

PEACE RIVER REGIONAL DISTRICT
Emergency Executive Committee Meeting
A G E N D A

for the meeting to be held on Tuesday, June 20, 2017
in the Regional District offices, Dawson Creek, BC
commencing at 10:00 pm

Committee Chair: Director Sperling

Vice-Chair: Director Bumstead

1. **CALL TO ORDER:**

2. **NOTICE OF NEW BUSINESS:**

3. **ADOPTION OF THE AGENDA:**

4. **ADOPTION OF THE MINUTES:**

M-1 Emergency Executive Committee Meeting Minutes of February 7, 2017

5. **BUSINESS ARISING FROM THE MINUTES:**

6. **DELEGATION:**

10:30 D-1 Les Husband, Fire Centre Manager, Ministry of Forests, Lands and Natural Resource Operations re: operations and risk management issues.

7. **CORRESPONDENCE:**

C-1 March 31, 2017 letter from the Ministry of Forests, Lands and Natural Resource Operations regarding preparation for the 2017 fire season.

8. **REPORTS:**

R-1 June 12, 2017 proposed change in procedure for annual Search and Rescue Grant,

R-2 June 1, 2017 Mass Communications System.

R-3 May 19, 2017 Elected Officials Emergency Management Handbook

R-4 June 13, 2017 Search and Rescue (SAR) grant application review **(Handout)**

9. **NEW BUSINESS:**

10. **ITEMS FOR INFORMATION:**

I-1 Diary items

I-2 For Reference - "PRRD Emergency & Disaster Service Establishment Bylaw No. 1598, 2005" and "PRRD Emergency & Disaster Operations Bylaw No. 1599, 2005"

I-3 Emergency Incident Register

11. **ADJOURNMENT:**



PEACE RIVER REGIONAL DISTRICT
EMERGENCY EXECUTIVE COMMITTEE
MEETING MINUTES

M-1

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.

June 20, 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.
- CARRIED.
- 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

Brad Sperling,
Chair

Suzanne Garrett,
Corporate Services Coordinator



PEACE RIVER REGIONAL DISTRICT

D-1

April 6, 2017

Forests Lands and natural Resource Operations
BC Wildfire Service – Prince George Fire Centre
Via Email: Les.Husband@gov.bc.ca

Attention Les Husband, Fire Centre Manager

Dear Mr. Husband

In 2016 the Peace River Regional District experienced significant wildfire events during April and May. The Emergency Executive Committee has voiced concern regarding the response decisions made by the Wildfire Management Service.

At the February 23, 2017 meeting of the Peace River Regional District the following resolution was passed:

“That Les Husband, Prince George Fire Centre Manager, 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.”

In accordance with the above resolution we would like to arrange a date and time that Prince George Fire Centre staff would be able to attend a meeting of the Emergency Executive Committee to discuss the BC Wildfire Service operational guidelines as they pertain to wildfire response.

The committee does not meet regularly so we should be able to accommodate your schedule. Please provide us with three dates that could work for your staff.

Sincerely,

Deborah Jones-Middleton

June 20, 2017

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PLEASE REPLY TO:

☒ Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8 Tel: (250) 784-3200 or (800) 670-7773 Fax: (250) 784-3201 Email: prrd.dc@prrd.bc.ca
☐ 9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1125 Email: prrd.fsj@prrd.bc.ca



Reference: 228048

March 31, 2017

VIA EMAIL: prrd.dc@prrd.bc.ca

Brad Sperling, Chair
Peace River Regional District
P.O. Box 810
Dawson Creek, British Columbia
V1G 4H8

Dear Chair Sperling:

Thank you for your letter of March 7, 2017, to Honourable Steve Thomson, Minister of Forests, Lands and Natural Resource Operations, regarding preparation for the 2017 fire season. I have been asked to respond.

The Province of British Columbia is committed to supporting and delivering wildfire suppression, mitigation and prevention in collaboration with industry, local governments and communities for the social and economic health and safety of British Columbia and its citizens.

BC Wildfire Service personnel have been recalled to all positions in the Prince George Fire Centre (which covers the central and northeast portion of the province) with Provincial Forest Protection Assistants recalled on February 27, 2017, Unit Crew Superintendents and all available crew leaders on March 6, 2017, and all available crew members on March 13, 2017. Non-fireline support staff were also recalled on these dates. Recurrency training and zone preorganization, which includes enlisting contractors and equipment, are also underway in readiness for the new season.

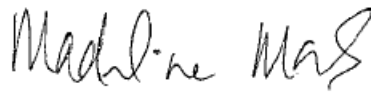
In addition, the Prince George Fire Centre has held a number of meetings, including an operational agency planning meeting in Fort St. John on March 10, 2017, as well as discussions at the local level with Regional Districts, municipalities, First Nations and fire departments.

June 20, 2017

Given the events of last season and the current early season outlook for this year, the BC Wildfire Service has also been focussing on early season communications in the region, targeting local agricultural groups, forest licensees and oil and gas lessees, as well as increased engagement of Compliance and Enforcement and the Conservation Officers Service ahead of April 1, 2017.

Thank you again for writing.

Sincerely,

A handwritten signature in black ink that reads "Madeline Maley". The signature is written in a cursive, flowing style.

Madeline Maley
Acting Assistant Deputy Minister

pc: Honourable Steve Thomson, Minister of Forests, Lands and Natural
Resource Operations
Honourable Mike Bernier, MLA, Peace River South
Pat Pimm, MLA, Peace River North
Deborah Jones-Middleton, Protective Services Manager, Peace River Regional District

June 20, 2017



March 7, 2017

Honourable Steve Thomson, Minister of Forests, Lands and Natural Resource Operations
Room 248, Parliament Buildings
Victoria, BC
V8V 1X4

RE: Preparation for the 2017 Wildfire Season

Dear Minister Thomson,

As you are aware in 2016 the Peace experienced devastating wildfires that consumed more than 90,000 ha and caused more than 550 homes to be evacuated. The fires started on April 18, 2016 with the last evacuation alert being rescinded on May 20, 2016 – many of the most destructive fires continued to be monitored for the rest of the summer.

