (a) Upon its establishment and in November of each year, the Committee shall approve an annual budget for the approval of the Board;
- (b) No expenditures other than those approved by the Board shall be made by the Committee;
- (c) Any facilities or equipment purchased by the Committee are the property of the Alberni-Clayoquot Regional District and shall not be disposed of without the approval of the Board.

8. Repeal

Bylaw No. PS1000, 1995, *Regional District of Alberni-Clayoquot Emergency Response Plan Bylaw* is hereby repealed.

9. Citation

This Bylaw may be cited for all purposes as the Alberni-Clayoquot Regional District Alberni Valley Emergency Plan Bylaw No. PS1006, 2014.

READ FOR A FIRST TIME THIS

READ FOR A SECOND TIME THIS

READ FOR A THIRD TIME THIS

FINALLY ADOPTED THIS

Chair

Secretary



REQUEST FOR DECISION

To: Board of Directors

From: Andy Daniel, Manager of Environmental Services

Meeting Date: February 26, 2014

Subject: Lease renewal for Kecoa Helicopters - AVRA

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors renew Kecoa Helicopters' office space at the Alberni Valley Regional Airport for a term of one (1) year commencing March 1, 2014, with an option to renew for an additional two (2) years, at a monthly rate of \$150.00 per month plus applicable taxes.

Background:

Kecoa Helicopters have leased an office space of 90 square feet at the AVRA since 2006 and have been exceptional tenants.

Time Requirements – Staff & Elected Officials:

Staff time to prepare lease agreement.

Financial:

Kecoa Helicopters will pay the ACRD \$150.00 plus applicable taxes per month.

Submitted by: _____

Andy Daniel, Manager of Environmental Services

Approved by: _____

Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors
From: Russell Dyson, Chief Administrative Officer
Meeting Date: February 26, 2012
Subject: BC Healthy Communities Forum – Friday, May 9

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors approve the scheduled BC Healthy Communities Forum Friday, May 9 for the ACRD Directors, Senior Staff, and the ACHN Working Group.

Background:

BC Healthy Communities Society (BCHC) working with provincial partners is responsible for overseeing the development of Healthy Communities Capacity Building Fund. BC Healthy Communities Society has awarded a grant of \$5,000 to the Alberni Clayoquot Regional District in order to support them to learn, enhance partnerships, and take actions that will enhance the health and well-being of BC citizens and communities.

Financial

Alberni Clayoquot Regional District will spend the Healthy Communities Capacity Building Fund allocated to the project only in accordance with the budget outlined in the application. Should Alberni Clayoquot Regional District wish to alter the budget for this project, a written request will be submitted to BC Healthy Communities Society prior to funds being committed. The ACHN has budgeted an additional \$2000.00 to extend the invitation to other key stakeholders in the region (e.g. health, First Nations etc.) as well coordination assistance.

Submitted by: Tanis Dagert, Coordinator of the Alberni Clayoquot Health Network

Approved by: 

Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors

From: Andy Daniel, Manager of Environmental Services

Meeting Date: February 26, 2014

Subject: Bylaw No. R1016 Amendment

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors amend Bylaw No. R1016-1 at 3rd reading and proceed with adoption as amended, to implement fees for aircraft parking and passenger user fees at the Long Beach Airport.

Desired Outcome:

To increase revenue at the Long Beach Airport.

Summary:

Bylaw No. R1016-1, Tofino-Ucluelet Airport Fees Amendment, 2014 was given 1st and 2nd reading at the January 8th, 2014 Board meeting to allow time for feedback from all applicable stakeholders regarding the proposed fees. Only one comment was received and it was in support of the proposed fees. The copy of the bylaw included in the January 8th memo had two incorrect fees listed. Therefore the following fees need to be amended:

3. Airport Passenger User Fees
 - 3a. increase user fee from \$4.50 to \$5.00
 - 3b. increase administration fee to 10% for each user fee charged

These amounts were correct in the correspondence sent to the Stakeholders.

Policy or Legislation:

As per ACRD policy.

Submitted by: 

Andy Daniel, Manager of Environmental Services

Approved by: 

Russell Dyson, Chief Administrative Officer



Regional District of Alberni Clayoquot

BYLAW NO. R1016-1

A Bylaw to Amend Fees for
the Tofino-Ucluelet Airport

WHEREAS the Regional District of Alberni-Clayoquot operates the Tofino-Ucluelet Airport;

AND WHEREAS the Regional Board of the Regional District of Alberni-Clayoquot established fees for the use of the Tofino-Ucluelet Airport by Bylaw R1016, 2004;

AND WHEREAS the Regional District Board of Alberni-Clayoquot wishes to amend Bylaw R1016 to include Aircraft Parking Fees and Airport User Fees;

NOW THEREFORE, the Regional District Board of Alberni-Clayoquot in open meeting assembled, enacts as follows:

1. CITATION

This bylaw may be cited for all purposes as “Tofino-Ucluelet Airport Fees Amendment Bylaw No. R1016-1, 2014.”

2. Bylaw R1016 cited as “Tofino-Ucluelet Airport Fees Bylaw No. R1016, 2004” is hereby amended by replacing Schedule “A” with the new Schedule “A” attached to and forming part of this Bylaw.

3. EFFECTIVE DATE

This bylaw will come into effect April 1, 2014.

READ A FIRST TIME THIS 22 DAY OF January, 2014.

READ A SECOND TIME THIS 22 DAY OF January, 2014.

AMENDED AT 3rd READING DAY OF , 2014

READ A THIRD TIME, AS AMENDED THIS DAY OF , 2014.

RECONSIDERED AND ADOPTED THIS DAY OF , 2014.

Chairperson

Chief Administrative Officer

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
SCHEDULE "A" – BYLAW NO. R1016-1
FEES**

All charges do not include applicable tax.

1. Aircraft Landing Fees

The charges for aircraft landing fees, based on per 1,000 kilograms, or fraction thereof, of maximum take-off weight are:

- a. Less than 10,000 kg \$3.20
- b. 10,001 to 45,000 kg \$4.05
- c. Over 45,000 kg \$5.08

The minimum aircraft landing fee for commercial aircraft is \$15.00

2. Aircraft Parking Fees

<u>Aircraft Weight</u>	<u>Daily Fee</u>	<u>Monthly Fee*</u>	<u>Annual Fee*</u>
Up to 5,000kg	\$ 7.50	\$60.00	\$480.00
More than 5,000 kg but not more than 10,000 kg	\$12.50	\$262.00	N/A
More than 10,000 kg	\$24.00	\$500.00	N/A

- a. Parking Fee is based on maximum gross takeoff weight as per Transport Canada TP143.
- b. *Annual and Monthly rates by prior agreement
- c. Aircraft parked for less than 6 hours is FREE. Aircraft parked in excess of 6 hours is charged for 1 day. Subsequently each additional daily charge is based on a calendar day.

3. **Airport Passenger User Fees**

- a. Every Operator of a scheduled air passenger service shall pay to the Regional District of Alberni-Clayoquot (ACRD) for each passenger on every flight of the Operator commencing or terminating at the Tofino-Ucluelet Airport an airport passenger user fee of \$5.00.
- b. The Operator shall remit to the ACRD within thirty (30) days of the end of each calendar month the total amount of airport passenger user fees which the Operator was liable under this Bylaw to pay the ACRD for that month, less 10% in consideration of the administrative costs of the Operator.
- c. If the Operator does not remit to the ACRD the airport passenger user fee within thirty (30) days of the end of a calendar month, the Operator shall remit the total airport passenger user fees payable for that month to the ACRD and shall not withhold any percentage of that total amount.
- d. The Operator shall file to the ACRD, with each payment of the fees required under this Bylaw, a statement of the numbers of all passengers commencing and terminating flight at the Tofino-Ucluelet Airport for each day and a total for the applicable month, and the total number of flights for the applicable month, showing in sufficient detail the information necessary to calculate exactly the fees payable under this Bylaw.
- e. The Operator shall keep proper books of account of passengers commencing and terminating flights at the Tofino-Ucluelet Airport in a form satisfactory of the ACRD, and shall keep all books of account and aircraft journey log books available for inspection by any municipal official of the ACRD at all reasonable times.



REQUEST FOR DECISION

To: Board of Directors

From: Janice Hill, Environmental Services Coordinator

Meeting Date: February 26, 2014

Subject: Contribution Agreement – Sproat Lake Marine Patrol

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors agree to enter into a contribution agreement with Her Majesty the Queen in right of Canada, as represented by the Minister of Transport, to receive not more than seventy-five percent (75%) of the total eligible expenditures of the Boating Safety Awareness Project, but only up to a maximum of \$74,362.00.

Summary:

Last year, staff submitted an application to the Boating Safety Contribution Program of the Ministry of Transport to assist with funding the Sproat Lake Marine Patrol Boating Safety Awareness Program for three (3) years commencing 2014. The amount requested was \$24,787.00 for each of the three (3) years. The total amount has been approved.

Background:

The Sproat Lake Marine Patrol (SLMP) program began in 2002. The SLMP perform many duties on Sproat Lake: assist boaters at the boat launch as well as boaters in distress; move floating wood and debris; tag deadheads and unmovable objects; provide boating safety and tourist information, daily lake patrols; water testing; boat counts; wildlife observation and reporting; observe and report campfires, beach cleaning and much more. Since 2010, Transport Canada, Office of Boating Safety has provided funding for the SLMP. The main focus of this funding is to promote boating safety awareness. With the addition of this funding we began a boating safety awareness program which is delivered to classrooms prior to the end of the school year, as well as at community events. This program has been extremely well received and we are fortunate that we can continue with support from Transport Canada.

Time Requirements – Staff & Elected Officials:

Staff time to manage the Sproat Lake Marine Patrol program for June, July and August.

