



PEACE RIVER REGIONAL DISTRICT

Emergency Executive Committee Meeting Agenda

December 10, 2020, 10:00 a.m.
1981 Alaska Avenue, Dawson Creek, BC

	Pages
1. Call to Order	
1.1. Director Sperling to Chair the meeting	
2. Directors' Notice of New Business	
3. Adoption of Agenda	
4. Gallery Comments or Questions	
5. Adoption of Minutes	
5.1. Emergency Executive Committee Draft Meeting Minutes of July 23, 2020	3
6. Business Arising from the Minutes	
7. Delegations	
8. Correspondence	
9. Reports	
9.1. Kelly Lake Community Emergency Plan, CS-EEC-001	7
9.2. Emergency Program Act Modernization Update, CS-EEC-05	10
9.3. Emergency Communications Plan Update, CS-EEC-007	12
9.4. Old Fort Emergency Response Plan Update, CS-EEC-006	40
9.5. 2021 Budget Review – Function 300 Emergency Planning, CS-EEC-004	42
10. New Business	
11. Diary	
12. Item(s) for Information	
12.1. Bylaw 1598, 2005 and 1599, 2005	51

13. Adjournment



PEACE RIVER REGIONAL DISTRICT
EMERGENCY EXECUTIVE COMMITTEE
MEETING MINUTES

DATE: Thursday, July 23, 2020
PLACE: Regional District Office, Dawson Creek, BC

PRESENT: **Directors**
Director Goodings, Electoral Area 'B'
Director Hiebert, Electoral Area 'D'
Director Rose, Electoral Area 'E'
Director Bumstead, City of Dawson Creek

Staff
Trish Morgan, General Manager of Community Services
Kyla Traichevich, Community Services Clerk
Teri Vetter, Chief Financial Officer
Tyra Henderson, Corporate Officer

Others

CALL TO ORDER Director Hiebert called the meeting to order at 3:00 pm.

DIRECTORS NOTICE OF NEW BUSINESS:

Director Bumstead BC Hydro/Site C Concerns from Recent Water Levels

ADOPTION OF AGENDA:

MOVED by Director Goodings SECONDED by Director Rose,
That the Emergency Executive Committee agenda for the July 23, 2020
including Director's new business and additional items for the agenda, be
adopted as amended.

1. **Call to Order**
2. **Director's Notice of New Business**
 - 2.1 BC Hydro/Site C Concerns from Recent Water Levels
3. **Adoption of Agenda**
4. **Gallery Comments or Questions**
5. **Adoption of Minutes**
 - 5.1. Emergency Executive Committee Meeting Minutes of January 7, 2020
6. **Business Arising from the Minutes**

- 7. Delegations**
- 8. Correspondence**
- 9. Reports**
 - 9.1. 2020 Search and Rescue Grant – Application Review
- 10. New Business**
- 11. Diary**
- 12. Item(s) for Information**
 - 12.1 June 15, 2020 Snow Survey
 - 12.2 Prince George Fire Centre July 7, 2020 Newsletter
 - 12.3 By-Law No. 1598, 2005, and No. 1599, 2005
- 13. Adjournment**

CARRIED.

GALLERY COMMENTS OR QUESTIONS:

ADOPTION OF MINUTES:

- 5.1. MOVED by Director Bumstead, SECONDED by Director Rose,
January 7, 2020 That the Emergency Executive Committee Meeting Minutes of January 7,
DRAFT EEC Minutes 2020 be adopted.

CARRIED.

BUSINESS ARISING FROM THE MINUTES:

- 6.1. The General Manager of Community Services reviewed the recommendations
Director Hiebert - from the January 7, 2020 Emergency Executive Committee meeting minutes,
Developments on giving updates to the Committee Members.
the
recommendations
from the January 7,
2020 EEC Meeting

DELEGATIONS:

CORRESPONDENCE:

REPORTS:

- 9.1. MOVED by Director Rose, SECONDED by Director Bumstead,
July 10, 2020 – 2020 That the Emergency Executive Committee review the 2020 Search and Rescue
Search and Rescue Grant applications to determine which applicants are eligible for funding and
Grants – Application should be recommended to the Regional Board for approval.
Review

CARRIED.

There was discussion among the Committee Members about when these applications were received and about applications being late, or missing the requirements, from previous years (2019).

MOVED by Director Rose, SECONDED by Director Bumstead,
That the Emergency Executive Committee recommend that the Regional Board waive the Search and Rescue Grant Policy to allow the Tumbler Ridge Search and Rescue Society to carry forward \$3,500 from their remaining 2019 Search and Rescue grant allocation, for the purpose of insurance for the new Command Truck, which delivery of has been postponed due to manufacturing delays related to COVID-19.

CARRIED.

There was a discussion among the Committee Members about applicants meeting the criteria, and deadlines for the grants. If applicants are unable to meet the criteria, they need to provide an explanation for the Committee, as it gives over site for the decision.

Moved by Director Rose, seconded by Director Bumstead
That the Emergency Executive Committee recommends that the Regional Board deny the Regional Grant in Aid application from the Chetwynd's Search and Rescue Society, in the amount of \$6,000, due to an incomplete application.

CARRIED.

The Committee first discussed why this application be recommended to the Board that it be denied. The Committee also discussed where the applications on the report came from (SAR Grants, or Grants to Community Organizations), and if they were referred to the committee. The Committee Members then decided to approve each Application individually.

MOVED by Director Rose, SECONDED by Director Bumstead,
That the Emergency Executive Committee recommend that the Regional Board deny the Regional Grant in Aid application from the North Peace Search and Rescue Society, in the amount of \$12,394, to assist with mapping technology improvements.

CARRIED.

MOVED by Director Rose, SECONDED by Director Bumstead
That the Emergency Executive Committee recommends that the Regional Board approve the Regional Grant in Aid application from the South Peace Search and Rescue Society, in the amount of \$20,207.05.

CARRIED.

MOVED by Director Rose, SECONDED by Director Bumstead
That the Emergency Executive Committee recommends that the Regional Board approve the Regional Grant in Aid application from the Tumbler Ridge Search and Rescue Society, in the amount of \$4,540.00.

CARRIED.

MOVED by Director Rose, SECONDED by Director Bumstead
That the Emergency Executive Committee recommends that the Regional Board approve the Regional Grant in Aid application from the North Peace Search and Rescue Society, in the amount of \$21,558.28

CARRIED.

MOVED by Director Rose, SECONDED by Director Bumstead
That the Emergency Executive Committee recommends to the Regional Board that no Search and Rescue Grant Allocation meeting be held this year, and that allocations be disbursed as approved by the Committee.

CARRIED.

NEW BUSINESS:

11.1. Director Bumstead - BC Hydro/Site C concerns from recent water levels
The Committee discussed why the rising water levels is a great concern in the Peace Region, and at the dams. The General Manager of Community Services shared that there was a webinar with Old Fort Residents, that BC Hydro Held in July 2020, as well as another call for individuals that may be impacted with water levels, and/or the spillway being opened up. The Committee Members may bring this up at a future Board Meeting, to discuss having BC Hydro do a presentation to the Regional Board.

DIARY:

ITEM(S) FOR INFORMATION:

12.1 June 15, 2020 Snow Survey
The General Manager of Community Services went over what the snow survey is and means for the Peace Region. In summary, it provides an idea of the different points/levels in the year of snow that may come down and melt. When close to the freshet time of year there is a call with Emergency Management BC, which the province goes over what each region is to expect in regards to flooding, and/or fires.

12.2 Prince George Fire Centre July 7, 2020 Newsletter

12.3 By-Law No. 1598, 2005, and No. 1599, 2005

ADJOURNMENT

The Chair adjourned the meeting at 4:20 p.m.

MOVED by Director Rose, SECONDED by Director Bumstead
That the July 23, 2020 meeting of the Emergency Executive Committee be adjourned.

CARRIED.



REPORT

To: Emergency Executive Committee

Report Number: CS-EEC-001

From: Trish Morgan, General Manager of Community Services

Date: November 26, 2020

Subject: Kelly Lake Community Emergency Plan

RECOMMENDATION:

That the Emergency Executive Committee recommend that the Regional Board approve the development of a community emergency plan for Kelly Lake and that the Regional District work with community members, stakeholders and agencies involved in emergency response to develop the plan.

BACKGROUND/RATIONALE:

The community of Kelly Lake is an Indigenous community within the Peace River Regional District (PRRD). The community is not recognized by the federal government as a registered First Nation, thus they are not self-governing and the PRRD is their local government or local authority.

The Ministry of Indigenous Relations and Reconciliation (MIRR) has been working with the community since 2018 to assist them with a number of community development initiatives, and to do so a Leaders Group was formed that brought together representatives from the five different non-profit societies in Kelly Lake (Kelly Lake First Nation Society, Kelly Lake Cree Nation Society, Foothills First Nation Society, Kelly Lake Metis Settlement Society and Metis Community Society of Kelly Lake). Since 2018 they have been working on issues related to:

- housing development;
- [community safety](#) and development (e.g., employment skills training, economic development, community services, facilities); and
- emergency planning.

The Leaders Group (which now consists of only two members), has been working with a contractor to develop an emergency plan for the community; however, the emergency plan that has been developed is structured similarly to a local government plan. The plan identifies that an Emergency Operations Centre (EOC) would be set-up by the Kelly Lake community in Kelly Lake. The Kelly Lake EOC would direct the response and recovery efforts and essentially take on the roles of the local government. The following are excerpts from their plan:

“3.3 Operational responsibility for implementation of the EP

The Kelly Lake EOC is responsible for the implementation of the Emergency Plan and for the coordination and direction of overall operations in respect of preparation for, response to, and recovery from the emergency or disaster. Although the community has no formal authority under Federal or Provincial Acts they have taken on the responsibility of ensuring the safety of the residents of Kelly Lake.

The EOC Director is responsible for the control of all operations within the EOC identified in this Emergency Plan.”

