



# PEACE RIVER REGIONAL DISTRICT

## EMERGENCY EXECUTIVE COMMITTEE

### MEETING MINUTES

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DATE: Tuesday, February 7, 2017

PLACE: Regional District Offices, Dawson Creek, BC

PRESENT: Director Karen Goodings, Electoral Area 'B' (via phone)  
Director Brad Sperling, Electoral Area 'C'  
Director Leonard Hiebert, Electoral Area 'D'  
Director Dan Rose, Electoral Area 'E'  
Director Dale Bumstead, City of Dawson Creek  
Director Lori Ackerman, City of Fort St. John  
Chris Cvik, Chief Administrative Officer

#### Staff

Trish Morgan, General Manager of Community and Electoral Area Services  
Deborah Jones-Middleton, Protective Services Manager  
Jill Rickert, Community Services Coordinator  
Suzanne Garrett, Corporate Services Coordinator

1) Call to Order The meeting was called to order at 1:10 pm

2) Election of Committee Chair The Chief Administrative Officer called for nominations for the office of Committee Chair for 2017.

Director Goodings nominated Director Sperling for the office of Committee Chair for 2017. Director Ackerman seconded the nomination.

Director Sperling accepted the nomination.

The Chief Administrative Officer called a second time for nominations for the office of Committee Chair for 2017.

Hearing none, the Chief Administrative Officer declared Director Sperling Chair of the Emergency Executive Committee for 2017.

3) Election of Vice-Chair The Chief Administrative Officer called for nominations for the office of Committee Vice-Chair for 2017.

Director Sperling nominated Director Bumstead for the office of Committee Vice-Chair for 2017. Director Hiebert seconded the nomination.

Director Bumstead accepted the nomination.

The Chief Administrative Officer called a second time for nominations for the office of Committee Vice-Chair for 2017.

Hearing none, the Chief Administrative Officer declared Director Bumstead Vice-Chair of the Emergency Executive Committee for 2017.

**ADOPTION OF THE AGENDA:**

- 2) Adoption of the Agenda
- MOVED by Director Bumstead, **SECONDED** by Director Rose, that the Emergency Executive Committee agenda for the February 7, 2017 Including Director's new business and additional items for the agenda, be adopted as amended:
1. **CALL TO ORDER**
  2. **ELECTION OF CHAIR/VICE CHAIR**
  2. **NOTICE OF NEW BUSINESS**
  3. **ADOPTION OF THE AGENDA**
  4. **ADOPTION OF THE MINUTES**  
M-1 Emergency Executive Committee Meeting Minutes of June 21, 2016
  5. **BUSINESS ARISING FROM THE MINUTES**
  6. **CORRESPONDENCE**  
C-1 2017 Snow Survey and Water Supply Bulletin  
C-2 January 25, 2017 National Energy Board – proposed changes to Emergency Management filing requirements
  7. **REPORTS:**  
R-1 2017 Emergency Services budget
  8. **NEW BUSINESS:**  
NB-1 Drive BC
  9. **ITEMS FOR INFORMATION:**  
I-1 November 2016 UBCM Emergency Program Act Review - Summary  
I-2 For reference: PRRD Emergency and Disaster Service Establishment Bylaw No. 1598, 2005 and PRRD Emergency and Disaster Operations Bylaw No. 1599, 2005.  
I-3 Emergency Incident Register
  10. **Adjournment:** CARRIED.

**MINUTES:**

- 3) M-1 EEC Mtg. Minutes of June 21, 2016
- MOVED by Director Bumstead, **SECONDED** by Director Hiebert, that the Emergency Executive Committee Meeting Minutes of June 21, 2016 be adopted.
- CARRIED.

**BUSINESS ARISING FROM THE MINUTES:**

- 4) Item 5, C-2 Community Preparedness
- The community of Kelly Lake has been advised that the Regional District will assist in the coordination, with the entire community, to develop a community emergency preparedness plan. To date there has been no response. Director Hiebert advised that he will bring this topic up at the roundtable meeting scheduled for February 22 in Kelly Lake.