Over the past two years we have witnessed earlier and earlier fire seasons. First in 2015 throughout the Regional District of Fraser-Fort George, Regional District of Bulkley Nechako and Cariboo Regional District and then in 2016 throughout the Peace River Regional District. As a result of this increasing trend where fire season is starting in April and May in the north, the Regional District is concerned that the crews are not available to respond early enough in the year.

Therefore, at its meeting of February 23, 2017 the Peace River Regional District passed the following motion:

“That the Board forward a letter 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 [wildfire] event.”

We look forward to receiving confirmation that a plan is readied to achieve the desired outcome. Should you require further information please contact Deborah Jones-Middleton, Protective Services Manager, at 250 784-3215 or Deborah.Jones-Middleton@prrd.bc.ca.

Sincerely,

Brad Sperling
Chair

June 20, 2017

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PLEASE REPLY TO:

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☐ 9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1125 Email: prrd.fs@prrd.bc.ca

Date: March 7, 2017
RE: Preparation for the 2017 Wildfire Season
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C-1

Cc

Pat Pimm, MLA Peace North
East Annex, Parliament Buildings
Victoria, BC
V8V 1X4

Honourable Mike Bernier, Minister of Education
MLA Peace South
Room 134, Parliament Buildings
Victoria, BC
V8V 1X4

June 20, 2017



Peace River Regional District REPORT

R-1

To: Emergency Executive Committee

Date: June 12, 2017

From: Trish Morgan, General Manager of Community Services

Subject: Proposed Change in Procedure for Annual Search & Rescue Grant

RECOMMENDATION(S):

That the Emergency Executive Committee recommend to the Regional Board that the review and approval of search and rescue grant applications be delegated by the Board to the Emergency Executive Committee and that the revised Search and Rescue Grant policy be approved as presented.

BACKGROUND/RATIONALE:

The Peace River Regional District has been providing grants to the four local search and rescue (SAR) groups since 2008. Prior to 2017 the funds for the SAR grants were requisitioned from the four electoral areas as a line item under the "Emergency Services" function. In 2017 this was changed and the grant now comes under a regional function, "Grants to Community Organizations" - with this change, a change in policy is required.

The current policy allows for the Emergency Executive Committee (EEC) to review and approve all SAR grants. Further, Bylaw No 1599, 2005 the bylaw for the "administration and operation of the Emergency and Disaster Service," provides the authority of the EEC to review and approve the Emergency Program prepared by the Emergency Coordinator – the SAR grants are a component of the emergency program.

OPTIONS:

- 1) That the Emergency Executive Committee recommend to the Regional Board that the review and approval of search and rescue grant applications be delegated by the Board to the Emergency Executive Committee and that the revised Search and Rescue Grant policy be approved as presented.**

The current process requires that SAR groups submit their application by May 31 of each year. Staff review the applications and provide a copy and the report to EEC. In the report staff highlight any areas that do not meet policy. The EEC reviews the applications and recommends which groups shall be eligible for funding and from there, those groups meet together with staff and a director from EEC at an allocation meeting. During the allocation meeting, the groups come to consensus on how the funds should be split between the groups and make a recommendation back to EEC. EEC then reviews the recommendation and either changes or ratifies the funding amounts.

This process has been in place since 2011 and has worked very effectively as it encourages the SAR groups to work together to maximize the funding through reducing duplication of courses or sharing of equipment. It also provides a member of the EEC to meet with the SAR groups to

June 20, 2017

Staff Initials:

Dept. Head:

T. Morgan

CAO:

Chibrik

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discuss their operations and any challenges they are facing. For that reason, staff are recommending the process remain the same.

- 2) That the Emergency Executive Committee recommend to the Regional Board that:**
- a. The Emergency Executive Committee be delegated the authority to review all SAR grant applications and determine which groups should receive funding in that year; and**
 - b. Following review of grant applications, that an allocation meeting be held with SAR groups and one director from the Emergency Executive Committee; and**
 - c. Following the allocation meeting, the recommendation from the SAR groups be provided to the Board for final authorization, and**
 - d. That the revised Search and Rescue Grant policy reflecting the noted changes be approved as presented.**

This process is similar to the current process in place, however, the Board will provide the final authorization on the SAR grant applications. The challenge will be that the Board will not review the applications prior to the allocation meeting. The applications can be provided to the Board with the report making recommendation on final allocations for each group.

- 3) That the Emergency Executive Committee provide further direction to staff.**

STRATEGIC PLAN RELEVANCE:

Strategic Goal 2: Ensure effective execution of Public Safety and Emergency Services initiatives.

FINANCIAL CONSIDERATION(S):

The Board moved the allocation for Search and Rescue grants from the Emergency Services function (a function of the four electoral areas) to Grants to Community Organizations (a regional function) in 2017 and increased the budget from \$22,000 to \$25,000.

COMMUNICATIONS CONSIDERATION(S):

If approved by the Board, staff will provide an update on the change in policy to the search and rescue groups when they meet in July.

OTHER CONSIDERATION(S):

none

Attachments:

- 1) Proposed policy change to reflect the recommendation (Option 1).
- 2) Proposed policy change to reflect Option 2.

June 20, 2017

Peace River Regional District Statement of POLICY and PROCEDURE			
Department:	Community Services	Policy No.	
Section:	Grants	Issued:	October 20, 2011 Emergency Executive Committee
Subject:	Search & Rescue Grants	Effective:	
Board Resolution # and Date:		Page:	1 of 3
		Replaces:	October 20, 2011 EEC Policy
Issued by:	Trish Morgan, General Manager of Community Services	Dated:	
Approved by:	Trish Morgan, General Manager of Community Services		

1. POLICY

- 1.1. Search and rescue (SAR) organizations operating within the boundaries of the Peace River Regional District are permitted to apply to the Regional District for grant funding to assist with operations and minor capital requirements.
- 1.2. On an annual basis the Regional Board shall determine the annual budget amount for SAR funding to be included in the Peace River Regional District Annual Financial Plan under the Grants to Community Organizations function.
- 1.3. The Regional Board hereby delegates to the Emergency Executive Committee (EEC) the authority to review and approve all SAR grant applications in accordance with this policy.
- 1.4. All applications will be adjudicated based on need and available funds in the fiscal year.
- 1.5. The EEC reserves the right to accept, reject or amend any application at its sole discretion.
- 1.6. Upon approved application by the EEC, eligible SAR organizations, along with a representative of the EEC, will meet in July of each year to allocate funding to the SAR organizations from the budgeted amount as per the current Annual Financial Plan.
- 1.7. SAR organizations must send at least one representative to the allocation meeting in order to be eligible to receive funding.