Financial:

The program will operate in 2014 using funding from Transport Canada, as well as surplus funds from previous years.

Submitted by: 
 Janice Hill, Environmental Services Assistant

Approved by: 
 Andy Daniel, Manager of Environmental Services



REQUEST FOR DECISION

To: Board of Directors

From: Teri Fong, CGA, Manager of Finance

Meeting Date: February 26, 2014

Subject: 1st Reading of the 2014-2018 Financial Plan

Recommendation:

That the Board of Directors give first reading to Bylaw cited as '2014 to 2018 Financial Plan Bylaw No. F1109'.

Summary:

Attached separately is the draft of the 2014-2018 Financial Plan for the Regional District. The following are highlights of the plan:

- **E911 Emergency Telephone System** – The proposed budget is based on the revised plan provided by the North Island 911 Corporation and is a reduction from their previous plan but still represents a 6.6% increase from 2013.
- **General Government Services** – This budget is substantially different than that originally presented to the Board on February 12th due to an error in the amount of surplus carry forward from the previous year. In 2013 over \$200,000 of accumulated surplus was used to operate resulting in a dramatic increase in the tax requisition for this service this year. Staff has revised the proposed expenditures to reduce the impact of the error.
- **Grant in Aid Economic Development** – Board direction is requested based on the discussion at the special Committee of the Whole meeting that was held on February 26th at 12pm as the application was deferred at the original February 12th Committee of the Whole meeting.
- **Grant in Aid Island Corridor Foundation** – The grant in aid that was allocated in 2013 was not provided to the foundation as they have yet to fulfill the conditions of the grant including securing an agreement with VIA Rail to operate the railway. The funding will be held until the conditions have been met.
- **Other Grant in Aid's** – All other grants in aid that were recommended by the Committee of the Whole at the February 12th meeting have been included in the plan.
- **Regional Parks** – The ACRD Regional Parks and Trail plan is currently being developed with the assistance of an advisory committee and will be presented to the Board later this spring. As a result of an increased focus on this service a tax requisition is required in 2014 for the first time in many years.

- **Regional Planning** – The agricultural committee is continuing to develop the initiatives that are based on the recommendations of the agricultural plan. The committee intends on hiring a contractor to assist in the implementation of some of these initiatives this year.
- **Electoral Area Administration** – Staff continues to work towards the implementation of the Water Improvement Projects that are utilizing the Federal Gas Tax Funding received. It is anticipated that additional Gas Tax Funding will be provided this year but it is unknown the amount that will be allocated to the ACRD.
 - 2014 is also a local government election year and therefore funding has been allocated to conduct elections in the rural areas if required.
- **Management of Development Rural Areas** – The planning department will be updating the Zoning Bylaw this year as well as completing the Official Community Plans of Bamfield and Sproat Lake.
- **Alberni Valley Emergency Planning** – The emergency plan was updated in 2013 and in reviewing the Alberni Valley's preparedness it has been identified that Emergency Social Services is an area of concern. Therefore, resources are being put towards further developing this aspect of the emergency program including creating a plan to activate the reception centers.
- **Waste Management** – The Solid Waste Management Plans for both the Alberni Valley and the West Coast require updating in 2014. The recycling programs offered in the ACRD will also undergo a change this year as the Multi-Materials BC program is started. Staff anticipate increased public consultation and education will be required as a result of these changes.
- **Alberni Valley Regional Airport** – Infrastructure improvements such as a GPS system have been identified by the Board as priorities and will be investigated by the Airport Superintendent.
- **Alberni Valley Regional Water Proposed Service** – Sproat Lake is going to be investigated as an option for an Alberni Valley supply of water in order to achieve the water regulations set out by Island Health. The feasibility of the water supply will be explored to assist in determining the future direction of the multiple water systems in the Valley.
- **Sproat Lake Marine Patrol** – This service has been operating for many years in the Sproat Lake Community Parks service with contributions from the other areas of the Alberni Valley. In the last three years a Federal Grant has also been received to assist in the costs of delivering the program. Due to the amount of surplus from previous years and the Federal Grant that has been received for 2014 there is no funding requested from the other areas to support the Marine Patrol this year. This service will go to referendum during the November local government elections and if passed will be a separate service in 2015.
- **Long Beach Airport** – The ACRD is trying to increase the amount of revenue generated at the airport and has created an advisory committee to assist in developing initiatives to increase the utilization of the airport. The Airport Superintendent also has many projects on the go including the development of a winter maintenance program and the investigation of navigational aids.
- **Millstream Water System** – This service is paid for exclusively by users fees and due to rising costs it appears an amendment to the rates will be required this year. Staff will come back to the Board with a recommendation later this spring.

- **Salmon Beach** – A meeting was held with the Salmon Beach Committee and ACRD staff on February 20th to confirm the Committee’s budget request and an additional project of the boat ramp upgrade was added but will not be completed until support of the owners is received at their May meeting. The Salmon Beach sewage service is an area of concern for staff as the parcel tax amount is very close to the maximum allowed by the establishing bylaw. Recommendations will be developed and presented to the committee to address this issue.
- **Beaver Creek Water System** – The ACRD is continuing to work toward the requirements of the Island Health water operating permit including the building of the Strick Road Pump Station to connect to the City of Port Alberni’s water system. It is anticipated that the Beaver Creek Water System will be receiving UV filtered water from the City of Port Alberni before the end of the year due to upgrades planned by the City. This will satisfy a number of the requirements of Island Health but further upgrades will be required to fully satisfy the conditions of the operating permit.
- **Cherry Creek Animal Control** – This is a new service for 2014 and a proposed budget has been included in this first reading of the bylaw but will need to be removed if the service establishing bylaw is not adopted in advance of the financial plan being adopted.

Some of the committees that support the ACRD services such as the volunteer fire departments and parks commissions are still in the process of developing their budgets and therefore amendments may be required during second reading to adjust the budgets accordingly.

Background:

The Financial Plan has been developed with input from ACRD staff, consultants, volunteers and directors.

Time Requirements – Staff & Elected Officials:

The development of the Financial Plan takes a tremendous amount of staff time to create as well as for the directors to review.

Financial:

The tax requisition for the proposed budget is \$3.7 million, which is 1.46% higher than the previous year. Each service has its own requisition that is paid for by the areas that receive the service and the changes in requisition amount vary in each service. The impact to the communities also is dependent on the changes in the assessed values of the area.

Policy or Legislation:

The Local Government Act requires that the Regional District annually adopt a five year financial plan by March 31st. A public consultation process must be undertaken prior to adoption of the plan and staff is currently conducting meetings in many of the ACRD areas and will hold a public meeting at the ACRD office on March 12th at 6pm.



Submitted by: _____
Teri Fong, CGA, Manager of Finance



Approved by: _____
Russell Dyson, Chief Administrative Officer



Rezoning Application

TO: Russell Dyson, CAO
and
Board of Directors, Alberni-Clayoquot Regional District

DATE: February 13, 2014

FROM: Mike Irg, M.C.I.P.
Manager of Planning and Development

**Rezoning
Application:** RA13017

Owner: Armac Investments (Jim McManus, agent)

**Legal
Description:** PARCEL A (DD E25649) OF LOT 1, SECTION 20, TOWNSHIP 1, BARCLAY
DISTRICT, PLAN 22579

**Address and
Location:** 251 Frigate Road

Electoral Areas: "A" Bamfield

Recommendation: That the Board proceeds with first reading of Bylaw P1322 subject to the following conditions:

- i) Meeting technical referral agency requirements; and
- ii) Pass the following resolution, "That the public hearing for Bylaw P1322 be delegated to the Director for Electoral Area 'A', the Alternate Director, or the Chairperson of the Regional Board."

Applicant's Intention: The applicant is applying to rezone the subject property from Two Family Residential (R2) District to Park and Public Use (P2) District to allow for commercial and residential parking.

RA13017

Observations:

i) **Status of Property:** The subject property is 0.077 hectares (0.19 acres), cleared and centrally located in Bamfield. There is an uninhabited house located on the property.

ii) **Services**

Sewage Disposal: On-site sewage disposal if required.

Water Supply: Within the Bamfield Water Service area.

Fire Protection: The property is within the Bamfield Fire Protection area.

iii) **Existing Planning Policies Affecting the Site**

Agricultural Land Reserve: Not in ALR.

Official Community Plan: The Bamfield Official Community Plan Bylaw P1026 designates this property "Commercial". This property is with-in a development permit area. Staff is of the opinion that parking for residential and commercial uses fall under the "commercial" designation.

Zoning: The applicants have applied to rezone to Public Use (P2) District for off-site-parking. P2 District has the following regulations:

Minimum lot area:	6000 square feet
Minimum lot width:	165 feet
Minimum setbacks	
Front:	20 feet
Rear:	30 feet
Side:	5 feet

iv) **Comments:**

The applicant is applying to rezone to develop parking for other nearby residential and commercial development and potential general pay parking for Bamfield. There is an existing single family dwelling on the property, which would be permitted under the proposed P2 zoning.

This application is tied to other development applications by the property owner, with the intention to provide parking on this site for other nearby developments. There is

RA13017

also a need for additional parking in Bamfield and this property could potentially provide private parking. P2 allows for parking as a principle use and staff supports this rezoning application.

If supported by the Board, this proposal will require input from referral agencies followed by a public hearing. Staff recommends that this application be furthered.