“4.1 Leadership Group

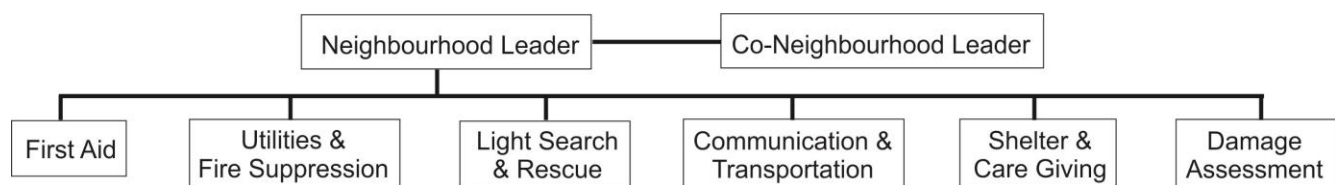
Leadership Group ultimately carry responsibility for preparation, mitigation, response and recovery efforts. These responsibilities, should be outlined in a document and agreement or all parties to support the activities in time of emergency. Emergency Management is delegated to staff and the Emergency Management Committee for action.”

As Kelly Lake is not a self-governing nation the community cannot:

- 1) declare a state of local emergency.
- 2) utilize any of the extraordinary powers listed in the *Emergency Program Act* (EPA) (such as evacuations, right to enter property, control and prohibit movement, etc.).
- 3) obtain a task number from Emergency Management BC (EMBC) which secures funding for response and recovery efforts.

Under the *Emergency Program Act* “6 (1) ... a local authority is at all times responsible for the direction and control of the local authority's emergency response.” Under the Local Authority Emergency Management Regulation, local governments may, however, “enter into agreements with non-government organizations for emergency resources.”

Staff have discussed with EMBC, the contractor, MIRR, and the Leaders Group the issues that exist with the plan and that the plan is not aligned with current legislation and lacks authority. Instead staff have recommended that a Community (Neighbourhood) Emergency Preparedness Plan could be developed in consultation with the community that would provide a framework for individuals and families to become more personally prepared and identify ways in which the community can assist each other in the first 72 hours. Below is an example of what that framework may look like.



- *Note fire suppression refers to:*
 - *ensuring only those who are formally trained as fire fighters and are members of a fire department are responding to fires*
 - *teaching community members how to use a fire extinguisher & assisting with practicing fire drills*
 - *promoting the use of fire alarms and ensuring extinguishers are well maintained*

For instance, if there is a long-term power outage during the winter some of the following actions may be taken:

Community Emergency Preparedness Group	PRRD EOC
Shelter Care & Giving: <ul style="list-style-type: none"> - check on elders to ensure they have a wood heat source that is working and safe - open the Community Centre as a warming shelter 	Operations & Logistics: <ul style="list-style-type: none"> - rent a mobile backup generator for the hall and someone to install it
Utilities & Fire Suppression: <ul style="list-style-type: none"> - check the community to see if there is a downed power line - put up road blocks to stop people from driving or walking in the area of the downed power lines - shut off electrical boxes if needed 	Operations: <ul style="list-style-type: none"> - report to BC Hydro the downed power lines and liaise with them to determine if there are any actions the PRRD or community should take until the line is restored and identify timelines for such

If this initiative moves forward, some of the work that has been contributed to the current Kelly Lake Emergency Plan will be utilized for a Community Emergency Preparedness Plan.

ALTERNATIVE OPTIONS:

1. That the Emergency Executive Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- Responsive Service Delivery
- Enhance Emergency Planning and Response Capacity

FINANCIAL CONSIDERATION(S):

It is estimated that the cost of conducting the planning process would be approximately \$2,500 which would cover: mileage (if travel is permitted), meals and snacks, and printing.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

External Links:

1. [Emergency Program Act](#)
2. [Local Authority Emergency Management Regulation](#)
3. [Squamish Lillooet Regional District Community Emergency Plans](#)



REPORT

To: Emergency Executive Committee

Report Number: CS-EEC-05

From: David Sturgeon, Protective Services Manager

Date: December 1, 2020

Subject: **Emergency Program Act Modernization Update**

RECOMMENDATION:

That the Emergency Executive Committee receive the report titled *Emergency Program Act Modernization Update CS-EEC-05* dated December 1, 2020, which provides an update on the current status of the modernization of the Act, for information.

BACKGROUND/RATIONALE:

With the ongoing COVID-19 pandemic, several stages of Emergency Management British Columbia’s (EMBC) planned timeline for activities related to the update of the *Emergency Program Act* (EPA) have changed as noted below:

Activities	Original Dates	Updated Dates
Adoption of the UN Sendai Framework	June 2018	June 2018
Incorporation of Lessons Learned from Flood and Fires in 2017 & 2018	January 2019	January 2019
Initial Engagement completed	September 2019	September 2019
Discussion Paper Posted	October 28, 2019	October 28, 2019
Comment Period on Discussion Paper	October 28 – January 2020	January 2020
What we Heard Report posted	March 2020	August 31 st 2020
30 Day Comment Period on What We heard report	April 2020	September 2020
Legislation developed	Fall 2020	Spring 2021

While EMBC continues to work on the modernization of the EPA, the PRRD will continue to make minor updates to the Emergency Plan and associated documents that we expect will continue post modernization of the Act.

ALTERNATIVE OPTIONS:

1. That the Emergency Executive Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- Partnerships
 - Collaboration with Local and First Nations governments
- Responsive Service Delivery
 - Enhance Emergency Planning and Response Capacity
- Advocacy
 - Emergency Response Capacity for Local Governments

FINANCIAL CONSIDERATION(S):

None.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

None.

External Links:

1. [Modernizing Emergency Management Legislation – What we Heard Report – See Item 10.14](#)
2. [EMBC Discussion Paper \(Link for reference only\)](#)
3. [What we Heard Summary Brief \(link for reference only\)](#)



REPORT

To: Emergency Executive Committee

Report Number: CS-EEC-007

From: David Sturgeon, Protective Services Manager

Date: December 10, 2020

Subject: Emergency Communications Plan Update

RECOMMENDATION:

That the Emergency Executive Committee receive the report titled “Emergency Communication Plan Update – CS-EEC-007,” which is to be used as a guiding document for the information officer during emergencies and disasters, for information.

BACKGROUND/RATIONALE:

Following the Old Fort Landslide event and Emergency Operations Center (EOC) activation in 2018, Logic League Consulting was contracted by the Peace River Regional District (PRRD) to perform a debrief of all assisting and cooperating agencies that took part in the event. The *Old Fort Debriefing Report* contained 146 recommendations regarding the event as a whole. 26 of these recommendations concerned communications internally as well as externally. The recommendations that were applicable to the Peace River Regional District were incorporated into the update of the Emergency Communications Plan. Like all of the PRRD’s Emergency Plans this will remain a “living” document and will be reviewed and updated regularly and after any future events.

ALTERNATIVE OPTIONS:

1. That the Emergency Executive Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- Partnerships
 - Collaboration with Local and First Nations governments
- Responsive Service Delivery
 - Enhance Emergency Planning and Response Capacity

FINANCIAL CONSIDERATION(S):

None.

COMMUNICATIONS CONSIDERATION(S):

The Emergency Communications Plan will be used as a guiding document during future emergencies and disasters. This will improve communications functions internally within the PRRD as well as externally with residents, stakeholders and partners.

OTHER CONSIDERATION(S):

None

Attachments:

1. Emergency Communications 2020 V1 .2R.pdf

External Links:

1. [Committee of the Whole Agenda, October 24, 2019 – See Reports 4.1](#)
2. [Old Fort Landslide Debriefing Report – R-10, October 15, 2019 – See Appendix Page 43 to 47](#)



PEACE RIVER REGIONAL DISTRICT

Peace River Regional District Emergency Plan

Emergency Communications Appendix

AUGUST 31, 2020

Emergency Communications Appendix

Last Updated: November 30, 2020

Amendment Record

It is understood that any Emergency Plan is a living document, as such, there will be the need for revision and updating as required. This document is intended to be the basis from which to build an effective and coordinated response to an event affecting the Peace River Regional District (PRRD). The PRRD is responsible for the update, distribution, and maintenance of the plan. Revisions will be distributed and posted as they are issued, and each copy of the plan or section within the plan must show the date of its latest revision.

It is intended that the plan is updated periodically as changes occur in the hazards, risks and vulnerabilities effecting the PRRD. These changes and updates will be reviewed and incorporated during regular reviews and operational deployment reviews.

Record of Revisions

Version	Date	Remarks	By
1.0	August 31, 2020	Initial Plan Development	Communications Coordinator
1.1	November 26, 2020	Plan review and modifications	Communications Manager
1.2	November 30, 2020	Addition of Appendix and Drafts, placed in EOC Drive	Protective Services
1.2R	December 1, 2020	Redacted private information for public release	Protective Services

Emergency Communications Appendix

Last Updated: November 30, 2020

Distribution List

Copy	Version	Agency	Type/Format
1	1.0	Peace River Regional District - Staff	Electronic
1	1.1	Peace River Regional District - Staff	Electronic
1	1.2	Peace River Regional District - Staff	Electronic
8	1.2R	PRRD Staff, EEC and Public (redacted version)	Included in Agenda

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Start of Response Checklist

Orientation Checklist

About Emergency Communications in the PRRD

Communication is a key factor in the local authority's response to an emergency or disaster. When an emergency event happens, getting information to affected individuals and the public is an essential part of effective emergency management. Timely, accurate, clear, concise, and credible messages have a tremendous impact on how the public reacts during an emergency, and their perception of the response or recovery efforts.

Emergency information does not and cannot occur in isolation of other response and recovery activities.

Emergency Communications Principles

Communications principles are designed to strategically guide how the PRRD will communicate with the Board, staff, residents, media, and other stakeholders during a disaster.

Guiding Principles:

- The top priorities in a disaster are the safety and well-being of first responders, employees, and the community. This principle guides all decisions and actions regarding communications.
- The Peace River Regional District is committed to timely and consistent communications with the Board, staff, the community, and the media.

Roles and Responsibilities

Some emergency events may require an Information Officer team to best manage the communications and information requirements. Additional responsibilities and duties of Information Section team members may be determined by the Senior Information Officer or EOC Director as the response continues to evolve.