Subject: Search & Rescue Grants	Policy #:	Page:	2 of 3
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- 1.8. If total applications exceed the annual budget, then the annual budget will be distributed based on consensus of the eligible SAR organizations and the EEC representative. R-1
- 1.9. All funding recommendations from the SAR organizations as a result of the allocation meeting, must be ratified and approved by the EEC.
- 1.10. To be eligible for funding, SAR organizations must meet the following criteria:
 - 1.10.1. Must be a registered society in good standing and provide evidence of annual filing of required documentation to the Registrar of Societies.
 - 1.10.2. Must have a minimum of one (1) member certified as a ground search and rescue search manager or is in the process of being certified;
 - 1.10.3. Must provide copies of minutes of Annual General Meetings, Annual Financial Statements and an annual report detailing search and rescue activities over the previous year that shows how the grant funds were spent and if any grant funds are remaining.
- 1.11. Failure to provide adequate documentation during the application process and/or comply with the eligibility requirements for funding assistance may jeopardize future funding applications.
- 1.12. Grant applications to acquire land, buildings and major capital items will not be permitted.
- 1.13. SAR organizations must utilize allocated funds within 1 year of ratification by the EEC and will not be permitted to carry over funds to the following year.

2. PURPOSE

- 2.1. The purpose of the Search and Rescue Grant Policy is to establish clear guidelines and procedures for organizations applying for funds from the Peace River Regional District to support SAR activities.

3. SCOPE

- 3.1. The Search and Rescue Grant policy applies to all search and rescue organizations applying for funds from the Peace River Regional District.

4. RESPONSIBILITY

- 4.1. The General Manager of Community Services or designate, is responsible for ensuring compliance with the policy.

Subject: Search & Rescue Grants	Policy #:	Page:	3 of 3
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5. DEFINITIONS

R-1

- 5.1. "Emergency Executive Committee" is as defined in Bylaw No. 1599, 2005.
- 5.2. "major capital items" means any individual item costing over \$5,000 and may include, but is not limited to, boats, trailers, any motorized vehicles, land and/or buildings
- 5.3. "minor capital items" means any individual item costing \$4,999 or less and may include, but is not limited to, ropes, harnesses, communications equipment.
- 5.4. "operational costs" means costs required to operate and may include, but is not limited to, the cost of training, first aid, administration, communication licenses
- 5.5. "Search and Rescue organization" means any registered non-profit Society that provides search and rescue services within the Peace River Regional District boundaries and is registered as a Search and Rescue organization with Emergency Management BC.

6. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.1. Peace River Regional District Emergency and Disaster Operations Bylaw 1599, 2005

7. PROCEDURE

- 7.1. Search and Rescue organizations may submit a formal application to the Regional District once per year **on or before May 31st of each year**; said application to be substantially in the form attached hereto as Schedule 'A' and checklist as Schedule 'B.'
- 7.2. Staff will review each application to determine its completeness and eligibility.
- 7.3. Staff will provide EEC with a written cover report and all applications to assist EEC in determining which SAR organizations should be invited to attend the grant allocation meeting and ultimately receive grant funding.
- 7.4. Staff will provide each organization invited to attend the grant allocation meeting with a written invitation detailing the date, time and location of the meeting.
- 7.5. All applicants will be provided with a letter detailing the amount of funding approved by the EEC and the procedures to claim such funding.
- 7.6. Approved applications will receive funds by claim reimbursement (Schedule 'C') after August 1st of each year once funding allocations are ratified by the EEC.
- 7.7. Unallocated funds from the annual requisition for the SAR grant shall be carried forward as a surplus to reduce the following year's tax requisition.



Search & Rescue Grant Application

Schedule A

Date: _____

Society Number: _____

APPLICANT INFORMATION

- 1) **Name of Organization:** _____
- 2) **Contact Person:** _____
- Position:** _____
- Mailing Address:** _____
- Phone:** _____ **Fax:** _____
- Email:** _____
- Website:** _____

Please list our organization on the PRRD website as a "Local Community Group" Yes No *(please check one)*

3) Executives of Your Organization:

President/Chair

Name: _____ Phone: _____ Email: _____

Vice President/Vice Chair

Name: _____ Phone: _____ Email: _____

Treasurer

Name: _____ Phone: _____ Email: _____

Secretary

Name: _____ Phone: _____ Email: _____

- 4) **Does your organization have at least one (1) member certified as a Search Manager? If so, please provide name and contact information.**

- 5) **How many volunteers does your group have registered?**

- 6) **TOTAL volunteer hours accumulated by your group in the previous year:**

- 7) **Please describe the training activities (i.e., type of training, number of members who took part in training) and EMBC tasks (i.e., number of tasks, number of says per task, number of volunteers per task) that your team took part in over the last year. (If needed please attach this as a separate item to your application)**



8) Please provide a 5 year action plan for your organization.

Year 1: _____

Year 2: _____

Year 3: _____

Year 4: _____

Year 5: _____

OPERATIONAL AND MINOR CAPITAL COSTS

9) Please describe the operational and/or minor capitals costs for which you are requesting funding. (If needed please attach this as a separate item to your application)

10) Total fixed costs requested from the Regional District: \$ _____.

11) Total variable costs requested from the Regional District: \$ _____.

12) TOTAL FUNDS requested from the Regional District: \$ _____.