Submitted by:



Mike Irg, M.C.I.P.
Manager of Planning and Development

Reviewed by:



Russell Dyson, CAO

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1322

OFFICIAL ZONING ATLAS AMENDMENT NO. 675

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw after a public hearing and upon the affirmative vote of the directors in accordance with Sections 890 and 894 of the *Local Government Act*;

AND WHEREAS an application has been made to rezone a property;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendment to the Official Zoning Atlas of the Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971:

1. TITLE
This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1322.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: PARCEL A (DD E25649) OF LOT 1, SECTION 20, TOWNSHIP 1, BARCLAY DISTRICT, PLAN 22579 from Two Family Residential (R2) District to Park and Public Use (P2) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this day of , 2014
Public Hearing held this day of , 2014
Read a second time this day of , 2014
Read a third time this day of , 2014

Adopted this day of , 2014

Russell Dyson, CAO

Chair of the Regional Board

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1315

OFFICIAL ZONING ATLAS AMENDMENT NO. 672

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw after a public hearing and upon the affirmative vote of the directors in accordance with Sections 890 and 894 of the *Local Government Act*;

AND WHEREAS an application has been made to rezone a property;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendment to the Official Zoning Atlas of the Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971:

1. TITLE

This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1315.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT 2, DISTRICT LOT 146, ALBERNI DISTRICT, PLAN 11340 from Small Holdings (A1) District to Acreage Residential (RA2) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.

3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 25th day of September, 2013

Read a second time this 8th day of January, 2014

Read a third time this 12th day of February, 2014

Adopted this XXX day of XXX, 2014

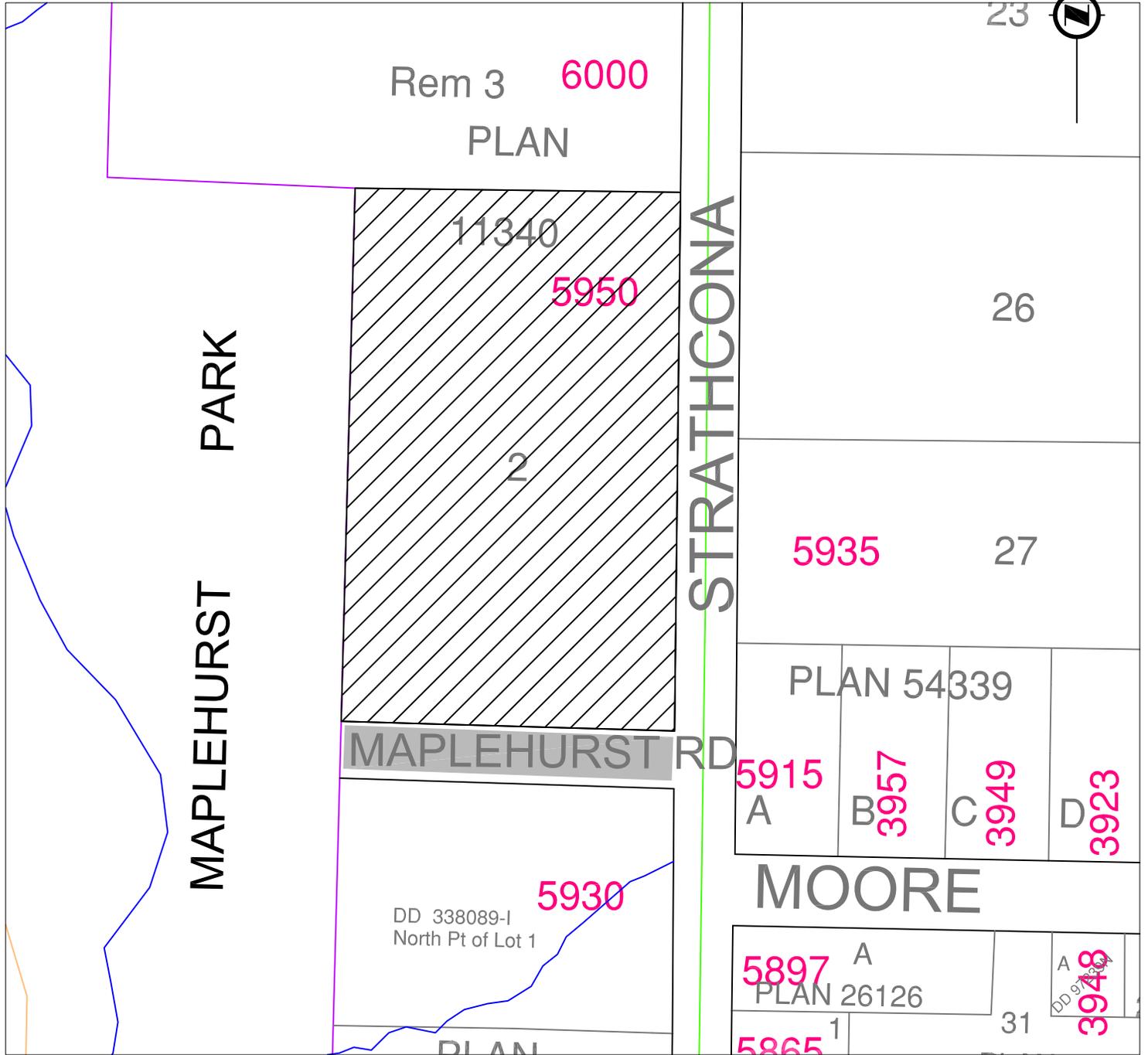
Russell Dyson, CAO

Chair of the Regional Board

RF13005

Schedule 'A'

This schedule is attached to and forms part of Bylaw P1315 as amended.



Legal Description: LOT 2, DISTRICT LOT 146, ALBERNI DISTRICT, PLAN 11340



To be rezoned from Small Holdings (A1) District to Acreage Residential (RA2) District.



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

1:2000





REZONING APPLICATION

TO: Russell Dyson, Chief Administrative Officer; and
Regional Board of Directors

DATE: February 14, 2014

FROM: Alex Dyer, Planner

REZONING

APPLICATION: RT14001 – Medical Marihuana Facilities

APPLICANT: Alberni-Clayoquot Regional District

LOCATION: All properties within the ACRD

Recommendation: That the Regional Board:

- 1) Receive the staff report;
- 2) Proceed with first reading of Bylaw P1321; and
- 3) Pass the following resolution: “That the public hearing for Bylaw P1321 be delegated to the Chairperson of the Regional Board or the vice Chairperson of the Regional Board.

Applicant’s Intention: This application has been initiated by the Regional District to create a framework for regulating Medical Marihuana Facilities in the Zoning Bylaw.

Background: The federal government has introduced a new Marihuana for Medical Purposes Regulation (MMPR) that will come into effect April 01, 2014 and will regulate the access and production of medical marihuana in Canada. This regulation will replace the Marihuana Medical Access Program that has been in effect since 2001.

Under the existing system, personal production licenses and designated person licenses will be phased out and it is expected that most new licenses will be geared towards

RT14001

larger scale production facilities. The new regulations will require increased site security, no production or storage within a dwelling, air vent filtration more detailed record keeping and notification of the local government, police and fire authorities. Increased security measures will include physical security barriers, visual monitoring systems, intrusion detection systems and security clearance for all staff issued by the federal Minister of Health.

At this time, the ACRD Zoning Bylaw does not regulate the production, storage or processing of medical marihuana. Under the current system, license holders are not required to notify the Regional District of their operation and as a result there is no formal record of their location in our files. As more information about the MMPR becomes available and more residents enquire about setting up under the new regulations, many local governments are looking at their zoning bylaws to determine where production facilities should be located.

Policies and Legislation:

- A. **Official Community Plan:** The proposed zoning amendments will impact areas within each of the OCPs in the Alberni Valley and the west coast. All of the OCPs have policies and objectives that support a wide range of agricultural activities.
- B. **Zoning:** The proposed amendments will regulate the location and siting of Medical Marihuana Facilities across the Regional District. Planning staff is recommending that Medical Marihuana Facilities be permitted in the A1, A2, A3, A4 and M1 Districts on properties with a minimum lot size of 0.809 hectares (2 acres) and in structures located a minimum of 15.24 metres (50 feet) from any lot line.

Table: Zoning Districts permitting Medical Marihuana Facilities

Zoning Districts	Min. Lot Area	Min. Building Setback
Small Holdings (A1) District	Lot Size Greater Than 0.808 hectares (2 acres)	15.24 metres (50 feet) From All Lot Lines
Rural (A2) District		
Forest Rural (A3) District		
Forest Reserve (A4) District		
Industrial Park (M1) District		

Proposed definition of Medical Marihuana Facilities:

“A building or structure, approved and licensed by Health Canada, for the production, growing and incidental processing of medical marihuana, but specifically excluding storefront or retail outlet distribution of medical marihuana.”

- C. **Marihuana for Medical Purposes Regulation (MMPR):** The federal MMPR legislation coming into effect in April 2014 will replace the existing Marihuana Medical Access Program and will allow a local government to regulate the location and siting of Medical Marihuana Facilities.
- D. **Agricultural Land Reserve:** The Agricultural Land Commission has produced an information bulletin regarding medical marihuana production in the Agricultural Land Reserve. The bulletin states that, based on the ALC’s definition of “farm use”, if a land owner is lawfully sanctioned to produce marihuana for medical purposes, the farming of the plant within the ALR would be permitted.

However, not all activities associated with the production would necessarily be considered as “farm use”. A production facility that is entirely devoted to growing marihuana is different than a facility complete with business offices, research and development facilities and associated infrastructure. These activities may be considered ancillary to the “farm use” but would need to be reviewed on a case by case basis.

The ALC has advised proponents to communicate with the ALC prior to approaching a local government for a building permit and has advised local governments to refer any bylaw changes regulating farm use to the ALC for their review. As a part of the bylaw referral process, staff will refer the bylaw amendments to the ALC for their review and comments prior to the public hearing.

Comments:

- 1. These zoning amendments are initiated by staff as a result of numerous enquiries received about the new regulations over the past several months and are not the product of any specific application. The Regional District has received notifications of intent to apply under the MMPR for a handful of properties across the Regional District.
- 2. The definition of a “Medical Marihuana Facility” has been drafted in a way to match the guidelines provided by the Agricultural Land Commission as a significant portion of the ACRD rural land base lies within the ALR. Permitting these types of facilities in certain Rural and Industrial zones will allow the Regional District the ability to regulate where Medical Marihuana Facilities may be located whether or not they fall within the ALR boundaries.