The Senior Information Officer or EOC Director may request additional duties not listed here as response evolves. All serving under the Information Section must follow the direction of the EOC Management Team.

Please Note: No other PRRD staff is permitted to provide information to the public, media, or other stakeholders unless authorized by the Information Officer and/or EOC Director.

Senior Information Officer (or Information Section Chief)

The PRRD Communications Manager is typically the Senior Information Officer in the EOC, although this position may be filled with other Regional District staff or contracted personnel when necessary.

The Information Officer administers all public information, media relations, and internal and external communications pertaining to the event. This includes the supervision of any support personnel, emergency call centre, and media centre staff.

Duties and Responsibilities

Strategic Direction

- Identify and strategize the critical communications actions during the first hours of a major emergency;
- Obtain guidance and approval from the EOC Director regarding all information to be released to the Board, staff, community, and the media;

Media Relations

- Advise members of the media of protocols at the onset of an emergency;
- Work in partnership with the media to disseminate public information;
- Liaise with the media to coordinate interviews, media conferences, and other media relations activities;

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	<ul style="list-style-type: none">• Prepare speaking notes and background information for spokespeople;<ul style="list-style-type: none">○ Provide media training to prepare spokespeople for media appearances;• Track and respond to media inquiries;• Monitor and correct media broadcasts to ensure accuracy;
Risk Management	<ul style="list-style-type: none">• Liaise with the Risk Management Officer to identify potential liability or safety concerns for the public;• Advise the EOC Director of all unusual requests for information and all major, critical, or unfavourable media comments;
Internal Communications	<ul style="list-style-type: none">• Provide PRRD staff with relevant and accurate event information;• Provide information and direction for EOC Information section staff;• Provide a communications channel between elected officials and the Emergency Operations Centre's management team;
External Communications	<ul style="list-style-type: none">• Continually develop key messages for all audiences;• Liaise with and provide information for partner organizations and first responders, including Search & Rescue, ESS, RCMP, and Fire Departments;• Issue timely and consistent communications for life safety, health, assistance, and recovery for all audiences;<ul style="list-style-type: none">○ liaise with and support internal and external Information Officers;○ ensure that the Emergency Operations Centre can receive and address public enquiries;• Coordinate public communications with all involved local authorities, and responding agencies.

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Assistant Information Officers

Assistant Information Officer(s) report directly to the Information Officer and are responsible to provide support to the Senior Information Officer's administrative needs, such as:

Duties and Responsibilities

Section Organization

- Set-up and dismantle Media Centre as required;
- Set up and dismantle Call Centre as required;
- Ensure proper file organization of section work and data
 - Ensure file copies of all media and public information releases are provided to the EOC Planning Section for permanent records;
- Conduct shift change briefings in detail;
 - ensure in-progress activities are identified and follow-up requirements are conveyed;

Communications

- Ensure proofreading, quick sign-off and quick delivery of communications;
- Work with EOC Director to arrange appropriate staffing to efficiently handle incoming media and public calls;
- Oversee communications channels for all audiences;
- Assign and coordinate distribution of fact sheets to media and other external and internal audiences;
- Monitor media and social media channels:
 - Facebook
 - Twitter
 - Online, print and broadcast media
 - Blogs

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Call Centre Staff

The Call Centre is the first point of contact between residents and the EOC. Call Centre staff should be calm and courteous when directing calls and taking messages. Call Centre Staff may answer common questions included on the FAQ response sheet, but may need to take messages or forward more complex calls. Call Centre staff report to the Senior Information Officer and are responsible for the following during an emergency:

Duties and Responsibilities

Communications

- Answer incoming calls:
 - gather as much information from the caller as possible for tracking purposes;
 - track all public enquiries and types of questions;
 - provide statistics to the Information Officer;
 - provide the Planning Section with daily call logs;
- Provide public information:
 - adhere to scripts, information sheets, and Frequently Asked Question sheets;
 - redirect callers to the appropriate agency for response (ex. Fire-related questions may be redirected to the Wildfire Management Service);
 - never provide personal opinions;
- Provide administrative support to the Information Section:
 - making phone calls as instructed;
 - update PRRD communications channels;
 - filing, photocopying, and other administrative tasks;
 - other related duties as assigned;
- Forward the following calls directly to the Information Officer:
 - Media inquiries;
 - Internal/ stakeholder inquiries;
 - Political or controversial questions not included on the FAQ Response Sheet.

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Spokesperson

The Board Chair is the spokesperson for the Peace River Regional District. When the Board Chair is not available he/she may delegate to another Board member the responsibility to be the spokesperson for the Regional District. In the absence of an elected official acting as the spokesperson and with permission from the Board Chair, the Chief Administrative Officer and appointed management staff are authorized to speak with the media regarding the current emergency, only providing messages that pertain to the Peace River Regional District's responsibility and facts related to emergency response and recovery efforts.

Duties and Responsibilities

Communications

- Review speaking notes and key messaging prior to delivering information to strengthen confidence and ownership when speaking;
- Understanding the organization's policies and EOC roles and responsibilities;
- Only speak to information that can be released for the current emergency; and
- Staying within the scope of the Peace River Regional District's responsibilities, unless authorized to speak on behalf of other responding agencies. Refrain from criticizing other responding organizations and people.

Policies and Procedures

1. Internal Information Verification and Approval Procedures

During the activation of the Emergency Operations Centre, all public releases of information must be reviewed and approved by the EOC Director. Depending on the nature of the information, the EOC Director may also require that this information be reviewed and approved by the Policy Group.

The EOC Director will expect that all response-related information is first verified through the Operations Section Chief and/or the relevant Incident Commander(s). No information should be released to the public without first being reviewed, verified, and/or approved by the management representatives (Section Chiefs or Officers) from applicable functions within the Emergency Operations Centre.

2. Internal Communication

Keeping employees, volunteers and other internal stakeholders informed about the emergency event is an important part of the overall communications plan. There are many formal and informal channels where information is exchanged between response workers, regular employees, and the public or other external partners.

Many of the methods used to inform the public can also be used within an organization to advise employees or volunteers. The following methods may also be considered:

A) Scripts/FAQs/Fact Sheets

- i. Frequently Asked Questions (FAQs) and/or fact sheets should be maintained throughout the event and distributed to key internal stakeholders such as operators, call takers, and frontline personnel. An appropriate version of these documents should also be made available to all employees and volunteers even if they are not directly involved in the response or recovery efforts.
- ii. These documents can also aid in orienting new response workers.

B) WINK Intranet

- i. The Peace River Regional District WINK intranet will be utilized to provide response and recovery information to employees. The posted information must be easily accessible and kept current for it to be utilized effectively.
- ii. Following events that disrupt regular business, WINK can provide employees with current event information, precautions, employee expectations, response directions, and updates on the business functions of the organization.

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3. The Public, Media, and External Communications

The public, media, and external communications role of the Peace River Regional District will include the release of information about regional services (e.g., drinking water, air quality...) and public safety issues in unincorporated (electoral) areas.

A) Responding Level of Government

During and after an event, the public may not distinguish the types of questions that are appropriate for each level of government but will rather direct questions to all levels of government.

In the table below is a series of questions that the public may ask and in the box beside the questions the level of government that should respond to the question is identified.

Public Inquiry	Level of Government to Respond
<ul style="list-style-type: none"> Ø What is happening? Ø Who is responsible? Ø What is the impact on me? Ø What do I need to do if I am evacuated? Ø How can I assist? Ø Flooding: <ul style="list-style-type: none"> ▪ where is it; ▪ what is causing it; ▪ how is it being addressed or responded to? Ø I have livestock potentially being affected by the emergency? 	Peace River Regional District Emergency Operations Centre responsible for the emergency
<ul style="list-style-type: none"> Ø What compensation is provided? Ø What controls/regulations: <ul style="list-style-type: none"> ▪ are in place; ▪ required; ▪ were broken? Ø Why did this happen? Ø Why was this allowed to happen? Ø Why did you not prevent it? Ø Who is responsible? 	Province of BC or Government of Canadian
<ul style="list-style-type: none"> Ø Fire: <ul style="list-style-type: none"> ▪ Have you called 9-1-1; ▪ where is it; ▪ how did it start; ▪ how is it being addressed or responded to? 	BC Wildfire Management Service ù call 1 800 663-5555; ù *5555 from a cell phone; or ù www.bcwildfire.ca/
<ul style="list-style-type: none"> Ø Highway or road closures: <ul style="list-style-type: none"> ▪ where is it; ▪ what caused it; ▪ how is it being addressed or responded to? 	Ministry of Transportation and Infrastructure www.drivebc.ca
<ul style="list-style-type: none"> Ø Hazardous Material Spills <ul style="list-style-type: none"> ▪ have you called 9-1-1; ▪ where is it; ▪ what caused it; ▪ how is it being addressed or responded to? 	Responsible Producer

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Likewise, the type of information provided by the different levels of government will differ. The following table indicates the types of messages that could be expected from each level of government.

Level of Government	Message Type
Peace River Regional District	<ul style="list-style-type: none">Ø Public Safety/Risk Management (What to do...)Ø ESS Information (Reception Centres)Ø Evacuation Routes/Road ClosuresØ States of Local EmergencyØ Public Reassurance Future Plans/TimelinesØ Mitigation ActionsØ Contact/Further Information Direction
Province of BC	<ul style="list-style-type: none">Ø Impact/Involvement of Ministries/AgenciesØ Support Role of ProvinceØ Messages from Subject Matter ExpertsØ Messaging on Financial Support (DFA)Ø Emergency Management Structure
Government of Canadian	<ul style="list-style-type: none">Ø Support role to ProvinceØ Impact/Involvement of Federal GovernmentØ Technical Information/Expertise

Drafting Messages

During an event, getting out messaging quickly and effectively communicating with all involved is a very important part of emergency response. When you are drafting your messaging, it is important to keep several considerations in mind to ensure your message is effective.

A) Audiences

When drafting your messaging, consider who the intended reader of the messaging is. A message intended for the media will have different goals, information, and language than a message for internal stakeholders.