** Fixed costs are defined as costs that are incurred every year and generally remain constant in total regardless of changes in activity. Examples are rent, insurance, mail box rental, radio licenses.*

*** Variable costs are defined as costs that vary in total in direct proportion to changes in activity. Examples include new equipment, photocopying and training.*

ATTACHMENTS

- a) Annual financial statements including current bank balance, savings, term deposits and GIC account information.
- b) Minutes of the most recent Annual General Meeting.
- c) Detailed annual budget including quotes for any minor capital purchases valued at over \$3,000.
- d) Annual report detailing how Regional District grant funds were spent in the previous year.

SIGNATURE OF APPLICANT

Signature of Applicant



PEACE RIVER REGIONAL DISTRICT

Search and Rescue Grant – Application Checklist Schedule B

Date: _____

Applicant Name: _____

All application packages must be submitted by 4:30 pm on May 31st and include the following items:

APPLICATION:

- ☐ Completed SAR Grants-in-Aid **application form** (all fields must be completed).
- ☐ **Financial statements** for the previous year including an income statement and balance statement.
- ☐ Detailed project and/or operating **budget**. Funding cannot be provided for the payment of debt or wages.
- ☐ **3 quotes** for any services, materials and equipment valued at \$3,000 or more is required.
- ☐ 1 member as GSR Search Manager
- ☐ **AGM minutes**
- ☐ **Annual report** detailing how your SAR Grant-In-Aid funding has been utilized.

Please note: Organizations are not required to provide a copy of the Society Form 11. This information is checked annually by PRRD Staff through BC Online

Staff Notes: _____



Search & Rescue Grant CLAIM FORM – Schedule C

Contact Person: _____ Phone Number: _____

June 20, 2017

Peace River Regional District Statement of POLICY and PROCEDURE			
Department:	Community Services	Policy No.	
Section:	Grants	Issued:	October 20, 2011 Emergency Executive Committee
Subject:	Search & Rescue Grants	Effective:	
Board Resolution # and Date:		Page:	1 of 3
		Replaces:	October 20, 2011 EEC Policy
Issued by:	Trish Morgan, General Manager of Community Services	Dated:	
Approved by:	Trish Morgan, General Manager of Community Services		

1. POLICY

- 1.1. Search and rescue (SAR) organizations operating within the boundaries of the Peace River Regional District are permitted to apply to the Regional District for grant funding to assist with operations and minor capital requirements.
- 1.2. On an annual basis the Regional Board shall determine the annual budget amount for SAR funding to be included in the Peace River Regional District Annual Financial Plan under the Grants to Community Organizations function.
- 1.3. The Regional Board hereby delegates to the Emergency Executive Committee (EEC) the authority to review all SAR grant applications and invite applicants to the allocation meeting in accordance with this policy.
- 1.4. All applications will be adjudicated based on need and available funds in the fiscal year.
- 1.5. The EEC reserves the right to accept, reject or amend any application at its sole discretion.
- 1.6. Upon approved application by the EEC, eligible SAR organizations, along with a representative of the EEC, will meet in July of each year to allocate funding to the SAR organizations from the budgeted amount as per the current Annual Financial Plan.
- 1.7. SAR organizations must send at least one representative to the allocation meeting in order to be eligible to receive funding.

Subject: Search & Rescue Grants	Policy #:	Page:	2 of 3
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- 1.8. If total applications exceed the annual budget, then the annual budget will be distributed based on consensus of the eligible SAR organizations and the EEC representative. R-1

1.9. All funding recommendations from the SAR organizations as a result of the allocation meeting, must be ratified and approved by the Regional Board.

- 1.10. To be eligible for funding, SAR organizations must meet the following criteria:

1.10.1. Must be a registered society in good standing and provide evidence of annual filing of required documentation to the Registrar of Societies.

1.10.2. Must have a minimum of one (1) member certified as a ground search and rescue search manager or is in the process of being certified;

1.10.3. Must provide copies of minutes of Annual General Meetings, Annual Financial Statements and an annual report detailing search and rescue activities over the previous year that shows how the grant funds were spent and if any grant funds are remaining.

- 1.11. Failure to provide adequate documentation during the application process and/or comply with the eligibility requirements for funding assistance may jeopardize future funding applications.

- 1.12. Grant applications to acquire land, buildings and major capital items will not be permitted.

- 1.13. SAR organizations must utilize allocated funds within 1 year of ratification by the Regional Board and will not be permitted to carry over funds to the following year.

2. PURPOSE

- 2.1. The purpose of the Search and Rescue Grant Policy is to establish clear guidelines and procedures for organizations applying for funds from the Peace River Regional District to support SAR activities.

3. SCOPE

- 3.1. The Search and Rescue Grant policy applies to all search and rescue organizations applying for funds from the Peace River Regional District.

4. RESPONSIBILITY

- 4.1. The General Manager of Community Services or designate, is responsible for ensuring compliance with the policy.

5. DEFINITIONS

R-1

- 5.1. "Emergency Executive Committee" is as defined in Bylaw No. 1599, 2005.
- 5.2. "major capital items" means any individual item costing over \$5,000 and may include, but is not limited to, boats, trailers, any motorized vehicles, land and/or buildings
- 5.3. "minor capital items" means any individual item costing \$4,999 or less and may include, but is not limited to, ropes, harnesses, communications equipment.
- 5.4. "operational costs" means costs required to operate and may include, but is not limited to, the cost of training, first aid, administration, communication licenses
- 5.5. "Search and Rescue organization" means any registered non-profit Society that provides search and rescue services within the Peace River Regional District boundaries and is registered as a Search and Rescue organization with Emergency Management BC.

6. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.1. Peace River Regional District Emergency and Disaster Operations Bylaw 1599, 2005

7. PROCEDURE

- 7.1. Search and Rescue organizations may submit a formal application to the Regional District once per year **on or before May 31st of each year**; said application to be substantially in the form attached hereto as Schedule 'A' and checklist as Schedule 'B.'
- 7.2. Staff will review each application to determine its completeness and eligibility.
- 7.3. Staff will provide EEC with a written cover report and all applications to assist EEC in determining which SAR organizations should be invited to attend the grant allocation meeting and ultimately receive grant funding.
- 7.4. Staff will provide each organization invited to attend the grant allocation meeting with a written invitation detailing the date, time and location of the meeting.
- 7.5. All applicants will be provided with a letter detailing the amount of funding approved by the EEC and the procedures to claim such funding.
- 7.6. Approved applications will receive funds by claim reimbursement (Schedule 'C') after August 1st of each year once funding allocations are ratified by the EEC.
- 7.7. Unallocated funds from the annual requisition for the SAR grant shall be carried forward as a surplus to reduce the following year's tax requisition.