3. Planning staff have conducted a review of zoning amendments to regulate medical marihuana in other jurisdictions. In general terms, local governments with a primarily rural land base are considering allowing Medical Marihuana Facilities in Rural and Agricultural zones while many municipalities with a higher density suburban land base are considering allowing facilities in Industrial zones.

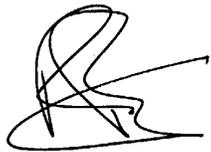
Planning staff is recommending that these facilities be permitted in the A1, A2, A3, A4 and M1 zones on lots with a 2 acre minimum lot size and with increased building setback requirements. The A zones are generally areas of rural acreages permitting a range of uses from agriculture and livestock grazing to portable sawmills and resource extraction. The M1 zone provides for a variety of uses associated with light industrial, manufacturing and warehousing. Staff is of the opinion that these zones, with the proposed conditions of use, will provide a variety of rural options for MMPR proponents while minimizing the impact on smaller lot residential areas.

Prepared by: 

Alex Dyer, Planner

Reviewed by: 

Mike Irg MCIP, Manager of Planning and Development



Russell Dyson, Chief Administrative Officer

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1321

OFFICIAL ZONING TEXT AMENDMENT

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw upon the affirmative vote of the directors in accordance with the *Local Government Act*;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendment to the text of the Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971:

1. TITLE

This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw No. P1321.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended as follows:

- a. Section 3 is hereby amended by adding the following definition between the definitions of “Marquee” and “Mines, Quarries and Oil Wells”:

“Medical Marihuana Facility means a building or structure, approved and licensed by Health Canada, for the production, growing and incidental processing of medical marihuana, but specifically excluding storefront or retail outlet distribution of medical marihuana.”

- b. Section 101 Small Holdings (A1) District is hereby amended by adding a new subsection 101.1(10) to read as follows:

“(10) Medical Marihuana Facilities provided that the facilities are located on a lot that is 0.809 hectares (2 acres) or greater in area and that the facilities are located a minimum of 15.24 metres (50 feet) from all lot lines.”

- c. Section 102 Rural (A2) District is hereby amended by adding a new subsection 102.1(14) to read as follows:

“(14) Medical Marihuana Facilities provided that the facilities are located on a lot that is 0.809 hectares (2 acres) or greater in area and that the facilities are located a minimum of 15.24 metres (50 feet) from all lot lines.”

RT14001

d. Section 103 Forest Rural (A3) District is hereby amended by adding a new subsection 103.1(15) to read as follows:

“(15) Medical Marihuana Facilities provided that the facilities are located on a lot that is 0.809 hectares (2 acres) or greater in area and that the facilities are located a minimum of 15.24 metres (50 feet) from all lot lines.”

e. Section 104 Forest Reserve (A4) District is hereby amended by adding a new subsection 104.1(16) to read as follows:

“(16) Medical Marihuana Facilities provided that the facilities are located on a lot that is 0.809 hectares (2 acres) or greater in area and that the facilities are located a minimum of 15.24 metres (50 feet) from all lot lines.”

f. Section 131 Industrial Park (M1) District is hereby amended by adding a new subsection 131.1(12) to read as follows:

“(12) Medical Marihuana Facilities provided that the facilities are located on a lot that is 0.809 hectares (2 acres) or greater in area and that the facilities are located a minimum of 15.24 metres (50 feet) from all lot lines.”

3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this day of , 2014
Public Hearing held this day of , 2014
Read a second time this day of , 2014
Read a third time this day of , 2014

I hereby certify this to be a true and correct copy of Bylaw P1321 as read a third time by the Board of the Regional District of Alberni-Clayoquot on this day of , 2014.

Chief Administrative Officer

Approved by the Minister of Community, Sport and Cultural Development this day of , 2014

Adopted this day of , 2014

Russell Dyson, CAO

Chair of the Regional Board



MEMORANDUM

To: Russell Dyson, Chief Administrative Officer; and
Regional Board of Directors

From: Alex Dyer, Planner

Date: February 14, 2014

Subject: Proposed TELUS telecommunications tower – TELUS File BC0516 – Grice Bay

Background:

TELUS is working to develop a 90 metre tall guyed telecommunications tower located on a portion of Crown Land along Alaska Pine Road situated to the east of the West Coast Landfill. It is expected the proposed tower will provide an estimated 26 kilometres of coverage and will extend wireless coverage along this portion of Highway 4 including Kennedy Lake and Long Beach.

The Industry Canada consultation process was initiated by TELUS on November 08th, 2013. One resident within three times the tower height was notified as well as the ACRD and the public via a public notice posted in the November 13th and 20th editions of the Westerly News. The public and the neighbouring resident were invited to comment up until January 7th, 2014 and no negative feedback was received.

To complete the public consultation process, TELUS is requesting a Letter of Land Use Concurrence from the ACRD noting that:

- The ACRD is satisfied with TELUS' consultation process, as outlined in Industry Canada's Default Consultation Process;
- The proposed tower is a permitted use;
- The proposed design and location are acceptable; and
- The ACRD has been consulted and concurs with the tower location.

The property is zoned Forest Reserve (A4) District which permits "public services and utilities including buildings accessory to these uses: sewage disposal, utility storage, waste disposal grounds and similar uses". The property does not fall within an Official Community Plan area.

The tower proposal was referred to Mark Fortune, Airport Superintendent at the Long Beach Airport. The tower site will be located 5.3 kilometres to the south east of the airport lands. The Airport Superintendent noted that the location of the new proposed antenna does not affect airport operations due to the distance of the structure from the nearest runway. It was further noted that as the tower will be 300 feet in height there are a number of Nav Canada and Transport Canada requirements including lighting, backup power supply and filing a NOTAM with Nav Canada to alert aircrafts of potential hazards.

These requirements were referred back to TELUS who assured planning staff that they are dealt with once the letter of Land Use Concurrence is received and prior to the construction of the tower. They file all the paperwork with Nav Canada and Transport Canada and the tower will be built with appropriate lighting and paint and an onsite generator should there be any power outages.

Recommendation:

That the Board of Directors direct staff to issue a letter of Land Use Concurrence for TELUS File BC0516 – Grice Bay noting that the ACRD supports the tower location.

Submitted by: 

Alex Dyer, Planner

Reviewed by: 

Mike Irg MCIP, Manager of Planning and Development

Reviewed by: 

Russell Dyson, Chief Administrative Officer



Alex Dyer
Planner
Alberni-Clayoquot Regional District
3008 5th Ave
Port Alberni, B.C. V9Y 2E3
Phone: 250 720-2708
Fax: (250) 723-1327
Email: adyer@acrd.bc.ca

Dear Mr. Dyer,

Subject: Proposed TELUS Radiocommunications Facility (90-m guyed tower)

Coordinates: 49° 3 1" N, 125° 38' 46" W

Address: 2985 Alaska Pine Road, Alberni Clayquot Regional District

TELUS FILE: BC0516 – Grice Bay

I am writing with respect to a telecommunications facility that TELUS is proposing on Crown Land in the Alberni-Clayoquot Regional District (ACRD). The TELUS site ID for this proposed tower is BC0516 – Grice Bay.

This cell site is being considered for construction under the Connecting British Columbia Agreement (CBCA) which was signed in 2011 between the BC Government and TELUS to extend high speed broadband internet connectivity to 97 percent of the population in BC and expand high-speed wireless service to over 1,700 km of primary and secondary highways throughout the province.

The new wireless service will help increase safety of travel along remote and hazardous sections of highways. This expansion effort is also expected to provide cellular service to over 100 BC communities within the highway corridors. Under this agreement, we are proposing the construction of a new radiocommunication installation on Crown land in the ACRD.

TELUS is planning on Crown land about 20-km north of Ucluelet BC and 27-km south of Tofino along Highway 4. It is expected that this tower will provide an estimated 26-km of coverage. The site is anticipated to enhance wireless coverage along this stretch of highway, extending to the dangerous section that goes around Kennedy Lake, and to Long Beach.

The Industry Canada default consultation process, following the guidelines set out in the CPC-2-03, was initiated on November 8, 2013. There was one resident within three times the tower height. The ACRD, the private resident within three times the tower height, and the public were consulted. An information package was sent to yourself, a letter detailing the tower information was sent to the private occupant, and a public notice was posted twice in the Westerly News on November 13, 2013 and November 20, 2013.



The public was invited to provide comments and questions to myself up until January 7, 2014. During that time, I received one comment asking when the tower would be on air and if it was for cellular coverage.

Furthermore, to date, we have not received a response from the private resident.