Understanding your audience helps you provide the information they need in a way that works for them.

i. Directly Affected Audiences

These are audiences which are directly impacted by the emergency.

Examples include residents who live in the area, and workers whose employment is located in the area.

ii. Indirectly (Peripheral) Audiences

These audiences include those who are **NOT** directly impacted by the emergency but may have interests or concerns related to the event.

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Examples of indirectly affected audiences include friends and family of directly affected audiences, those who work or live near affected areas, and more.

B) Key Messaging

Key Messages are the main pieces of information you want to convey when you are drafting your messaging. They will include important details such as actions that affected residents should be taking, evacuation routes, and scheduling information updates.

As each audience has different information needs, key messages should be tailored to best communicate with different audiences. All public messaging should be written in plain language that is understood by the general public.

Important key messages may include:

- Confirmation – What happened and why?
- Safety Instructions
- What actions is the organization taking
- New information updates and actions
- Empathy statements
- Accountability
- Corrective actions / next steps

Ask yourself – What information would I want if I was in this situation?

C) CAC Principle

When drafting messaging, consideration should be given to ensure statements contain **Concern**, **Action**, and **Commitment** messaging.

1. **Concern** – Ensure the messaging conveys empathy and concern for the health and wellbeing of those affected.
2. **Action** – Outline the steps and processes that are being taken to help or advise those affected.
3. **Commitment** – Emphasize the goals of the organization/response efforts to support those affected. If possible, commit to specific timelines or actions.

Getting the Message Out

The Peace River Regional District has several communications channels to distribute our messaging both internally and externally. These channels include:

External Communications



Website - prrd.bc.ca

The PRRD website is to be considered the main source of information. All external information should be posted to the PRRD website and the website should be kept as up to date as possible.



North East BC Emergency & Public Alerts

The PRRD uses the North East BC Emergency & Public Alerts system to send information to external and internal audiences who have subscribed. There is a contact list for EOC staff as well as a specific distribution list for members of the media.



Social Media

The Peace River Regional District currently has four social media accounts. Which will be used to reach external audiences.

Internal Communications



Website - WINK

The PRRD Intranet (WINK) is the main source of staff news. Posts concerning emergency events should be posted to 'Staff News'.



All-Staff Emails

All-staff emails may be sent through the Outlook address book for emergency messaging at the discretion of the CAO or EOC Director.

Communication Methods and Techniques

Public Information

Communication with the public is a critical element in response and recovery. Establishing and maintaining effective communications channels is critical to a successful response. During a crisis period, everyone wants information immediately.

The Peace River Regional District will post all new public information through official PRRD channels and the public will be advised to visit these channels to view information.

Important communications considerations for the Peace Region include response and communications in rural or remote communities that include a lack of connectivity that may lead to difficulty getting messages to affected individuals. Use any combination of the below tactics to ensure messages reach as many affected residents as possible.

A) Call Centre

Reception/switchboard will expand call handling capabilities

EOC Call Centre Phone Number: 250-784-4838 (local 138 if transferring)

During a significant event that overwhelms the Peace River Regional District Switchboard capacity, an external Call Centre will be considered. This could be done through a professional Call Centre upon acquiring approval from Emergency Management BC.

B) PRRD Website

The Peace River Regional District website will be used to provide information to the public. The information must always remain current and relevant. A prominent link will be created on the main website page and updates must be posted on a regular schedule with event/disaster-specific information.

Emergency template web pages or “dark pages” will be pre-designed, scripted, and authorized web pages will reside on a server behind the live site. During an emergency, these pages can be quickly loaded onto the live site to provide valuable information to the public and media without delay.

For assistance in initiating emergency website templates, contact:

New Harvest Media – Josh Anderson: 250-782-5501

C) North East BC Emergency & Public Alerts

The North East BC Emergency & Public Alerts system is a regional mass communications system that notifies registered users about Emergencies and Public Alerts within their specified areas by text, email, phone, or through the Everbridge App. During an emergency event, all impacted residents should be encouraged to sign up for the system to receive timely communications, as well as to inform emergency planning through additional registration details included at sign up.

PRRD staff as well as Member Municipalities are set up as Group Managers (or Organization Admins) to send out messages for their communities. Managers are able to send and schedule notifications.

Through the Manager Portal of the Everbridge system, we can create groups of specific users. This function is used for both internal groups, such as EOC staff or PRRD employees, as well as external groups such as media.

Media Group

The Media Group should be included on all notifications surrounding emergency-related news. This includes all new emergency events, event updates, along with any additional information you would like to media to help share. The Media Group does not need to be included on information that is specifically directed towards evacuee's only or confidential information.

Please note that being added to the North East BC Emergency Public Alerts (NEBCEPA) Media Group is optional and not all members of the local media may be part of the group.

D) Social Media

In the age of technology and social media, information (and misinformation) spreads quickly and can be difficult to control, often resulting in emergency response communications being reactive rather than proactive. Establishing your social media pages as the official sources of information and updating regularly is now an important part of emergency response.

Social Media Best Practices

- Ø Always refer to an official source
- Ø Monitor posts
- Ø Remember to include who, what, when, where, how and why in your posts
- Ø Verify all information you post
- Ø Watch the speed of your "timeline" - frequent posts vs too many
- Ø Never speak ill of other organizations
- Ø It's a crisis, not a contest – borrow, post, re-post, share
- Ø Check every group or person offering help before posting it
- Ø Avoid hearsay and clear up rumours, avoid sensationalism
- Ø Refer to those affected as survivors, not victims

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- Ø Remember – you are a resource for those affected first, a resource for their families second, and a resource for the surrounding areas.

Monitoring

Constant social media monitoring is required during an emergency. Set up a series of Google alerts or use a monitoring app (Mention, Radian 6, and Hootsuite).

Monitoring of emergency management web sites, weather information sites, and other real-time sites is important to communication risk management and informing the EOC.

Facebook

The Peace River Regional District Facebook page will be utilised during an emergency. Staff the page 24/7 until rescues are complete, basic needs are met, utilities and communications are restored.

Code of Conduct

The Peace River Regional District Facebook page is subject to the below Code of Conduct that all page users must abide by:

We value the opportunity for dialogue that this Facebook page provides, but reserve the right to remove any comments that do not respect the following criteria. Posts must not be discriminatory, hateful, defamatory or obscene. Posts must not contain personal attacks or be used for personal gain or self promotion. Comments should reflect the topic or subject and not be for the purposes of solicitation or advertisement of any non-government organization, product, or service. Questions related to PRRD business processes should be directed to the appropriate area of the organization. By posting a comment, users agree with these terms.

Violations and Warnings

1st Warning – Staff will delete the comment in the thread, followed by a reply to the post that states why the post was deleted and a reminder for all users to review the Code of Conduct.

2nd Warning – Staff will delete the comment in the thread, followed by a reply to the post that states why the post was deleted. The user will be contacted via Facebook Messenger to notify them that a third violation will result in being banned from the PRRD Facebook Page.

3rd Warning – Staff will delete the comment in the thread, followed by a reply to the post that states why the post was deleted. The user will be contacted via Facebook Messenger to explain the ban and where they can continue getting information about the emergency/response.

E) Meetings/Public Forums/Town Hall Meetings (Face-to-Face)

A public meeting allows the community to express concerns, ask questions, share comments, and the local authority to provide event-specific information. A clear

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purpose, agenda, and process for the meeting will be outlined and communicated in advance to all. Depending on the public atmosphere, large meetings can intensify conflicts rather than resolve controversies if not handled properly. If this might be an issue, smaller group meetings will be considered to better focus and manage the process.

Meetings may also be held with selected members of the public (e.g., evacuees). Regular/daily meetings of this nature may go a long way in addressing issues early before they become major problems. During large events, these types of information meetings could be held at an ESS Reception Centre or other location where those impacted by the event may already be gathering.

The use of technology can positively impact the public meeting format through the use of live streams and other online viewing platforms.

Public Meeting Locations: Local halls, hotel conference rooms, and meeting rooms such as the auditorium at the Calvin Kruk Centre.

Current Livestream/Video Streaming Provider:

Sound In Town – Russell Eddleston, 250-261-800

F) Printed Information (Booklets, Flyers, Posters)

A printed document provides the public with a source of information that can be kept and referred to at a later date. It can contain a brief summary of current or proposed activities, explain the role of the local authority, announce new findings, provide precautionary information, and outline other information relevant to the response or recovery.

Methods of Distribution: Online through PRRD channels and through partnership with local media outlets.

G) Stakeholder Communications

There are many external people or organizations with a connection to the Peace River Regional District and the response efforts. Some of these groups will vary depending upon the specific nature of the event. However, some core stakeholders will remain constant.

Many non-response external stakeholders may be interested in how the emergency event will impact them. Remember that an emergency event may be an opportunity to strengthen relationships with these stakeholders as they see the local authority in action.

These stakeholders may be relying on messaging coming from the Senior Information Officer. Many of the methods described earlier can be used to communicate with these groups, but it is important to adjust the key messages as necessary to meet the information needs of these groups

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Media

Local media are an important partner to get information out to residents quickly in the event of an emergency. At the onset of an emergency, staff must reach out to all local media outlets to advise them of the PRRD media protocols.

A regular information schedule should be communicated to local media. The North East BC Emergency & Public Alert Media Distribution group should be included on all public notifications that go out at the discretion of the EOC Director.

Local Media Outlets

Alaska Highway News	Main Contact: Matt Preprost, Managing Editor Phone: 250-785-5631 Email: editor@ahnfsj.ca
DC Mirror	Main Contact: Rob Brown, Managing Editor Phone: 250-782-4888 ext. 112 Email: editor@dcdn.ca
CJDC TV / Bell Media	Main Contact: Hugh Smith, News Director Laura Krause, Reporter Phone: 250-782-6397 Email: hugh.smith@bellmedia.ca / peacenews@bellmedia.ca
Energetic City (Moose FM)	Main Contact: Adam Reaburn, Owner Phone: 250-787-7100 Email: adam@moosefm.ca
Peace FM	Main Contact: Ray Semenov, General Manager Phone: 250-788-8452 Email: ray@peacefm.ca
CBC – Prince George	Main Contact: Andrew Kurjata, Reporter Phone: 1-250-277-4045 Email: andrew.kurjata@cbc.ca

A) Media Release

Media releases should be written in an article format with an account of the situation and any important information that needs to be conveyed to the public. This should include who, what, where, when, why, and how.