Search & Rescue Grant Application

Schedule A

Date: _____

Society Number: _____

APPLICANT INFORMATION

- 1) Name of Organization: _____
- 2) Contact Person: _____
- Position: _____
- Mailing Address: _____
- Phone: _____ Fax: _____
- Email: _____
- Website: _____

Please list our organization on the PRRD website as a "Local Community Group" Yes No *(please check one)*

3) Executives of Your Organization:

President/Chair

Name: _____ Phone: _____ Email: _____

Vice President/Vice Chair

Name: _____ Phone: _____ Email: _____

Treasurer

Name: _____ Phone: _____ Email: _____

Secretary

Name: _____ Phone: _____ Email: _____

- 4) Does your organization have at least one (1) member certified as a Search Manager? If so, please provide name and contact information.

- 5) How many volunteers does your group have registered?

- 6) TOTAL volunteer hours accumulated by your group in the previous year:

- 7) Please describe the training activities (i.e., type of training, number of members who took part in training) and EMBC tasks (i.e., number of tasks, number of says per task, number of volunteers per task) that your team took part in over the last year. (If needed please attach this as a separate item to your application)



8) Please provide a 5 year action plan for your organization.

Year 1: _____

Year 2: _____

Year 3: _____

Year 4: _____

Year 5: _____

OPERATIONAL AND MINOR CAPITAL COSTS

9) Please describe the operational and/or minor capitals costs for which you are requesting funding. (If needed please attach this as a separate item to your application)

10) Total fixed costs requested from the Regional District: \$ _____.

11) Total variable costs requested from the Regional District: \$ _____.

12) TOTAL FUNDS requested from the Regional District: \$ _____.

** Fixed costs are defined as costs that are incurred every year and generally remain constant in total regardless of changes in activity. Examples are rent, insurance, mail box rental, radio licenses.*

*** Variable costs are defined as costs that vary in total in direct proportion to changes in activity. Examples include new equipment, photocopying and training.*

ATTACHMENTS

- a) Annual financial statements including current bank balance, savings, term deposits and GIC account information.
- b) Minutes of the most recent Annual General Meeting.
- c) Detailed annual budget including quotes for any minor capital purchases valued at over \$3,000.
- d) Annual report detailing how Regional District grant funds were spent in the previous year.

SIGNATURE OF APPLICANT

Signature of Applicant

June 20, 2017



PEACE RIVER REGIONAL DISTRICT

Search and Rescue Grant – Application Checklist Schedule B

Date: _____

Applicant Name: _____

All application packages must be submitted by 4:30 pm on May 31st and include the following items:

APPLICATION:

- ☐ Completed SAR Grants-in-Aid **application form** (all fields must be completed).
- ☐ **Financial statements** for the previous year including an income statement and balance statement.
- ☐ Detailed project and/or operating **budget**. Funding cannot be provided for the payment of debt or wages.
- ☐ **3 quotes** for any services, materials and equipment valued at \$3,000 or more is required.
- ☐ 1 member as GSR Search Manager
- ☐ **AGM minutes**
- ☐ **Annual report** detailing how your SAR Grant-In-Aid funding has been utilized.

Please note: Organizations are not required to provide a copy of the Society Form 11. This information is checked annually by PRRD Staff through BC Online

Staff Notes: _____



Search & Rescue Grant CLAIM FORM – Schedule C

Date: _____ Organization Name: _____

Mailing Address: _____

<i>Address</i>	<i>City</i>	<i>Postal Code</i>
----------------	-------------	--------------------

Contact Person: _____ Phone Number: _____

Amount You Are Claiming: _____

Please attach **COPIES ONLY** of invoices you are claiming reimbursement for. **LIST ALL INVOICES BELOW** and include the name of the supplier, the item description (i.e., rope, radio license).

Supplier	Item	Year Funds Granted	Invoice No.	\$ Amount
Total				

Please deliver your claim via mail, in person or by fax to:

Peace River Regional District
PO Box 810, 1981 Alaska Avenue
Dawson Creek, BC V1G 4H8
Fax: (250) 784-3201
[**prrd.dc@prrd.bc.ca**](mailto:prrd.dc@prrd.bc.ca)

If you have any questions about your claim please call Community Services at (250) 784-3200

For Office Use Only

Coding	Year	Amount	
			Approved
Total Claim			

	YEAR
Grant Amount	
Previous Claims from this Grant	
Current Claim	
Balance on this Grant	

CURRENT POLICY

POLICY STATEMENT

SERVICES – EMERGENCY MANAGEMENT

Search and Rescue Funding – Supplemental Funds

Definitions:

- a) "Emergency Executive Committee" is as defined in Bylaw No. 1599, 2005.
- b) "major capital items" means any individual item costing over \$5,000 and may include, but is not limited to, boats, trailers, any motorized vehicles, land and/or buildings
- c) "minor capital items" means any individual item costing \$4,999 or less and may include, but is not limited to, ropes, harnesses, communications equipment
- d) "operational costs" means costs required to operate and may include, but is not limited to, the cost of training, first aid, administration, communication licenses
- e) "Search and Rescue organization" means any registered non-profit Society that provides search and rescue services within the Peace River Regional District boundaries and is registered as a Search and Rescue organization with Emergency Management BC.

1. This policy is intended to supplement the operating funds of the Search and Rescue groups in the Peace River Regional District. Groups are expected to fundraise for alternate sources of funds and for major capital items.
2. To be eligible for funding, Search and Rescue organizations must meet the following criteria:
 - a. Must be a registered society in good standing and provide evidence of annual filing of required documentation to the Registrar of Societies.
 - b. Must have a minimum of one (1) member certified as a ground search and rescue search manager or is in the process of being certified;
 - c. Must provide copies of minutes of Annual General Meetings, Annual Financial Statements and an annual report detailing search and rescue activities over the previous year that shows how the grant funds were spent and if any grant funds are remaining.