Accordingly, given that the consultation period is over, we are seeking a letter of Land Use Concurrence issued at the board level for this site. I've attached the drawings used for the Crown Land Application for your reference: B19-3070-100 (Location Map); B19-3070-101 (Access and Site Profile); and B19-3070-102 (Tower Profile). I have also attached the two newspaper tears from the consultation process. I am requesting a letter of Concurrence which notes that:

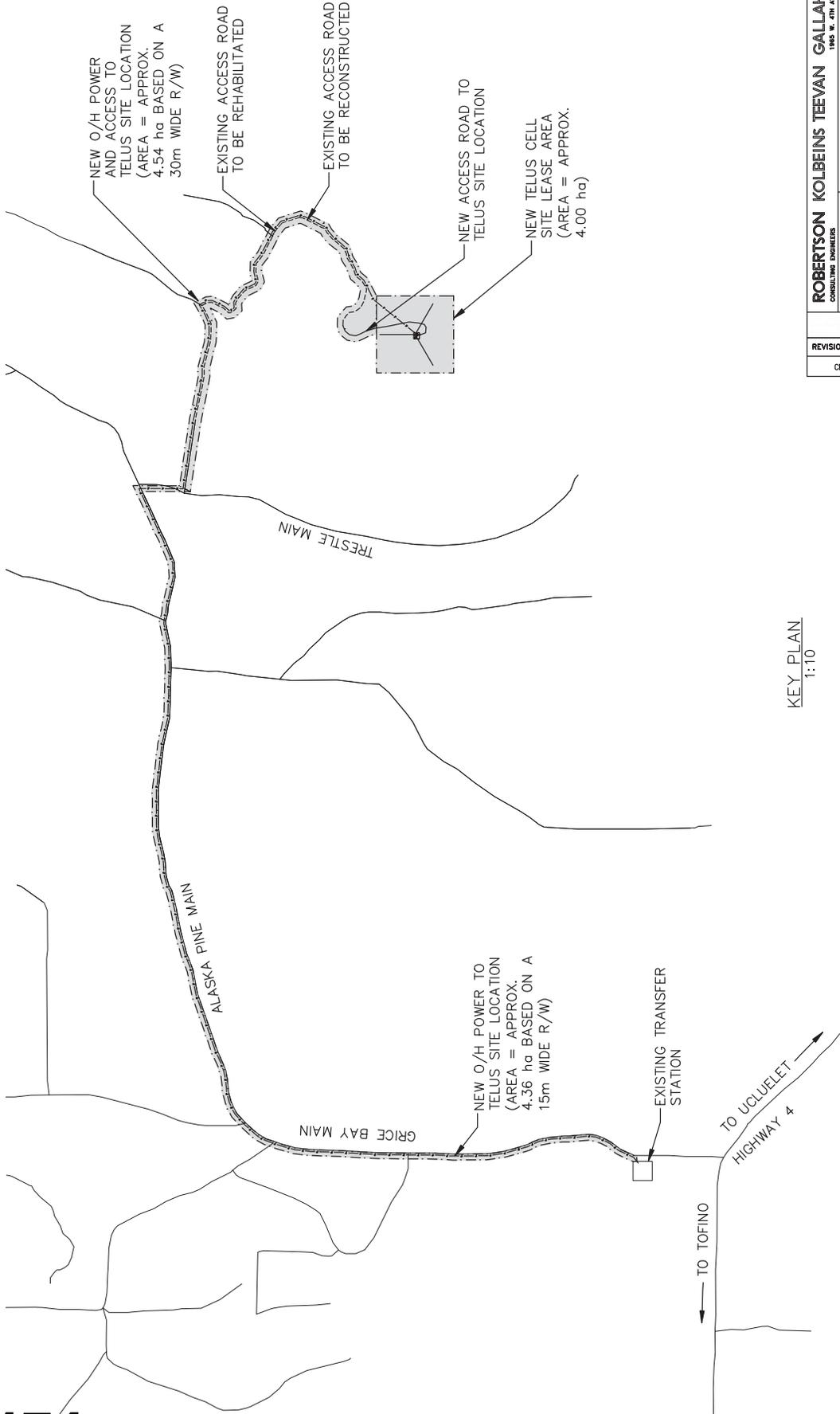
- The ACRD is satisfied with TELUS' consultation process, as outlined in Industry Canada's Default Public Consultation Process;
- That the proposed tower is a permitted use;
- The proposed design and location are acceptable;
- That the ACRD has been consulted and concurs with the tower location.

Should you have any further questions or inquiries, feel free to email or give me a call (778-874-0302).

Kindly,

A handwritten signature in black ink, appearing to read 'Hermanjeet Kaur Kahlon'.

Hermanjeet Kaur Kahlon
Business Analyst – Real Estate and Government Affairs

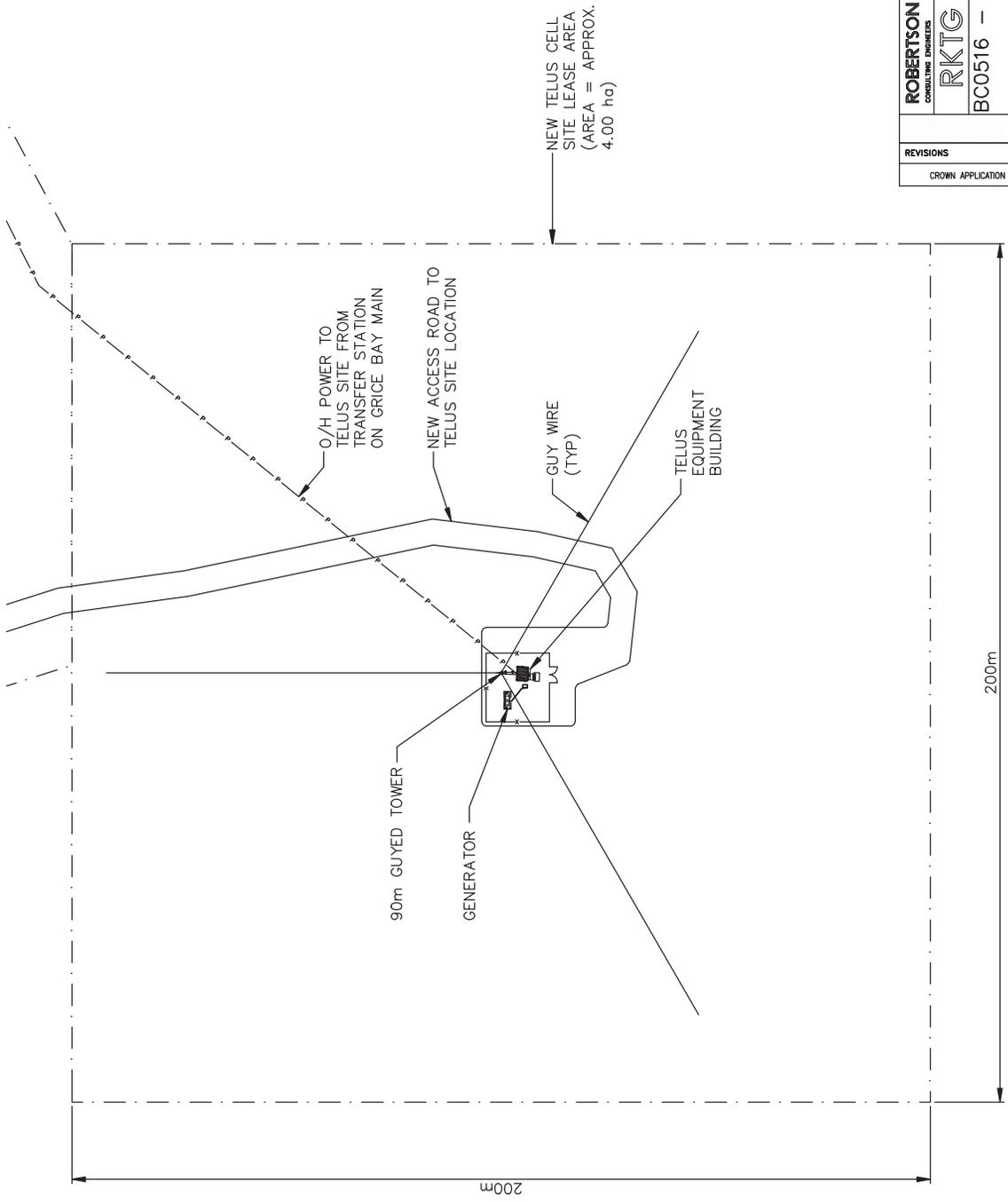


KEY PLAN
1:10

ROBERTSON KOLBEINS TEEVAN GALLAHER ASSOCIATES LTD <small>CONSULTING ENGINEERS</small> RKTG		1982 W. 4TH AVE. VANCOUVER, BRITISH COLUMBIA V6J 1M6	
DRAWING No.: B19-3070-100		REV. 1	
BC0516 - NANAIMO-HWY 4/GRICE BAY			
KEY PLAN			
ENG: -	DATE: MAR 2012		
DIR: R. JOHNSON	PLOT: 1 - 1		
CHK: -	PLOT DATE: -		
APP: R. CARTER			
REVISIONS		DATE	No
CROWN APPLICATION		MAR 21 2012	1

CO-ORDINATE TABLE				
NAD 83 ZONE 10				
DESCRIPTION	NORTHING	EASTING	LAT.	LONG.
CENTER OF TELUS PROPOSED TOWER	5436418	306661	N49°3'1" 49.05028	W125°38'46" 125.64611
				EL. 187m±





ROBERTSON KOLBEINS TEEVAN GALLAHER ASSOCIATES LTD
CONSULTING ENGINEERS
 1802 W. 4TH AVE. VANCOUVER, BRITISH COLUMBIA V6J 1M6