Media releases may be distributed by various forms including email, web, and commercial press services. Every media release will state the date, time of issue, in the header, and must incorporate PRRD branding.

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B) Media Advisories

Media advisories are used to announce an upcoming event so that the media can easily assess the event and decide on coverage. The advisory should include the same who, what, when, where, why, and how as the release, but not exceed one page in length.

Websites and voice mail recordings may also be used to provide advisory and key message information to the media.

C) Media Conferences/Media Briefings

Regular or ideally daily conferences or briefings held with community leaders and/or experts related to the event will provide the media with copy and footage.

Media conferences are generally considered more formal with advanced notice and media kits being prepared. Media briefings and opportunities are usually less formal and may be held in a meeting room or out in the field. Regardless of the format, always remember to coordinate the time of the conference/briefing with media deadlines.

Depending upon the location, additional equipment may be required to set-up for a news conference. This could include staging, sound systems, lights, backdrops, and podiums. As necessary, equipment is available from the following suppliers:

Sound In Town – **Russell Eggleston: 250-261-8002**

Systems Sound Source – **Trill LeClerc: 250-787-7592**

Eaglevision – **Ben Haab: 250-787-0922**

D) Media Centre

As needed, a media centre may be established to provide media with a functional working space and easy access to news releases, fact sheets, media kits, spokespeople, and other media material. The centre should be set-up near the event or Emergency Operations Centre, but not close enough to interfere with response activities.

The services provided at the media centre can vary depending upon the scope of the event, but it may include workstations for media, briefing/news conference area, internet, telephone, and fax services. Refreshment services such as food and coffee may also need to be made available.

The front meeting room located near the entrance has been identified as a potential media center in the Dawson Creek Office.

Internal/Partner Stakeholders

The PRRD and other responding partner organizations and stakeholders need to work together and present a cohesive, unified front when responding to an emergency. This includes other ministries that may be the primary responder or volunteer groups (such as Search and Rescue) who are an important part of the response team.

A) Coordinating with Stakeholders

At the onset of an emergency, the Information Officer section should liaise with partner organization information teams to share the PRRD Emergency Communications Plan as well as to determine proper timelines and schedules for the coordinated release of public information.

B) Coordinating with Responders

Communicating effectively with first responders ensures that all responding agencies and groups have a coordinated plan and have the proper information to share with affected individuals. Responding organizations may include: RCMP, local and regional fire departments, search and rescue organizations, Industry, and HAZMAT response teams.

All processes and actions should be clearly communicated to responders so that they can take proper actions and precautions as well as give out accurate information.

i. Sharing of Public Information

Rather than all organizations making individual posts, which may dilute the messaging, it is recommended that partner organizations directly share messaging from the primary responder in that aspect of the emergency.

C) Coordinating with Emergency Support Services (ESS)

If an Evacuation Order is in effect, Emergency Support Services will activate and open a Reception Centre to provide support for the evacuees. The Peace River Regional District does not oversee an ESS team and instead relies on the ESS teams of member municipalities to provide ESS services for the electoral areas.

Front-line ESS Responders have direct contact with evacuees, making it important for them to have current, factual information for questions that may be asked.

The EOC Information Officer section should provide ESS responders with current information, FAQ sheets and any other printed materials that may be helpful.

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Use the below pre-approved messages at the onset of an emergency to save time and devote resources to the development of event-specific key messaging. Ensure you enter the specific details about the current event in the input areas and tailor the messaging to meet your information needs.

Check 'Message Templates' in the Everbridge Manager Portal to use these templates below:

First Response

EOC Open

The Peace River Regional District has opened our Emergency Operations Centre (EOC) as of **TIME** to respond to **EVENT**. We are still gathering information at this time and we will post an update as soon as more information is available.

Watch Official Channels

We will release new information as soon as it is available. Please watch the PRRD website and social media channels for the most up to-date information and subscribe to North East BC Emergency & Public Alerts (nebcalerts.com) to be notified about new information as soon as it is available.

Evacuation Alert

Evacuation Alert Issued

An evacuation alert has been issued for **<geographic area>**.

This is the time to get prepared to leave your home on short notice. Get your grab-and-go bags ready (which should include several days of clothing, toiletries, and medications), your emergency plan, copies of important documents, and important mementos.

For more information on this alert, go to www.prrd.bc.ca.

Evacuation Order

Evacuation Order Issued

An Evacuation Order has been issued for **<geographic area>**.

An Evacuation Order has been issued for **<geographic area>** due to immediate danger to life, safety and health due to **<event>**.

You must leave the area immediately. Evacuees, please register at the Reception Centre at **<location>**.

Emergency Literacy

What is the difference between an Evacuation Order and Evacuation Alert?

Local governments are responsible for issuing Evacuation Alerts and Evacuation Orders during emergency situations.

An Evacuation Alert is put in place when there is potential threat to life and property. In an Evacuation Alert, people should be prepared to leave on short notice and have a grab and go bag ready that has important items like several days of clothing, toiletries and medications, their emergency plan, copies of important documents, and so on.

An Evacuation Order is put in place when there is immediate danger to life. When an Evacuation Order is issued, everyone in the area must leave immediately. People will not be allowed back in the Evacuation Order area until the order has been rescinded or downgraded.

When possible, an Evacuation Alert will be issued before an Evacuation Order so people that have time to prepare, however, emergency events can move quickly and there isn't always time. It's important to always have an emergency bag packed and ready to go.

What is an Emergency Operations Centre and how does it work?

When emergencies happen, local governments or other responding organizations will open an Emergency Operations Centre (commonly called an EOC) that acts as a home base during an emergency response. This is where emergency workers work together to make decisions and take actions needed to respond to the emergency event.

What are the priorities of the EOC?

The Peace River Regional District is responsible to help the people living in Electoral Areas during an Emergency Response. When making emergency response decisions, the PRRD follows the British Columbia Emergency Management System (BCEMS) model. The BCEMS objectives in order of importance:

1. Provide for the safety and health of all responders
2. Save lives
3. Reduce suffering
4. Protect public health
5. Protect government infrastructure
6. Protect property
7. Protect the environment
8. Reduce economic and social losses

What are the responsibilities of the PRRD in an Emergency?

Different levels of government have different responsibilities during an emergency. Under the Emergency Program Act, Regional Districts must:

- Provide emergency response planning for rural areas
- Care for the lives and safety of rural residents in the emergency area
- Declare a State of Emergency (when needed)

Grab and Go Emergency Kit

Emergency events can happen quickly. It's important to be prepared and have an emergency bag packed and ready to go.

Make sure your family has an Emergency Kit ready that has important items like several days of clothing, toiletries and medications, your emergency plan, copies of important documents, and anything you feel is necessary to you.

What is ESS?

Emergency Support Services is a program funded through the provincial that helps people who have had to evacuate their homes due to unexpected emergency. These can include large scale events, like a flood or earthquake, as well as smaller events, such as a house fire.

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Emergency Support Services provides short term assistance with food, lodging, and clothing. Other services may include transportation, pet care, family reunification, and emotional support care.

Typically, ESS provides services for up to 72 hours (3 days), but can be extended depending on the needs of the emergency. There are around 5,000 ESS volunteers throughout the province, with many long serving members right here in the Peace Region.

Empathy Statements

- We know that this situation is incredibly stressful. Please know that we are working as quickly as possible to get you the information you need to make decisions for your family.

Continue to watch the PRRD website and social media channels and subscribe to North East BC Emergency & Public Alerts to get new information as soon as it is available.

- There is nothing more important than the safety of our residents and the first responders currently at work to help them.
- We know this is a scary situation for everyone affected by this emergency. Please know that the Peace River Regional District is doing everything we can to help you and your family.



REPORT

To: Emergency Executive Committee

Report Number: CS-EEC-006

From: David Sturgeon, Protective Services Manager

Date: December 1, 2020

Subject: Old Fort Emergency Response Plan Update

RECOMMENDATION:

That the Emergency Executive Committee receive the report titled “Old Fort Emergency Response Plan Update - CS-EEC-006,” which includes a more comprehensive emergency response plan for the community, for information.

BACKGROUND/RATIONALE:

Following the 2018 Old Fort Landslide an evacuation plan was developed for the community that provided trigger points to consider evacuations, ways in which evacuations would take place, contact information for responders, etc. Following the 2020 reactivated landslide, staff started to work on developing a more comprehensive emergency response plan for the community that considers actions for all types of hazards and detailed information about sheltering in place.

Currently the Emergency Response Plan (ERP) is in draft 1.1 at this time. The ERP has been expanded to include several hazards as they relate directly to Old Fort, including landslides, flooding natural/freshet, flooding from man-made/dam failures, and evacuation/shelter in place. At this time the overarching document is near completion and will be sent out for subject matter expert input in the coming weeks.

The plan includes:

- Overall strategies for all of the hazards identified
- Emergency Operations Centre Roles
- Initial and potential actions to reduce risk for identified hazards
- Mapping, communications charts, and decision matrices

Not completed are some of the reference materials that will be contained in the plan including:

- The Tetra-Tech Geotechnical assessment (not yet complete)
- Updated and pre-approved evacuation and resource contracts – (currently waiting for updated costing from one vendor - expect by mid-December).
- A detailed evacuation reference document that will include;
 - Detailed Evacuation Procedures
 - Detailed Shelter in Place Procedures
 - Detailed instructions on transport (Boat/Bus)
 - Detailed instruction on the provision of services (water and garbage removal)
 - Detailed instructions for needs assessment surveys
 - Detailed instructions for planning and logistics

- Confidential planning information
- Confidential contacts and personal information
- Some further details surrounding responsibilities in the plan surrounding BC Hydro

The completed Emergency Response Plan for Old Fort will continue to be worked on by the Protective Services Department and should be complete for presentation to the Emergency Executive Committee in the first quarter of 2021.