Failure to provide adequate documentation during the application process and/or comply with the eligibility requirements for funding assistance may jeopardize future funding applications.

3. Search and Rescue organizations must submit a formal application for operating and minor capital items to the Regional District once per year **on or before May 31st of each year**; said application to be substantially in the form attached hereto as Schedule 'A'.
4. On an annual basis the Emergency Executive Committee shall determine the annual budget amount for Search and Rescue Funding to be included in the Peace River Regional District Annual Financial Plan.
5. Upon approved application by the Regional District, eligible Search and Rescue organizations, along with a representative of the Emergency Executive Committee, will meet in July of each year to allocate funding to each of the Search and Rescue organizations from the budgeted amount as per the current Annual Financial Plan. Search and Rescue

Search & Rescue Funding – Supplemental Funds
Emergency Management

organizations must send at least one representative to the allocation meeting in order to be eligible to receive funding.

6. If total applications exceed the annual budget, then the annual budget will be distributed based on consensus of the eligible Search and Rescue organizations and the Emergency Executive Committee representative.
7. All applications will be adjudicated based on need and available funds in the fiscal year of the established service. The Emergency Executive Committee reserves the right to accept, reject or amend any application at its sole discretion.
8. All decisions of allocations for funding must be ratified by the Emergency Executive Committee.
9. Approved applications will receive funds by claim reimbursement after August 1st of each year once funding allocations are ratified by the Emergency Executive Committee but not before.
10. Search and Rescue organizations must utilize allocated funds within 1 year of ratification by the Emergency Executive Committee and will not be permitted to carry over funds to the following year.
11. Grant applications to acquire land, buildings and major capital items will not be permitted.
12. The Search and Rescue organization shall be responsible to raise funds for major capital projects including land and buildings by seeking other funding sources including but not limited to donations, corporate sponsorships and/or applications to other senior government agencies.
13. Unallocated funds from the annual requisition for the Search and Rescue service shall be carried forward as a surplus to reduce the following year's emergency planning tax requisition.
14. Member municipalities and/or Electoral Areas that may currently provide financial assistance to Search and Rescue organizations in their jurisdictions may, at their sole discretion, continue to provide said financial assistance.



Peace River Regional District REPORT

R-2

To: Emergency Executive Committee

Date: June 1, 2017

From: Deborah Jones-Middleton, Protective Services Manager

Subject: **Mass Communications System**

RECOMMENDATION(S):

That the Emergency Executive Committee receive the report titled "Mass Communications System".

BACKGROUND/RATIONALE:

In the event of an emergency, a tested and proven crisis communication and emergency mass notification system is critical to help ensure safety and the well-being of the Peace River Regional District's residents and stakeholders. Following the wildfires and floods in 2016 at the June 21, 2016 meeting of the Emergency Executive Committee the following resolution was passed:

MOVED by Director Bumstead, SECONDED by Director Hiebert,
That staff be authorized to research the availability and cost of leveraging technology to assist in communications and information gathering.

CARRIED

Funding was approved in the 2017 budget to investigate options and procure a system that would meet the objectives of the emergency preparedness service.

Various mass notification systems were evaluated including Everbridge, Voyent Connect Rocket, e-Pact and the pRRRdy ReCollect systems. Based on staff evaluations Everbridge offers the best overall value to the Regional District for the following reasons:

1. **Ability to identify areas to be contacted by GIS mapping**
 - The Regional District can choose a specific geographic area to send a notification to such as an evacuation alert or evacuation order
 - Multiple areas can be chosen at a time and different notifications can be sent to each.
2. **The system provides notification to residents on up to 30 devices per household**
 - Residents can choose to be contacted by text message, email, landline, cell phones, etc. and can prioritize which device a message should be sent to first
3. **The annual fee allows up to 23,166 households to sign up.**
 - 23,166 represents to the total number of households in the region (rural and municipal)
4. **The system will continue to message a resident until they acknowledge the message and this acknowledgement reports will be available to the PRRD.**
 - Depending on the situation the Regional District may want to know if residents are ok or if they need help or a phone call back. When notifications are sent out, there are the

June 20, 2017

Staff Initials:

Dept. Head:

CAO:

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options to have residents choose an option at the end of the message (i.e., press 1 for “I am ok”, press 2 for “I need help”, etc.)

5. **Everbridge has a large client base and has been in business for 15 years, while other systems examined have been in operation for less than a year and their business viability is unknown.**
6. **The system can be used for more than just emergencies!**
 - The Regional District can utilize the system to notify residents about public and community meetings, interruptions in services (i.e., if a transfer station had to be closed unexpectedly) and other important information.
 - Most local government clients utilize the system for more than just emergencies.
7. **The system can be shared with member municipalities so that they can contact their residents within their municipal boundaries.**
 - Should the Board agree, member municipalities may also share in the service and would be able to use Everbridge for the same purposes within municipal boundaries.

Key Features

- 24/7 service support;
- the system will support up to 30 devices and five addresses per person;
- Everbridge pre-loads the system with existing landline data;
- status reporting on message delivery;
- able to specify addresses included in the notification area through mapping and GIS capabilities;
- visitors can temporarily sign-up to receive emergency notifications while in the region;
- can provide human voice messages;
- target groups can be set up to receive messages, i.e. ESS volunteers, SAR volunteers, PAC’s etc.;
- can be used by other PRRD departments to announce public meetings, OCP meetings etc.;
- two way messaging;
- on-line training;
- you can schedule future messages;
- can push notifications to social media; and
- users will receive incident notification if they enter/drive into an incident zone.

Organizations that currently utilize Everbridge include:

- City of Vancouver
- Vancouver International Airport
- City of Abbotsford
- Cariboo Regional District
- City of Nelson
- Emergency Communication for British Columbia Inc. (E-Comm)

OPTIONS:

- 1) That the Emergency Executive Committee recommend to the Board that staff propose to member municipalities the option of partnering on the Everbridge service.