**CORRESPONDENCE:**

- 5) C-1 re: Snow Survey
- Discussion ensued regarding the 2016 fires and flooding events. It is felt that there is a need to be proactive by having resources and crews available prior to an actual event taking place.
- MOVED by Director Ackerman, **SECONDED** by Director Hiebert, That the Emergency Executive Committee recommends to the Regional Board that a letter be forwarded to the Honourable Steve Thomson, Minister of Forests, Lands and Natural Resource Operations requesting that the Ministry be proactive and have resources and crews available prior to fire season to meet the demands of this type of event.
- CARRIED.

5) C-1  
(continued)

MOVED by Director Rose, SECONDED by Director Hiebert,  
That the Emergency Executive Committee recommends to the Regional Board that Les Husband, Fire Centre Manager, Prince George, be invited to attend an Emergency Executive Committee meeting to provide information on operations and risk management issues faced by their agency and how this can be explained.

CARRIED.

It is felt that there is a need to involve local people in the debrief that takes place after an event, need to obtain feedback from the people on the ground, what worked, what did not, what could be improved, etc.

It was suggested that the Committee schedule meetings in the rural areas. It was decided to put on hold until after the meeting with the Fire Centre Manager.

Another issue is the “absent landowners” – neighbours doing control on neighbour’s property to ensure fire does not jump to their property. Need public education with respect to burning of fields.

5) C-2 re:  
NEB

The National Energy Board (NEB) is inviting comments from companies and interested parties operating oil or gas pipelines on proposed changes to Emergency Management Filing requirements in the board’s Filing Manual.

MOVED by Director Goodings, SECONDED by Director Hiebert,  
That the Emergency Executive Committee recommends to the Regional Board that a letter be forwarded to the National Energy Board (NEB) requesting confirmation on how the NEB plans on ensuring projects are meeting and complying with the National Energy Board Rules of Practice and Procedure, 1995.

CARRIED.

**REPORTS:**

6) R-1 re:  
2017 budget

The Committee reviewed the 2017 draft Emergency Services budget.

Discussion points:

- Emergency Evacuation kits, generic information to be handed out by RCMP. It was suggested that a conversation take place with municipal staff as the RCMP does not have the resources or space. It was noted that staff will find a process that works best for all. Add \$1,000 to the line item for evacuation planning
- Mass Communication software, staff will check the PRRrdy app to determine if the app’s are the same. Staff will bring back, for Committee review, options for mass communications software.
- Transfer Switch, is it needed at schools, community preparedness plans would identify what resources are located in each community. It was suggested that this could be an agenda topic for the spring grant-in-aid meetings. Use the \$20,000 or some of it for these meetings – see what communities are interested.
- Neighbourhood Emergency Preparedness, suggested using some funds from Transfer Switch line item to pay for facilitator to attend meeting where communities are interested.

MOVED by Director Hiebert, SECONDED by Director Bumstead,  
that the Emergency Executive Committee accept the 2017 Emergency Planning budget, as presented, and forward it to be included in the budget process.

CARRIED.

**NEW BUSINESS:**

- 7) NB-1 re: Highway conditions      In was noted that there is no “Drive BC” past Mile 83 of the Alaska Highway to the Yukon border. As this is a good planning tool it is felt that the public should have access to Drive BC when travelling north.

MOVED by Director Goodings, SECONDED by Director Ackerman,  
That the Emergency Executive Committee recommends to the Regional Board that a letter be forwarded to Bob Zimmer, Prince George-Peace River-Northern Rockies MP, with copies to George Smith, Manager, Maintenance and Operations, Public Works and Government Services Canada, and the Honourable Todd Stone, Minister of Transportation and Infrastructure, requesting that Drive BC include Mile 83 of the Alaska Highway to the Yukon border in its program to advise the travelling public of current road conditions.

CARRIED.

**ITEMS FOR INFORMATION:**

- 8) Items for Information      Members were advised that staff have confirmed that the Regional District's comments were included in the 2016 UBCM Emergency Program Act Review, the Regional District's name was inadvertently left of the list.

Committee members reviewed the Emergency Incident Register.

- 9) Adjournment:      The Chair adjourned the meeting at 2:30 pm

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Brad Sperling,  
Chair

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Suzanne Garrett,  
Corporate Services Coordinator