ALTERNATIVE OPTIONS:

1. That the Emergency Executive Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Once the plan has been completed staff intend to seek pre-approvals from Emergency Management British Columbia (EMBC) for expenses related to shelter-in-place strategies. It is hoped that if EMBC can provide approvals in advance of the next landslide, the Emergency Operations Centre will be able to deploy contractors to install docks, water taxis, garbage removal and water services faster.

COMMUNICATIONS CONSIDERATION(S):

Upon completion of the ERP, portions of the plan will be available on the PRRD's website. Confidential and vendor proprietary information will not be released.

OTHER CONSIDERATION(S):

None



REPORT

To: Emergency Executive Committee

Report Number: CS-EEC-004

From: David Sturgeon, Protective Services Manager

Date: December 1, 2020

Subject: 2021 Budget Review – Function 300 Emergency Planning

RECOMMENDATION #1:

That the Emergency Executive Committee receive the 2021 Budget for Function 300 – Emergency Planning for discussion.

RECOMMENDATION #2:

That the Emergency Executive Committee recommend that the Regional Board accept the 2021 Function 300 Emergency Planning operational budget as presented and to include it in the 2021 Annual Financial Plan.

RECOMMENDATION #3:

That the Emergency Executive Committee recommend that the Regional Board approve the supplementary request to implement the FireSmart Education and assessment plan in the rural areas of the Regional District subject to obtaining a Community Resiliency Investment Grant from UBCM for up to \$150,000.

BACKGROUND/RATIONALE:

Overall Budget

The overall proposed budget for 2021 is \$535,695 down from 2020's approved budget of \$590,127. This includes items that will be funded by grants which includes \$120,000 for flood plain mapping that was awarded to the PRRD in 2020 from the provincial government and \$150,000 for a FireSmart education and assessment plan to be carried out in 2021 conditional to receiving the Community Resiliency Investment grant from UBCM. This also includes a carry-over from 2020 of \$24,352 for the completion of the Collaborative Emergency Management study to be finished in 2021.

Core Budget

This leaves a core budget for 2021 at \$265,154, this is a decrease from the 2020 budget of \$290,126. This brings the requisition down from \$250,000 in 2020 to \$240,802 for 2021. One of the largest savings is due to a decrease of the Administration Allocation from \$51,522 in 2020 to \$9,772 in 2021. Administration allocations are calculated at 3% of the overall amount charged to the certain function, in this case the fees associated with previous Emergency Operations Centre (EOC) activations and response to emergencies led the function to have an inflated amount leading to such a high amount paid to administration. Costs associated with emergency responses will no longer be captured in function 300 and thus will not affect the Administration Allocation line in future planning.

Training Highlights

Staff Initials: *DS*

Dept. Head: *Trish Morgan*

CAO: *Shawn Dahlen*

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Some highlights of the 2021 proposed 300 budget are:

- Training and Development: includes Recovery Awareness, EOC Essentials, Psychosocial Resiliency, Tabletop exercise and Incident Command System training.
- Conferences: includes the Northern Emergency Support Services Training, the Emergency Preparedness Conference, and the Municipal Insurance Association of BC Conference (if applicable to Emergency Management), the BC Fire Chiefs, and the Emergency Planning Conference – the majority of which were cancelled in 2020.

Staff has and will continue to take advantage of free online training through Emergency Management BC (EMBC) and sponsored partners as this continues to be very effective for a lot of courses. There are still a number of courses that need to be completed at an “in person” training session to be effective as they contain vast amount of information that can only be properly articulated in person.

Emergency Planning Highlights

For emergency planning, some initiatives of note that have already approved are Flood Plain Mapping contract with BGC Engineering to be carried out in Q1 of 2021. This contract is 100% funded through the Community Emergency Preparedness Fund (CEPF) which is a suite of funding programs intended to enhance the resiliency of local governments, First Nations and communities in responding to emergencies. Funding is provided by the Province of BC and is administered by Union of BC Municipalities (UBCM) for Flood Mapping for the Chetwynd Fringe, Moberly Lake, Tomslake and Pouce Coupe Rural areas. \$30,000 of the contract will be paid out in 2020 and the remaining \$120,000 will be carried forward for the 2021 budget.

A surplus carry-over of \$24,352 will be used to complete the already approved Collaborative Emergency Management feasibility study started in 2019 which was delayed due to lack of staffing and COVID-19 in 2020.

Some minor capital projects include:

1. \$5,000 - adding to the weather station network with the Peace Forage & Seed Association
2. \$4,000 - repair and maintenance of the sand bag bin program for the spring freshet
3. \$4,000 - purchase of a two handheld radios for the EOC to be able to communicate directly with Incident Commanders on-site giving the EOC increased communications

5-Year Protective Services Public Engagement Plan

Below was the plan brought forward in 2019 for implementation in 2020 but due to COVID-19 and staff shortages these programs were not implemented. Timelines will be moved forward by one year. This will align with the application already submitted to the UBCM for FireSmart education.

In addition to the pre-planned public awareness campaigns (Fire Prevention Week, Emergency Preparedness Week, etc.), staff have begun developing a more robust and targeted public education and engagement plan for Protective Services which would follow the core principals of PreparedBC: ‘Know The Risks. Make a Plan. Build a Kit’. Below is a draft outline of this 5 year plan:

Year 1 2020 2021	FireSmart/Fire Prevention	Directed by grant funding through UBCM (CRI), to hire a contractor to lead public education and engagement.
Year 2 2021 2022	Know the Risks	Identify and highlight local risks in our area, and mitigation plans for each (Fire, Flood, Ag, Landslide, etc.)
Year 3 2022 2023	Make a Household and Neighborhood Emergency plan	Emergency Planning with additional sessions on signing up for and using North East BC Emergency & Public Alerts.
Year 4 2023 2024	Build a Kit	Sessions focused on how to build household kits and how to maintain them.
Year 5 2024 2025	Recovery & Building Resilient Communities	In following the cyclical nature of a resilient community, focus should lie in the recovery & rebuilding strategy of each community.

Supplemental Item - FireSmart Education & Assessments

\$150,000 has been budgeted for the FireSmart Education and Assessment Plan to be contracted out:

This plan will include:

Public Education Campaigns through social media, radio and print.

- a. Start a YouTube channel & Twitter (Use current Facebook)
- b. Radio Campaign
- c. Newspaper articles (Features)
- d. Direct mailers to Extreme hazard zones

Site Information visits (Hazard Assessments)

- a. Attend sites by request
- b. Provide all information to homeowner about fire smart principles
- c. Do a walk around the property and talk about mitigation & best practices
- d. Hazard assessment to be provided
- e. Guidance and follow up provided (Risk assessment package left with homeowner)

Attend Home shows. Farmers markets etc. with an information booth

- a. Gather data on residents for follow up
- b. Provide Information & take home packages

Yard waste debris drop off locations throughout the PRRD will work in conjunction with the spring waste cleanup with PRRD Solid Waste Department. The PRRD will provide bins and messaging for debris collection and disposal and will work with BC Wildfire for ongoing consistent messaging. This project is contingent on receiving the Community Resiliency Investment Grant from UBCM for up to \$150,000.

ALTERNATIVE OPTIONS:

1. That the Emergency Executive Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- Partnerships
 - Collaboration with Local and First Nations governments
- Responsive Service Delivery
 - Enhance Emergency Planning and Response Capacity
- Advocacy
 - Emergency Response Capacity for Local Governments

FINANCIAL CONSIDERATION(S):

- Requisition for the Core budget is proposed to decrease to \$265,154, this is a decrease from the 2020 budget of \$290,126.
- \$24,351 will be carried forward as surplus to complete the Collaborative Emergency Management Model project.
- \$270,000 has been budgeted as revenue from grants
 - \$120,000 for flood plain mapping which is confirmed
 - \$150,000 for FireSmart Education which is pending approval

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Budget Report (300 Emergency Planning)
2. PRRD 2021 Supplemental-Form (300 FireSmart)



General Operating Fund

300 Emergency Planning

	2019	2019	2020	2020	2021	2021
	Actuals	Approved Budget	Actuals	Approved Budget	Actuals	1. Provisional Budget
		Budget		Budget		Budget
REVENUES						
1-0010 Requisition						
01-1-0010-0010 Electoral		-194,264.00		-250,000.00		-243,858.00
Total 1-0010 Requisition		-194,264.00		-250,000.00		-243,858.00
1-0020 Surplus/Deficit						
01-1-0020-0020 Surplus/Deficit	-47,614.65	-47,615.00		-39,596.00		-24,352.00
Total 1-0020 Surplus/Deficit	-47,614.65	-47,615.00		-39,596.00		-24,352.00
1-0030 Grants						
01-1-0030-0034 Municipal Grants-in-lieu	-110.65					
01-1-0030-0036 Emergency Planning						
01-1-0030-0037 Provincial Conditional		-165,052.00		-300,000.00		-270,000.00
Total 1-0030 Grants	-110.65	-165,052.00		-300,000.00		-270,000.00
1-0040 Recovery of Costs						
01-1-0040-0000 General - Recovery of Costs						
01-1-0040-2800 EOC Tasks - Misc ESS Recovery of Costs						
01-1-0040-2821 Task #193467	-3,138.58					
01-1-0040-2823 Task #196566						
Total 1-0040 Recovery of Costs	-3,138.58					
1-0070 Investment Income						
01-1-0070-0071 Interest on Reserves	-5,045.59					
Total 1-0070 Investment Income	-5,045.59					
1-0080 Miscellaneous						
01-1-0080-0081 FSJ Boundary Expansion Compensation		-520.00		-531.00		-541.00
Total 1-0080 Miscellaneous		-520.00		-531.00		-541.00
1-0120 Administration						
01-1-0120-0040 Administration Fees						
Total 1-0120 Administration						
1-0140 Transfer from Reserves						
01-1-0140-0140 Operating Reserve		-23,807.00				
02-1-0140-0140 Operating Reserve						
Total 1-0140 Transfer from Reserves		-23,807.00				
1-2500 Weed Reduction Program						
01-1-2500-0120 Grants-in-lieu (911)						
Total 1-2500 Weed Reduction Program						
1-2510 Emergency Planning						
01-1-2510-0175 PEP Task # Reimb (EMERG PLAN)						
Total 1-2510 Emergency Planning						