RKTG DRAWING No: B19-3070-101 REV. 1

BC0516 - NANAIMO-HWY 4/GRICE BAY

SITE PLAN

ENG: -	DATE: MAR 2012
DR: R. JOHNSON	PLOT: 1 : 1
CHK: -	PLOT DATE: -
APP: R. CARTER	-

REVISIONS	DATE	No
CROWN APPLICATION	MAR 21 2012	1

SITE PLAN
1:1000

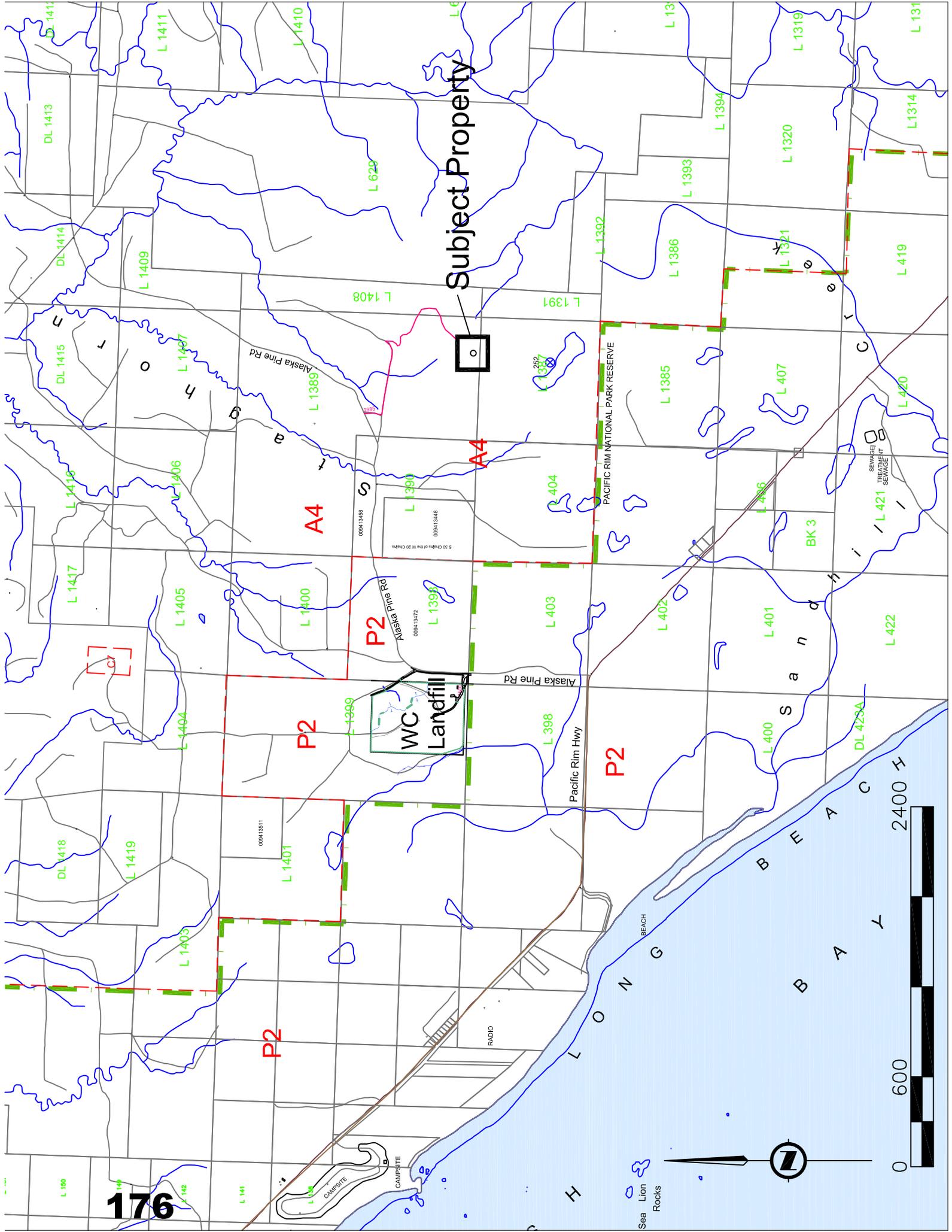


Subject Property

WC Landfill

PACIFIC RIM NATIONAL PARK RESERVE

SEWERAGE TREATMENT PLANT



A4

P2

P2

P2

P2

BK 3

Sea Lion Rocks

BEACH

RADIO

CAMPITE

CAMPITE

L 141

L 142

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Alberni-Clayoquot Regional District
Staff Action Items by Department and Date
Update to the Board of Directors as of February 20, 2014

#	Date	Action Item	Assigned to	Target Date/Update
Administration Department				
1.	Jan. 23/13 WC Comm	Explore with the Yuułu?it?atł Government possible participation in the South Long Beach Multi Purpose Bike Path in the future	Russell	2 nd Letter sent – Jan. 9 th
2.	Feb. 27 th Board	Conduct discussions with the City of Port Alberni regarding a regional approach to Alberni Valley water supply and consult with residents of Beaver Creek regarding options and plans for the water system	Andy/ Russell	AV Budget Meeting – February 11 th
3.	July 10 th Board	Contact and work with the Nuu-chah-nulth Tribal Council and the Port Alberni Friendship Centre to develop a long term plan for reconciliation	Russell/ Cindy	Meeting with PA Friendship Centre Mar. 25
4.	Jan. 29 th WC Comm.	Staff pursue the coordination of emergency planning on the west coast subject to buy in from other West Coast organizations and if so establish a policy committee and working group to develop the details for the establishment of the service in 2015	Russell	Discussed by WCC – Letter send to communities
5.	Feb. 12 th COW	Arrange a Special Committee-of-the-Whole meeting prior to the Feb. 26 th Board meeting to consider the grant-in-aid request from the City of Port Alberni for Economic Development	Wendy	Arranged for Feb. 26 th , 12 Noon
6.	Feb. 12 th Board	The Board approved the request for support for the Remembrance project by sponsoring an advertisement space in the "Military Service Recognition Book" for the ¼ Page (Full Colour) for the amount of \$565.00 – Submit the advertisement with picture of the region	Lori	Done
7.	Feb. 12 th Board	Refer the Vancouver Island Economic Alliance membership information including membership fees for consideration of the Board at the Feb. 26 th meeting	Wendy	Done – In Feb. 26 th Agenda Package
8.	Feb. 12 th Board	Forward a letter of support for the Thornton Creek Hatchery's Clayoquot Biosphere Trust grant application	Russell	Done
9.	Feb. 12 th Board	The Board appointed Wendy Thomson, Chief Election Officer and Russell Dyson, Deputy Chief Election Officer for the purposes of conducting the 2014 general local election and referenda in the Alberni-Clayoquot Regional District	Wendy/ Russell	Election preparations to commence in Summer 2014
10.	Feb. 12 th Board	The Board of Directors adopted the Board Remuneration Review Policy as presented – Proceed with the process – Advertising for	Wendy	Drafting advertisement for member at

#	Date	Action Item	Assigned to	Target Date/Update
		member at large etc.		large
11.	Feb. 12 th Board	Draft and submit the following resolutions passed by the Board for consideration at the AVICC Convention: VIRL increased costs, Transport Canada divesting of assets in rural and remote communities, BC residents studying outside Canada to become a Doctor be provided equal opportunity to practice in Canada	Wendy/ Russell	Drafting – Submission deadline – Feb. 24 th
Finance Department				
12.	Nov. 13 th Board	Develop Agreement for Cherry Creek Improvement District water mainline replacement	Teri	CCWD to provide project details
13.	Board December 6	VIU Chair Grant dollars spent update invite to Board Meeting	Teri	March 12 th
14.	Jan. 22 nd Board	Set the date Tuesday February 25 as the Parcel Tax Roll Review Panel and appoint Teri Fong as the Collector for 2014 and Mr. Gord Blakey, Director Banton and Director McNabb and an alternate Director Cote to the Parcel Tax Roll Review Panel	Teri	Done
15.	Jan. 22 nd Board	Staff send a letter to Mr. Blakey asking him if he will sit on the parcel tax roll review panel	Teri	Done
16.	Jan. 22 nd Board	The West Coast Committee approved the draft West Coast Waste Management proposed budget with the following amendments: Line 18 – Vehicle Operation – Reduce to \$2,000.00 Line 39 – Wood Waste Grinding – Reduce to \$5,000.00 Line 56 – Service Improvements - Reduce to \$7,500.00 – Amend the budget and forward for consideration by the ACRD Board	Teri	Drafting
17.	Jan. 22 nd Board	The West Coast Committee approved the Long Beach Airport proposed 2014 – 2018 budget - forward for consideration by the Board of Directors	Teri	Done
18.	Feb. 11 th AV & Bamfield	The AV & Bamfield Committee approved the following draft budgets as presented for to be included in first reading of the 2014-2018 ACRD Financial Plan Bylaw: Alberni Valley and Bamfield Waste Management, Alberni Valley Emergency Planning, Custom Transit and AV Regional Airport	Teri	Done
19.	Feb. 11 th AV & Bamfield	The AV & Bamfield Committee recommends the ACRD Board endorse a 10% time allocation for the Long Beach Airport Superintendant to perform work for the AV Regional Airport – Include in first reading of the 2014-2018 ACRD Financial Plan Bylaw for consideration of 1 st reading by the Board	Teri	Done

#	Date	Action Item	Assigned to	Target Date/Update
20.	Feb. 11 th AV & Bamfield	The AV & Bamfield Committee approved the proposed 2014 budget to explore regional water at a cost of \$60,000 – Include in 2014 Financial Plan	Teri	Done
21.	Feb.11 th AV & Bamfield	The AV & Bamfield Committee the 2014 Sproat Lake Marine Patrol proposed service referendum budget – include in first reading of the 2014-2018 Financial Plan Bylaw	Teri	Done
22.	Feb. 11 th Av & Bamfield	The AV & Bamfield approved in-kind support to the Alberni Valley Air Quality Council for the year 2014 in order to facilitate regular meetings and the development of a long term plan – Include in 2014 Financial Plan	Teri	Done
23.	Feb. 11 th EA Directors	The EA Directors Committee approved the following draft budgets as presented for inclusion in first reading of the 2014-2018 Financial Plan Bylaw: Vancouver Island Regional Library, Management of Development Rural Planning and Electoral Area Administration	Teri	Done
24.	Feb. 11 th EA Directors	The EA Directors Committee approved the Building Inspection proposed budget as presented with an amendment reducing Line 31 – Vehicle to \$30,000.00 include for consideration of first reading of the 2014-2018 Financial Plan Bylaw	Teri	Done
25.	Feb. 12 th COW	Include 2014 approved grant-in-aid applications for consideration by the Board in first reading of the 2014-2018 Financial Plan Bylaw	Teri	Done
26.	Feb. 12 th Board	The Board of Directors approved the following proposed budgets as presented include in first reading of the 2014-2018 Alberni-Clayoquot Regional District Financial Plan: Regional Parks and Regional Planning	Teri	Done
27.	Feb. 12 th Board	The Board of Directors approved the E911 Emergency Telephone System proposed budget and reflected changes from the 911 Corporation to be included in the first reading of the 2014-2018 Alberni-Clayoquot Regional District Financial Plan	Teri	Done
28.	Feb. 12 th Board	The Board approved the General Government Services proposed budget with the following amendments to be included in the first reading of the 2014-2018 Alberni-Clayoquot Regional District Financial Plan: a) Line item 38, Office Supplies General reduced from \$26,000.00 to \$22,000.00;	Teri	Done

#	Date	Action Item	Assigned to	Target Date/Update
		b) Line item 11, Capital Fund Contribution reduced from \$90,000.00 to \$80,000.00; c) Line item 25, Coastal Community Network allocate \$5,000.00		
Environmental Services Department				
29.	Apr. 8/10 WC	Work with Parks Canada on the landfill road agreement	Russell	Letter sent January 12 th
30.	Sept. 8/10 WC	Investigate with Tla-o-qui-aht First Nation well development at the Long Beach Airport	Russell	Invitation sent again – Feb. 5 th
31.	May 11/11 AV Comm	Investigate with the Tseshaht First Nation possible resource recovery at the AV Landfill	Andy/ Russell	In Progress
32.	June 13/12 BD	Develop a plan for appropriate use of the funds on the Log Train Trail from the Arrowsmith Radical Runners	Rob	Design in progress
33.	Oct. 10/12 Board	Work with the Air Quality council to develop a draft valley wide woodstove bylaw based on the City of Port Alberni's bylaw following receipt by the Board of Directors a joint APC meeting will be called to review the proposal	Andy	Feb. 12 th for introduction
34.	Feb. 6/13 AV & Bamfield	ACRD's Engineer to prepare a report on the Landfill Gas Management Program and feasibility of the program within the AV Landfill	Andy	February 26 th update from engineer
35.	August 14 AV Comm	Organize a meeting with Tseshaht First Nation to discuss and tour the AV Landfill	Russell	Landfill tour held Feb. 20 th
36.	August 14 AV Comm	Prepare the information and background intended for an AV Landfill RFP process with a minimum of a 5 year operating agreement	Andy	February 12 th – in progress
37.	Sept. 25 th Board	The GPS/WASS system for the Alberni Valley Regional Airport be referred to 2014 budget discussions and staff be instructed to investigate partnerships and report back to the Alberni Valley Committee	Andy	AV Budget Meeting – Feb. 11 th
38.	Oct. 16 th WC Comm	Implement water charges for the Long Beach Recreation Cooperative for the Long Beach Golf Club property in 2013 and provide a lease agreement to be implemented by Jan. 1, 2014	Andy	January 22 nd – in progress
39.	Nov. 13 th Board	Airport Supervisor further evaluate alternative technologies for navigational aids at the Long Beach Airport with the objective of establishing a system at a cost reduced from the original commitment of the ACRD	Andy Mark	WC Budget meeting – Jan. 29 th – onsite LED testing ongoing
40.	Board	Solid Waste Management Plan Update	Andy	Feb. 12 th

#	Date	Action Item	Assigned to	Target Date/Update
	December 6			Update to Board
41.	Jan. 8 th Board	Write a letter to the appropriate Ministry requesting Wendy Creek Bridge be considered for repairs to allow for proper flow of industrial traffic in the Salmon Beach area	Andy	Coordinating with Toquaht First Nation
42.	Jan. 29 th WC Comm.	Report back to the WC Committee with a plan for the proposed \$6,000.00 (line 21) for Advertising and \$5,000.00 (line 23) for Public Education & School Programs in the West Coast Landfill Budget	Andy	Done
43.	Jan. 29 th WC Comm.	Investigate selling composters out of the District of Tofino and District of Ucluelet offices	Janice	Done
PLANNING DEPARTMENT				
44.	May 13/10 WC	Planning Staff proceed with subdivision process on the Long Beach Airport lands for the WC Multiplex Society and Long Beach Golf Course following Airport rezoning	Mike	Letter sent to TFN Jan 16
45.	June 1/09	Bamfield OCP Review	Mike	Referrals sent Public Hearing in March
46.	n/a	Sproat Lake OCP Review	Mike	Public Hearing in April at Area Directors request
47.	Apr. 27/11 BD	The Board adopted the Alberni Valley Agriculture Plan – Develop report identifying ACRD actions and resources needed	Mike	2014 Budget
48.	April 11/12 BD	Apply to the Ministry of Transportation for a permit to construct the dock at the west end of Nuthatch Road & to Ministry of Forests for foreshore tenure	Mike	Staff report for February
49.	July 11/12 Board	The Board passed a resolution instructing staff to investigate grant opportunities for trail construction in Bamfield and explore partnership with the Huu-ay-aht First Nation – Investigate	Mike	Report to Bamfield and Huu-ay-aht Directors – Feb.
50.	Nov. 14/12 Board	The Board referred the Bamfield Community Hall Society's request to approve & support their proposal to build a new hall to staff to review the request and provide a recommendation, following consultation with the Society, on the role of the ACRD	Mike	Working with Hall Society Staff report for February
51.	March 13 th Board	Arrange a meeting with the Ministry of Environment, Ministry of Transportation, District of Ucluelet and Yuuṭuʔitʔatʔ First	Mike	Scheduled for Feb. 27 th

#	Date	Action Item	Assigned to	Target Date/Update
		Nation to discuss access, safety and broader land use policies applying to the junction property		
52.	July 24 th Board	The Board of Directors instructed staff to work with the Central West Coast Forest Society to investigate funding for the assessment and restoration of the Willowbrae Creek system	Mike	2014 Budget
53.	Board December 6	Proceed with acquiring a portion of the foreshore fronting Faber Park	Mike	Working with J. Couverdon
54.	Feb. 12 th Board	The Board passed a resolution to request public input by advertising in the local paper identifying the intention of the board to grant an exemption from the noise bylaw as per Section 7 of the "Sproat Lake Noise Control Bylaw No. R1024, 2013" – Submit advertisements	Heather	Done – Ads in AV Times and AV News
55.	Feb. 12 th Board	The Board rescinded 3 rd reading of the Cherry Creek Animal Control Regulatory Service Establishment Bylaw No. E1058, 2014 and gave 3 rd reading as amended – forward for consideration by the Inspector of Municipalities	Heather	Forwarded to the Inspector
56.	Feb. 12 th Board	The Board authorized the CAO to enter into a contract with Landworks Consultants Inc. to rewrite the Alberni-Clayoquot Zoning Bylaw with the cost of the contract not to exceed \$35,000.00 – award the contract	Mike	Done
57.	Feb. 12 th Board	The Board authorized the CAO to sign a non-exclusive licence with Island Timberlands for Phase 1 and Phase 2 of the Inlet Trail – prepare documents for signature	Mike	Done

Issued: February 20, 2014



Alberni-Clayoquot Regional District

**Board of Directors Meeting Schedule
March 2014**

DATE	MEETING	TIME & LOCATION	ATTENDEES
Wednesday, March 12 th	Regular Board of Directors Meeting	1:30 pm – ACRD Board Room	Directors, Staff
	Regional Hospital District Meeting	Immediately following above	Directors, Staff
	Special Board Meeting – Public Consultation – ACRD Five Year Financial Plan	6:00 pm – ACRD Board Room	Directors, Staff
Wednesday, March 26 th	Regular Board of Directors Meeting	1:30 pm – ACRD Board Room	Directors, Senior Staff

Revised: February 21, 2014

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
JANUARY, 2014**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family							1	475,000					1	475,000
Mobile Homes							1	5,000					1	5,000
Multi-Family													0	0
Adds&Rens													0	0
Commercial													0	0
Institutional													0	0
Industrial													0	0
Miscellenaous											1	30,000	1	30,000
Totals	0	0	0	0	0	0	2	480,000	0	0	1	30,000	3	510,000

	BAMFIELD	BEAUFORT/ BEAVER CREEK	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
WOODSTOVE INSPECTIONS		5		4		9	9

	YEAR TO DATE		TOTAL YEAR			YEAR TO DATE		TOTAL YEAR	
2013	2	500,000	81	8,208,948					
2012	6	184	92	9,011,700					
2011	4	163,727	120	9,221,498					
2010	11	466,873	149	21,524,170					
2009	0	0	123	11,302,380	1999	2	213,050	80	3,348,092
2008	9	1,235,698	147	22,682,130	1998	9	185,980	75	3,320,890
2007	4	359,040	163	15,007,877	1997	2	244,000	104	10,025,166
2006	10	1,548,860	161	15,909,705	1996	4	365,000	128	9,050,554
2005	12	3,075,375	138	12,962,379	1995	3	101,000	116	9,641,300
2004	5	2,185,304	133	11,036,854	1994	9	693,000	151	7,915,500
2003	2	1,340,080	97	6,925,356	1993	13	962,000	167	10,864,000
2002	3	39,072	76	2,986,134	1992	6	259,000	173	11,192,500
2001	2	250,210	89	5,790,126	1991	4	305,520	126	7,155,120
2000	3	38,280	88	4,095,339	1990	5	258,000	118	6,323,900



MEMORANDUM

To: Board of Directors

From: Janice Hill, Environmental Services Coordinator

Date: February 19, 2014

Subject: Sproat Lake Marine Patrol 2014

It is proposed that the Sproat Lake Marine Patrol program operate again for the 2014 Boating Season. This program provides:

- boating safety materials and education at local schools before the end of the school year;
- boating safety promotion at community events, through local media and on Sproat Lake;
- courtesy vessel examinations to boaters at the Sproat Lake Provincial boat launch;
- install and maintain buoys around the swimming only areas at Sproat Lake Provincial park, as well as patrol "swimming only" areas for motorised and non-motorized vessels;
- assistance to visitors launching their boats at the Sproat Lake Provincial launch;
- information to visitors about the Alberni Valley and Sproat Lake;
- a lifejacket (PFD) loaner station to lake users;
- lake patrols, water testing, daily boat counts, campfire watch, assist boaters in distress, remove and tag logs and debris that are floating in the water that may become hazardous to boaters;
- post signs in the ecologically sensitive areas of Sproat Lake; and
- basic first aid at the boat launch.