General Operating Fund

300 Emergency Planning

	2019	2019	2020	2020	2021	2021
	Actuals	Approved Budget	Actuals	Approved Budget	Actuals	1. Provisional Budget
		Budget		Budget		Budget
TOTAL REVENUES	-55,909.47	-431,258.00		-590,127.00		-538,751.00
EXPENDITURES						
2-1000 General Expenditures						
01-2-1000-1010 Wages - Full Time	479.15	92,820.00		102,210.00		102,617.00
01-2-1000-1030 Benefits	330.75	27,846.00		29,964.00		29,759.00
01-2-1000-1040 WCB	83.40					4,234.00
01-2-1000-2030 Phone/Internet	98.44	1,600.00		1,632.00		1,500.00
01-2-1000-2055 Contingency				3,564.00		4,367.00
01-2-1000-2065 Insurance - Property	138.00	44.00		46.00		1,700.00
01-2-1000-2070 Insurance - Liability	2,006.22	2,161.00		2,204.00		2,900.00
01-2-1000-3010 Travel				2,000.00		1,500.00
01-2-1000-3016 Mileage		250.00				500.00
01-2-1000-3017 Mileage - in region						
01-2-1000-3020 Meals	69.29	300.00				500.00
01-2-1000-3025 Meals - in region						
01-2-1000-3030 Training & Development	-2,364.04	7,500.00		1,000.00		2,720.00
01-2-1000-3040 Conferences & Seminars				6,000.00		7,280.00
01-2-1000-3050 Memberships		1,500.00		1,000.00		1,200.00
01-2-1000-3060 Meetings		1,500.00		1,500.00		1,500.00
01-2-1000-3100 Contract for Services						
01-2-1000-5010 Advertising Services		6,000.00		12,000.00		12,000.00
01-2-1000-5030 Legal Services		1,500.00		10,000.00		10,000.00
01-2-1000-5060 Studies, Plans and Assessments						
01-2-1000-5120 Supplies - Office		3,000.00		3,000.00		2,000.00
01-2-1000-6010 Operations						
Total 2-1000 General Expenditures	841.21	146,021.00		176,120.00		186,277.00
2-1150 Allocations						
01-2-1150-1160 Administration		10,406.00		50,722.00		7,514.00
01-2-1150-1190 PRRD Vehicles	4,163.53	5,500.00		800.00		2,258.00
Total 2-1150 Allocations	4,163.53	15,906.00		51,522.00		9,772.00
2-1275 Emergency Operations Centre						
01-2-1275-2030 Phone/Internet						
01-2-1275-3030 Training & Development	-1,750.00	2,000.00		18,000.00		23,500.00
01-2-1275-3100 Contract for Services - EOC	-10,000.02	10,000.00				
01-2-1275-5120 Supplies - Office		2,500.00		2,500.00		3,000.00
Total 2-1275 Emergency Operations Centre	-11,750.02	14,500.00		20,500.00		26,500.00



General Operating Fund

300 Emergency Planning

	2019	2019	2020	2020	2021	2021
	Actuals	Approved Budget	Actuals	Approved Budget	Actuals	1. Provisional Budget
		Budget		Budget		Budget
2-2307 Unit#8 - Colorado (White 2019)						
01-2-2307-6210 Fuel-Unit #8						
01-2-2307-6220 Tires-Unit 8						
01-2-2307-6230 Insurance-Unit 8						
01-2-2307-6240 Repairs (Major)-Unit 8						
01-2-2307-6250 Maintenance - Unit 8						
Total 2-2307 Unit#8 - Colorado (White 2019)						
2-2308 Unit#13 - Big Tex Flatdeck Trailer						
01-2-2308-6220 Tires-Unit 13						
01-2-2308-6230 Insurance-Unit 13						
01-2-2308-6240 Repairs (Major)-Unit 13						
01-2-2308-6250 Maintenance-Unit 13						
Total 2-2308 Unit#13 - Big Tex Flatdeck Trailer						
2-2510 Emergency Planning						
01-2-2510-0210 Travel/Train/Conf/Wrkshp (EMERG PL)						
01-2-2510-0260 Insurance (EMERG PL)						
01-2-2510-0573 Task 180785 2017 POTENTIAL WEATHER EVENT						
01-2-2510-0574 EOC - Task#190591 2018 Flood Mitigation						
01-2-2510-0575 EOC Task#191053 2018 Tommy Lakes Wildfir						
01-2-2510-2030 Phone/Internet - EP						
01-2-2510-2512 Flood Response Supplies		4,000.00		5,500.00		5,500.00
01-2-2510-3030 Training & Dev - EMERG PL	-1,029.36	8,500.00				
01-2-2510-3100 Contract for Services EMERG PLANNING				150,000.00		150,000.00
01-2-2510-4435 Website Maint/Upgrades - EP						
01-2-2510-5060 Studies, Plans and Assessments		194,391.00		174,352.00		144,352.00
01-2-2510-5140 Minor Capital	3,534.00	21,000.00		9,000.00		13,000.00
01-2-2510-6240 Repairs - EP						
01-2-2510-6250 Maintenance - EP						
Total 2-2510 Emergency Planning	2,504.64	227,891.00		338,852.00		312,852.00
2-2515 Weather Stations						
01-2-2515-2030 Phone/Internet		822.00		822.00		900.00
01-2-2515-4435 Website Maintenance		761.00		761.00		800.00
01-2-2515-6240 Repairs		500.00		500.00		550.00
01-2-2515-6250 Maintenance		1,050.00		1,050.00		1,100.00
Total 2-2515 Weather Stations		3,133.00		3,133.00		3,350.00
2-2800 Misc ESS						
01-2-2800-2050 EOC - Misc ESS Tasks	1,908.00					
Total 2-2800 Misc ESS	1,908.00					



General Operating Fund

300 Emergency Planning

	2019	2019	2020	2020	2021	2021
	Actuals	Approved Budget	Actuals	Approved Budget	Actuals	1. Provisional Budget
		Budget		Budget		Budget
2-2801 EOC Task #170348 Unrecoverable						
01-2-2801-2050 Miscellaneous		23,807.00				
Total 2-2801 EOC Task #170348 Unrecoverable		23,807.00				
2-2802 EMBC Task #2016455						
01-2-2802-5112 EOC #190832 Supplies - Unrecoverable						
Total 2-2802 EMBC Task #2016455						
2-2821 EOC Task #193467						
01-2-2821-1040 WCB						
01-2-2821-2050 Miscellaneous	-32,237.84					
Total 2-2821 EOC Task #193467	-32,237.84					
2-2822 EOC Task #193467 Unrecoverable						
01-2-2822-2030 Phone/Internet-Unrecoverable Task193467						
01-2-2822-2050 Miscellaneous - Unrecoverable Task193467	-16.05					
01-2-2822-5030 Legal Serv - EOC TASK 193467 Unrecover	35,958.02					
Total 2-2822 EOC Task #193467 Unrecoverable	35,941.97					
2-2823 EOC Task # 196566						
01-2-2823-1010 Wages - Full time Task 196566						
01-2-2823-1030 Benefits	218.01					
01-2-2823-2050 Misc EOC Task #196566						
01-2-2823-5030 Legal Serv - EOC Task # 196566						
Total 2-2823 EOC Task # 196566	218.01					
2-8100 Transfers to Reserve						
01-2-8100-8120 Operating Reserve						
01-2-8100-8150 Interest on reserves	5,045.59					
Total 2-8100 Transfers to Reserve	5,045.59					
TOTAL EXPENDITURES	6,635.09	431,258.00		590,127.00		538,751.00
CAPITAL REVENUES						
TOTAL CAPITAL REVENUES						
CAPITAL EXPENDITURES						
TOTAL CAPITAL EXPENDITURES						
Surplus / Deficit	-49,274.38					

2021 Budget - Supplemental Item

Title:	Contract For Services	Community Services
Division:	Community & Regional Planning	Emergency Planning - 300
Type:	Operating Supplemental - One-time	High

Description

The Community Resiliency Investment (CRI) grant program is intended to reduce the risk and impact of wildfire to communities in BC through community grant funding. This program supports and implements priority fuel management activities. One of the first steps to managing fuel loads is to provide FireSmart education to residential land owners, farms and businesses in the rural communities. FireSmart is part of the protective services 5 year education plan.

Benefits

If successful in obtaining this grant, a contractor would be hired on a 8-10 month contract to conduct public education throughout the rural areas this will consist of - Public Education Campaigns through social media, radio and print.

- a. Start a YouTube channel & Twitter (Use current Facebook)
- b. Radio Campaign
- c. Newspaper articles (Features)
- d. Direct mailers to Extreme hazard zones

- Site Information visits (Hazard Assessments)

- a. Attend sites by request
- b. Provide all information to homeowner about fire smart principles
- c. Do a walk around the property and talk about mitigation & best practices
- d. No Formal Hazard assessment to be provided
- e. Guidance and follow up provided (Risk assessment package left with homeowner)

- Attend Home shows. Farmers markets etc. with an information booth

- a. Gather data on residents for follow up
- b. Provide Information & take home packages

- Yard Waste debris drop off locations throughout the PRRD. Work in conjunction with the spring waste cleanup with solid waste. Provide bins and messaging.

- Work with BC Wildfire for consistent messaging

Risks

To ensure a program this size will be successful, capacity will have to be built throughout the PRRD, to facilitate this a FireSmart Contractor will be hired on contract to implement the program. Multiple years of this program will have to be implemented to ensure its success.

Financial Information

Operating						
Funding Sources	2021	2022	2023	2024	2025	5 Year Total
UBCM CRI Grant	150,000					150,000
						0
						0
#		0	0	0	0	150,000
Expenses	2021	2022	2023	2024	2025	5 Year Total
						0
Fire Smart Program Contract	150,000					150,000
						0
						0
						0
						0
						0
						0
						0
#		0	0	0	0	150,000

Administration

Author: David Sturgeon	Date Prepared: November 30 2020
Approval Date	

PEACE RIVER REGIONAL DISTRICT
By-law No. 1598, 2005

A by-law for the establishment of an Emergency and Disaster Service
for Electoral Areas 'B', 'C', 'D' and 'E'.