This year the program will operate using funding from Transport Canada, as well as surplus funds from previous years. Therefore, there will be no funds requisitioned this year from the participating members in the 2014 financial plan.

This is a valuable service that has been recognized for 4 years in a row from Transport Canada's Office of Boating Safety. In December of 2013, the Sproat Lake Marine Patrol program was featured as their 1st Success Story of the Boating Safety Contribution Program.

The future of the program beyond 2014 will depend upon a referendum to be held in conjunction with the local government elections in November.

Submitted by: 

Janice Hill, Environmental Services Coordinator

Approved by: 

Russell Dyson, Chief Administrative Officer



MEMORANDUM

To: Board of Directors

From: Andy Daniel, Manager of Environmental Services

Date: February 20, 2014

Subject: West Coast Landfill Budget

At the WC Committee meeting on January 29th, 2014, the WC Committee requested a plan for the following budget items:

- \$6,000.00 (line 21) for Advertising; and
- \$5,000.00 (line 23) for Public Education and School Programs.

With MMBC taking over the curbside recycling program and changes to the materials included in the program, we will need to ensure that proper advertising and education is provided for the West Coast residents. The West Coast Committee have also showed a desire to increase recycling participation and to promote composting. Staff is initiating conversations with some local organizations in Tofino and Ucluelet to support us with providing this education. The plan is to provide recycling, composting and diversion education in the local schools, as well as at community events. These funds will be used towards these initiatives.

We are also in the process of updating our Solid Waste Management Plan and this could include action items (eg. Cardboard bans) which will also require the use of the advertising and education funds.

Submitted by:

Andy Daniel, Manager of Environmental Services

MEMBERSHIP RENEWALS

Thanks to all those members who have sent in their 2014 membership forms and dues. Please note that renewals are due by **March 15**.

If you have not received your renewal notice by email, or if you would like to make arrangements to pay, please contact the Chamber at info@tofinochamber.org or 250-725-3153. Also contact us with any questions about Chamber membership and what it can do for your business.

CHAMBER AGM

We are pleased to announce the Chamber and Tourism Tofino's Annual General Meeting will take place March 27 at Jamie's Rainforest Inn. The event will run from 5:30-9pm, with dinner service from 5:30-7pm and the meeting portion from 7-9pm.

Our guests include Alberni-Pacific Rim NDP MLA Scott Fraser and Tofino Mayor Josie Osborne.

Thanks to our sponsor, Jamie's Rainforest Inn, this event is free to members, excluding drinks and alcohol. Please note that only members in good standing can attend the AGM, so please don't forget to submit your membership renewals!

Please RSVP to the Chamber at info@tofinochamber.org to secure your space.

CHAMBER OFFICE HOURS CHANGING

The Chamber's office hours are changing. The office is located at 381 Main St. (lower level, blue building), and is shared with Alberni Valley Employment. Instead of Wednesday and Friday hours, we will now be in the office **Tuesdays** and **Thursday** from 11am-3pm. Come by to drop off membership forms or jto find out more about the Chamber. We are always available by email as well as info@tofinochamber.org.

FOLLOW ME ON [twitter](#)

NEW MEMBERS

Please join us in welcoming the following new members to the Tofino-Long Beach Chamber of Commerce:

Language Tofino
Tofino Wedding Video

FOR YOUR CALENDAR

Our next Chamber event is our **Green Breakfast**, scheduled for Feb. 27, from 8:30-10am at the Common Loaf Bake Shop.

On the same day we have our **February luncheon**, free to all members thanks to our sponsor Alberni-Clayoquot Community Futures Development Corporation, at Shelter Restaurant. See page 2 for more details about upcoming events.



The volunteer board of the Pacific Rim Whale Festival (pictured above) has been hard at work preparing for this year's festival. The 28th annual festival runs from March 15-23. Visit www.pacificrimwhalefestival.com for details about all festival events.



The first session of the Tofino Force of Nature Ambassador Program is scheduled for **April 9**. The program, which is a partnership between the Raincoast Education Society, the Chamber, the District of Tofino, and Tourism Tofino, shares knowledge about Tofino and the area with newcomers, locals and seasonal staff. The aim of the program is to create an informed public that shares respectful and knowledgeable information about the area.

In addition to the introductory course, there will once again be an advanced course on West-coast Ecology with Dan Harrison. New this year is an advanced course on Nuu-chah-nulth Culture led by Gisele Martin.

This year the program will be offered from April to July, with some sessions offered in the fall. With both morning, evening and one weekend session, there is a time slot for everyone. Please watch both the RES and the Chamber websites for more details at www.raincoasteducation.org and www.tofinochamber.org.

UPCOMING CHAMBER EVENTS

February

On Feb. 27 join us for a **Green Breakfast** from 8:30-10am at Common Loaf Bake Shop. Green Breakfasts are a chance for various people to come together to discuss green initiatives. This particular Green Breakfast topic is "Green Community Economic Development". Our thanks to Maureen Fraser and staff for hosting this meeting.

Our next **Chamber luncheon** is also on Feb. 27. Sponsored by Alberni-Clayoquot Community Futures Development Corporation, this event is being held at Shelter Restaurant from 12-2pm. Our keynote speakers for the luncheon are Nicole Chaland, the program director for Community Economic Development at Simon Fraser University, and Line Robert, Chief Executive Officer of the Island Coast Economic Trust (ICET). Space is limited, so please RSVP to info@tofinochamber.org to secure your spot. Thanks to our sponsor, this luncheon is free to members. The Chamber also thanks Shelter for hosting.

March

The next scheduled **Mayor's Breakfast** will be held March 5 from 8-9:30am, location TBA.

The Chamber Board of Directors will meet March 12 from 9-11am at the Common Loaf Bake Shop. Please forward any items you would like included on the agenda to info@tofinochamber.org.

There will be no March luncheon, due to the **Chamber AGM**, scheduled for March 27. Jamie's Rainforest Inn is hosting this year's AGM, which includes dinner from 5:30-7pm with the meeting to follow. Thanks to Jamie's, this event is free to members in good standing (drinks and alcohol excluded). Please again RSVP to info@tofinochamber.org.

EMAIL REDIRECT SERVICE

The Chamber provides an email redirect service to members who wish to share news or specials with the rest of the membership. In fairness to all members, the following rules apply:

- Please send your redirect (with embedded, not attached information) to info@tofinochamber.org.
- Allow up to 72 business hours for redirects to be sent out. That means we must receive your email by Tuesday to ensure it is sent out for the weekend.
- Redirects will be sent out in the order they are received.
- Members can send one redirect per month.

Please note that our system is limited to sending only so many redirects per day.

Thanks for your cooperation and understanding.

ANNOUNCEMENT

The Chamber Board is pleased to announce the recent hiring of Jen Dart as part-time Communications and Membership Services assistant. If you have any questions about your membership or any Chamber initiatives, please contact Jen at jendart@tofinochamber.org.

FOLLOW TOFINO-CHAMBER ON FACEBOOK FOR REGULAR UPDATES!



RECENT CHAMBER EVENTS AND INITIATIVES

The Chamber has a series of ongoing events from September through June, including luncheons, Mayor's Breakfasts, Green Breakfasts, Board of Directors meetings, workshops and more.

At the Feb. 4 Mayor's Breakfast (pictured below) Mayor Josie Osborne welcomed Port Alberni Mayor John Douglas and Victoria City Councillor Lisa Helps as guests and speakers. Thanks to Jamie's Rainforest Inn for hosting us.



The last Chamber luncheon took place Dec. 6 at the Wickaninnish Inn. Our thanks to Charles and his team for sponsorship this event, which featured guest speakers CTV sports reporters Mira Laurence (far left) and Jason Pires (far right), pictured below with Catherine and Sepp Bruhwiler. Thanks to Eagle Aerie Gallery for the gifts for our speakers.



In January, the Chamber welcomed special guest Spencer Chandra Herbert, NDP MLA for Vancouver West End and Official Opposition Critic for the Ministry of Environment to the Jan. 30 Green Breakfast. NDP MLA Scott Fraser (Alberni-Pacific Rim) was also in attendance. Our thanks to both our of guests for their contributions, and to Darwin's Café for hosting the meeting. Green Breakfasts take place on the last Thursday of each month.

Please check our Events calendar for upcoming events at www.tofinochamber.org/events.



The Chamber has joined forces with LOCO BC, a non-profit business alliance focused on growing local economies by helping to build strong, sustainable businesses. LOCO BC's ultimate goal is to increase the overall market share for local business in the province by shifting purchasing towards local, independently owned businesses.

The Chamber participated in LOCO BC's December campaign to encourage buying locally.

Look for more information from LOCO BC to come as we participate more in raising awareness about the benefits of buying locally.

For more information, visit www.locobc.com.

CHAMBER GROUP INSURANCE PLAN

The Chamber of Commerce Group Insurance Plan is available to all members of the Tofino-Long Beach Chamber. The Chamber Group provides dental and extended health insurance to some 25,000 small businesses. Businesses with one or more employees, including home-based business, are eligible for group dental and health plans. Health plans include extended health, disability insurance, drug cards and much more.

Want to find out more or request a free quote? Visit www.chamberplan.ca or call 1-877-277-0677.