WHEREAS, the *Emergency Program Act, R.S.B.C. 1996, c. 111* authorizes the Board of the Peace River Regional District to undertake measures to prepare for, respond to, and recover from emergencies and disasters;

NOW THEREFORE the Regional Board of the Peace River Regional District, in open meeting assembled, enacts as follows:

1. The Board hereby establishes a service to prepare, respond and recover from emergencies and disasters.
2. The boundaries of the service are the boundaries of the Peace River Regional District excluding the District of Chetwynd, City of Dawson Creek, City of Fort St John, District of Hudson's Hope, Village of Pouce Coupe, District of Taylor and the District of Tumbler Ridge.
3. The participating areas for the service are the Peace River Regional District Electoral Areas 'B', 'C', 'D' and 'E'.
4. All costs related to this service shall be recovered by one or more of the following:
 - a) property value taxes imposed on land and improvements in accordance with Part 23, Division 4.3 of the Local Government Act, R.S.B.C. 1996, c.323;
 - b) revenue raised by other means authorized by the Local Government Act, R.S.B.C. 1996, c.275 or another Act;
 - c) revenue raised by way of agreement, enterprise, gift, grant or otherwise.
5. The maximum that may be requisitioned under Section 4 for the service shall be the greater of:
 - a) \$250,000; or
 - b) the product of a property value tax of \$0.03 for each \$1,000 of net taxable value of land and improvements included in the service area.

6. This By-law may be cited as "Peace River Regional District Emergency and Disaster Service Establishment By-law No. 1598, 2005."

READ A FIRST TIME this 13th day of OCTOBER, 2005.
READ A SECOND TIME this 13th day of OCTOBER, 2005.
READ A THIRD TIME this 13th day of OCTOBER, 2005.
APPROVED by the Minister of Community Services this 16th day of NOVEMBER 2005
ADOPTED this 24th day of NOVEMBER, 2005.

CERTIFIED a TRUE and CORRECT
COPY of "Peace River Regional District
Emergency and Disaster Service
Establishment By-law No. 1598, 2005."

Harald Hansen
Harald Hansen, Administrator

THE CORPORATE SEAL of the Peace
River Regional District was hereto
affixed in the presence of:

Karen Goodings
Karen Goodings, Chair

Harald Hansen
Harald Hansen, Administrator

I HEREBY CERTIFY the foregoing to be a true and correct copy of "Peace River
Regional District Emergency and Disaster Service Establishment By-law No. 1598,
2005" as read a third time by the Regional Board of the Peace River Regional District
on the 13th day of OCTOBER, 2005.

Harald Hansen
Harald Hansen, Administrator

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**PEACE RIVER REGIONAL DISTRICT
By-law No. 1599, 2005**

A by-law for the administration and operation of the
Emergency and Disaster Service

WHEREAS the Board of the Peace River Regional District has, by "Peace River Regional District Emergency and Disaster Service Establishment By-law No. 1598, 2005", established an Emergency and Disaster Service;

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 for the Electoral Areas within the Regional District;

NOW THEREFORE, the Board of the Peace River Regional District in open meeting assembled enacts as follows:

1. **Citation**

1.1 This By-law shall be cited as the "Peace River Regional District Emergency and Disaster Operations By-law No. 1599, 2005".

2. **Interpretation**

2.1 In this bylaw:

- a) **"Act"** means the *"Emergency Program Act"*, R.S.B.C., c.111, and any regulations made thereunder;
- b) **"Board"** means the Board of Directors of the Peace River Regional District;
- c) **"Chair"** means that person elected by the Board as chair;
- d) **"Declaration of a state of local emergency"** means a declaration of the Board or the Chair that an emergency exists or is imminent in the Regional District;
- e) **"Disaster"** means a calamity that:
 - (i) is caused by accident, fire, explosion or technical failure or by the forces of nature, and
 - (ii) has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property;

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2. **Interpretation** (continued)

- f) **"emergency"**, means a present or imminent event or circumstance that:
 - (i) is caused by accident, fire, explosion or technical failure or by the forces of nature, and
 - (ii) requires prompt co-ordination of action or special regulation of persons or property, to protect the health, safety, or welfare of people or to limit damage to property;
- g) **"Emergency Co-ordinator"** means that person appointed under Section 5.1 of this by-law;
- h) **"Emergency Executive Committee"** means that Committee appointed under Section 4.1 of this by-law;
- i) **"Emergency Management Organization"** means that organization established under Section 3.1 of this by-law;
- j) **"Emergency Program"** means the emergency plans and other preparedness, response and recovery measures for emergencies and disasters developed and implemented from time to time by the Emergency Management Organization;
- k) **"Service Area"** means the service area established under "Peace River Regional District Emergency and Disaster Service Establishment By-law No. 1598, 2005."

3. **EMERGENCY MANAGEMENT ORGANIZATION**

- 3.1 An "Emergency Management organization" is established comprised of:
- a) the Emergency Executive Committee;
 - b) the Emergency Co-ordinator;
 - c) such other persons appointed and sub-committees and working groups established and which are charged with emergency preparedness, response and recovery measures.

4. **EMERGENCY EXECUTIVE COMMITTEE DUTIES AND RESPONSIBILITIES:**

- 4.1 An "Emergency Executive Committee" is established comprised of:
- a) the Directors of the Board representing Electoral Areas 'B', 'C', 'D' and 'E';
 - b) the Chief Administrative Officer for the Regional District or designate; and
 - c) such other persons as may be appointed to the Committee by the Board from time to time.
- 4.2 The Emergency Executive Committee shall elect a Chair and Vice-Chair.
- 4.3 The Emergency Executive Committee may establish such Sub-Committees and Working Groups as deemed necessary to facilitate emergency preparedness, response and recovery programs.

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4. EMERGENCY EXECUTIVE COMMITTEE DUTIES AND RESPONSIBILITIES:

- 4.4 The Emergency Executive Committee will be responsible for the following duties and responsibilities:
- a) providing policy guidance and direction to the Emergency Co-ordinator and such other persons appointed and Sub-Committees and Working Groups established under this by-law for developing and implementing the emergency program;
 - b) reviewing and approving the Emergency Program prepared by the Emergency Coordinator;
 - c) preparing and submitting to the Board for approval an annual budget for the development and implementation of the Emergency Program;
 - d) negotiating and recommending to the Board agreements with other governments, for the purpose of emergency assistance or the formulation of coordinated emergency preparedness, response or recovery;
 - e) negotiating and recommending to the Board agreements with individuals, bodies, corporations or other non-government agencies for the provisions of goods and services in delivering the Emergency Program; and
 - f) meeting not less than two times a year with the Emergency Co-ordinator to stay informed of the status of the Emergency Program related initiatives and activities.

5. EMERGENCY CO-ORDINATOR

- 5.1 The Board shall appoint an Emergency Co-ordinator that will report directly to the Emergency Executive Committee.
- 5.2 The Emergency Coordinator will be responsible for the following duties and responsibilities:
- a) preparing and presenting to the Emergency Executive Committee for annual review and approval an Emergency Program which includes:
 - i) a periodic review and updating of plans and procedures for that review;
 - ii) an emergency response exercise program and training program;
 - iii) procedures by which emergency resources may be obtained;
 - iv) procedures by which emergency plans are to be implemented;
 - v) warning procedures to those persons who may be harmed or who may suffer loss in an Emergency of impending Disaster;
 - vi) procedures to coordinate the provision of food, clothing, shelter, transportation and medical services to victims of Emergencies and Disasters;

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5. EMERGENCY CO-ORDINATOR

- vii) procedures to establish priorities for restoring essential services provided by the Regional District that are interrupted during an Emergency or Disaster;
 - viii) procedures to recommend priorities for restoring essential services not provided by the Regional District that are interrupted during an Emergency or Disaster; and
 - ix) roles and responsibilities for all persons appointed pursuant to this By-law whose roles and responsibilities are not otherwise defined in this Bylaw.
- b) Making such amendments to the Emergency Program as are necessary to ensure that the information contained in the Emergency Program remains current at all times;
 - c) Advising the Emergency Executive Committee on all matters relating to the Emergency Program;
 - d) Providing day to day administration of the Emergency Program, including the co-ordination of staff involvement in emergency management, encouraging community preparedness and liaising with external organizations for emergency management purposes;
 - e) identifying and maintaining information on potential or real hazards and the impact that such hazards could have on the Service Area;
 - f) ensuring municipal departments in the Service Area keep updated emergency plans that are consistent with and support the Emergency Program;
 - g) being the liaison with other external support organizations and function as the point of contact with the Provincial Emergency Program and other government agencies with regards to emergencies;
 - h) selecting and processing candidates for federal or provincial emergency program training courses;
 - i) co-ordinating the delivery or conduct studies, training and exercises within the Service Area to ensure the Emergency Program is understood, effective and in a state of readiness; and
 - j) performing such other duties as may be assigned by the Emergency Executive Committee.

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6. POWER ASSOCIATED WITH THE DECLARATION OF A STATE OF LOCAL EMERGENCY

6.1 Once a Declaration of a state of local emergency is made by the Board or the Chair pursuant to the Act in respect of all or part of the Service Area, the Emergency Executive Committee may, subject to the limitations in the Act, exercise all of the powers given to the Board or the Chair in a Declared state of local emergency under the Act.

READ A FIRST TIME this 13th day of OCTOBER, 2005.


READ A SECOND TIME this 13th day of OCTOBER, 2005.


READ A THIRD TIME this 13th day of OCTOBER, 2005.

ADOPTED this 24th day of NOVEMBER, 2005.

CERTIFIED a TRUE and CORRECT COPY of "Peace River Regional District Emergency and Disaster Operations By-law No. 1599, 2005."

THE CORPORATE SEAL of the Peace River Regional District was hereto affixed in the presence of:


Harald Hansen, Administrator


Karen Goodings, Chair


Harald Hansen, Administrator

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