Should the Board agree, member municipalities could also opt into the service. In the Cariboo Regional District, member municipalities share in the cost of the service and have access to only their residents within their municipal boundaries. The advantage of this is that everyone in the region is utilizing the same system. Further

- 2) That the Emergency Executive Committee provide direction to staff.

STRATEGIC PLAN RELEVANCE:

1.2 The PRRD will provide cost effective access to emergency and protective services including 911 call services by 2018 to its residents.

FINANCIAL CONSIDERATION(S):

Everbridge requires a two year contract with a fee of \$15,000 USD per annum for 23,166 households. A budget of \$22,000 was included in the 2017 Emergency Management Budget.

If member municipalities opt into the service, then this will reduced the Regional District's cost or alternatively the cost of the system could be budgeted through the Administration function (regional), whereby all taxpayers contribute.

COMMUNICATIONS CONSIDERATION(S):

Staff will develop a communications strategy to encourage residents to sign up for the service.

Note that this system is meant to supplement other means of communications with our residents and is not meant to replace those methods.

OTHER CONSIDERATION(S):

At the February 7, 2017 Emergency Executive Committee meeting, the directors asked staff to examine whether the pRRRdy app could be utilized for emergency mass communications. In speaking with the developer the app will not meet the needs of the Regional District as it is strictly an application for cellular phone users, it will not contact people with landlines or via email; there is no two way messaging capabilities; and it does not support GIS integration (i.e., notification cannot be narrowed down via geography). Further, users are only used to receiving waste and recycling information on this app. For these reasons, the PRRDY app is not recommended.

Attachments:

- What does Everbridge Do? YouTube Video
<https://www.youtube.com/watch?v=f8Bo3wCq5OI>
- Everbridge for Community Engagement
<https://www.youtube.com/watch?v=TUqSmEkfXoQ>
- MyGlendale: The Everbridge Emergency Notification System
<https://www.youtube.com/watch?v=EGteAj7sjal>
- New Cariboo Emergency Notification System
<https://www.youtube.com/watch?v=omQ99EpSXJo&feature=youtu.be>

June 20, 2017



Peace River Regional District REPORT

R-3

To: Emergency Executive Committee

Date: May 19, 2017

From: Deborah Jones-Middleton, protective Services manager

Subject: Elected Officials Emergency Management Handbook

RECOMMENDATION(S):

That the Emergency Executive Committee approve the 'Elected Officials Emergency Management Handbook' to be distributed to all Peace River Regional District Elected Officials.

BACKGROUND/RATIONALE:

On June 9, 2016 the Peace River Regional District Board passed the following resolution

"That staff be authorized to develop an Elected Officials handbook for Emergency Management that outlines the roles & responsibilities of elected officials during an emergency event and that the review of the handbook be delegated to the Emergency Executive Committee."

OPTIONS:

STRATEGIC PLAN RELEVANCE:

N/A

FINANCIAL CONSIDERATION(S):

N/A

COMMUNICATIONS CONSIDERATION(S):

OTHER CONSIDERATION(S):

Attachments: Elected Officials Emergency Handbook

June 20, 2017

Staff Initials:

A handwritten signature in blue ink, appearing to be 'Jm'.

Dept. Head:

A handwritten signature in blue ink, appearing to be 'Y. Morgan'.

CAO:

A handwritten signature in blue ink, appearing to be 'Ch. Birk'.

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Peace River Regional District



Elected Officials Emergency Management Handbook

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SECTION 1 – INTRODUCTION

OVERVIEW

This handbook provides operational considerations for Directors supporting the coordination of emergency responses to incidents arising from hazards and risks faced by the communities of the Peace River Regional District.

BACKGROUND

In 2004 the Provincial Government enacted legislation that required regional districts to assume the responsibility of emergency management within electoral areas. Since that time, much work has been done collectively throughout the Province by local governments to ensure the best possible outcomes if an emergency response is required.

The information in this handbook provides operational considerations for Directors supporting the coordination of responses to incidents arising from hazards and risks faced by the citizens, employees and clients of the Regional District.

PEACE RIVER REGIONAL DISTRICT EMERGENCY PREPAREDNESS MISSION STATEMENT

The mission of the Peace River Regional District Emergency Operations Program is to prepare for and provide response to emergencies or disasters in an effort to reduce preventable injuries, death, personal property loss, and economic loss within the region.

HAZARD SUMMARY

Historically, wildland fire, freshet and overland flooding from extreme rain events, and power outages have been the three major hazards that have caused the regional district emergency response plans to be activated (see Appendix 'A'). Current trends indicate that these hazards will continue with a potential rise in severe weather events.

PEACE RIVER REGIONAL DISTRICT RURAL EMERGENCY MANAGEMENT PROGRAM

The Peace River Regional District Emergency Management Program encompasses both the strategic and operational development of the response plan, outlining the authority and responsibility to act in emergencies, and communicates the policies and procedures to be followed. The Rural Emergency Management Plan also takes into account coordination with outside agencies, both government and private, that may assist the Peace River Regional District during an emergency.

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BRITISH COLUMBIA EMERGENCY MANAGEMENT SYSTEM

The British Columbia Emergency Management System (BCEMS) represents a recommended best practises for local authorities, private sector and the federal government operating in BC under the incident command system (ICS). BCEMS guides decision makers in prioritizing response activities as follows:

British Columbia Emergency Management System Goals

In Priority order

1	ENSURE THE HEALTH & SAFETY OF RESPONDERS	The well-being of responders must be effectively addresses or they may be unable to respond to the needs of those at risk.
2	SAVE LIVES	The importance of human life is paramount over all other considerations. When lives are at risk, all reasonable efforts must be made to eliminate the risk.
3	REDUCE SUFFERING	Physical and psychological injury can cause significant short- and long-term impact on individuals, families and communities. Response measures should take into consideration all reasonable measures to reduce or eliminate human suffering.
4	PROTECT PUBLIC HEALTH	Public health measures are essential to the well-being of communities should be maintained or implemented. Enhancing surveillance and detection, eliminating health hazards, minimizing exposure and implementing programs such as widespread immunization may need to be considered.
5	PROTECT INFRASTRUCTURE	When necessary to sustain response efforts, maintain basic human needs and support effective recovery, infrastructure that is critical to the livelihood of the community should be protected ahead of other property.
6	PROTECT PROPERTY	Property can be essential to the livelihood of communities. When determining priorities, response personnel should evaluate the importance of protecting private and community property.
7	PROTECT THE ENVIRONMENT	The environment is essential to communities. When determining priorities, response personnel should evaluate the importance of protecting the environment and implement protective strategies that are in the best interest of the broader community.
8	REDUCE ECONOMIC & SOCIAL LOSSES	The loss of economic generators can have short and long-term impacts on communities, including social losses related to the loss of community support networks and reduced employment, investment and development. Response measures may be necessary to reduce these losses and psychosocial interventions may be required for those impacts by the disaster.

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AUTHORITY

The Emergency Program Act and the associated regulations provide the legislative framework for the management of disasters and emergencies in B.C.

- *Emergency Program Act*
- Local Authority Emergency Management Regulation
- Emergency Program Management Regulation
- Compensation and Disaster Financial Assistance Regulation

The Peace River Regional District has provided further direction through the following:

- Emergency Management Program Directive
- Rural Emergency Response Plan;
- Emergency Operations Centre Procedures Manual

The *Emergency Program Act* states that regional districts “must prepare or cause to be prepared local emergency plans respecting preparation for, response to and recovery from emergencies and disasters.”

Section 10 of the *Emergency Program Act* also provides municipalities and regional districts with the following extraordinary powers that may be utilized during a “State of Local Emergency”:

- (a) acquire or use any land or personal property considered necessary to prevent, respond to or alleviate the effects of an emergency or disaster;
- (b) authorize or require any person to render assistance of a type that the person is qualified to provide or that otherwise is or may be required to prevent, respond to or alleviate the effects of an emergency or disaster;
- (c) control or prohibit travel to or from any area of British Columbia;
- (d) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of British Columbia;
- (e) cause the evacuation of persons and the removal of livestock, animals and personal property from any area of British Columbia that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property;
- (f) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program or if otherwise considered by the minister to be necessary to prevent, respond to or alleviate the effects of an emergency or disaster;
- (g) cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered by the minister to be necessary or appropriate in order to prevent, respond to or alleviate the effects of an emergency or disaster;
- (h) construct works considered by the minister to be necessary or appropriate to prevent, respond to or alleviate the effects of an emergency or disaster;
- (i) procure, fix prices for or ration food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within any part of British Columbia for the duration of the state of emergency.

ROLE OF THE CHAIR DURING AN EOC ACTIVATION

During an emergency and EOC activation, the Chair of the Peace River Regional District plays an important role. Declarations of a State of Local Emergency, Evacuation Alerts and Evacuation Orders may only be issued by the head of the local authority or their designate (i.e., Vice-Chair). For this reason it is imperative that the Chair and Vice-Chair remain accessible to the CAO and EOC Director.

The Chair also plays the lead role in speaking to the media. The Chair may wish to share this role with the Electoral Area Director(s) responsible for the impacted communities. At the direction of the Chair, EOC staff or the CAO may assist with providing the media with technical information on the response activities or extent of the emergency.

ROLE OF THE BOARD OF DIRECTORS DURING AN EOC ACTIVATION

The primary function of the Board of Directors is to provide policy and decision support to the EOC Director. The SINGLE point of contact for the Board during an EOC activation is the CAO or the EOC Director if the CAO is unavailable.

During an EOC activation, the Board remain accessible to the CAO in the event that a declaration of state of local emergency, Evacuation Alert or Evacuation Order must be issued. While the Chair or Vice-Chair will provide the initial approval for these orders and alerts, under legislation the Peace River Regional District must use “best efforts” to gain the support and authorization of the majority of the Board. To do so, the CAO (or designate) will conduct a phone or email poll of the Board.

SECTION 2 – THE EMERGENCY OPERATIONS CENTRE

REPORTING STRUCTURE

Strategic responsibility for Peace River Regional District emergency management is under the general supervision of the General Manager of Community Services. The Protective Services Manager is designated as the “Emergency Program Coordinator” and provides subject matter advice to the Board and staff on the administration and coordination of the Peace River Regional District Emergency Management Program. The Protective Services Manager is responsible for the leadership, development and implementation of emergency response plans and other preparedness, response and recovery measures for emergencies and disasters.

The Emergency Operations Centre is staffed by drawing people from Peace River Regional District staff, as required. These staff receive specific emergency management training to enable them to fill functions, specific to response activations.

The activation of the Emergency Operations Centre (EOC) will be informed by the scope, scale and complexity of the event or incident. The primary functions the Emergency Operations Center provides are:

- support to those impacted or requiring assistance
- direction and decision support where action is required
- appropriate legal, administrative and financial accountability
- consistent, accurate and appropriate public information
- unity of effort in response and recovery phases, and
- coordination of internal and external resources

The decision for activation of the EOC will rest with the CAO (or designate) or Protective Services Manager as designated in the emergency response plans.

The EOC Operations Guide provides the framework for the operations, organization, responsibilities, and coordination necessary to provide for effective response and recovery from major emergencies or disasters in the electoral areas. It does not address emergencies that are normally handled at the scene by the appropriate first responding agencies. It does address incidents that may cause damage of sufficient severity and magnitude to warrant execution of all or part of the emergency response plan to be activated.

The EOC utilizes the British Columbia Emergency Management System (BCEMS) as its organizational structure. An Incident Commander should be present to oversee site activities, and the Emergency Operations Centre (if required) is activated to oversee and coordinate all off-site activities.

If the emergency is very large or wide spread a Provincial Regional Emergency Operations Centre (PREOC) may be activated by Emergency Management BC to provide provincial support and coordination.

The EOC also communicates information, seeks clarification of provincial policy, and resource needs with the next level of BCEMS, which is the Provincial Regional Emergency Operations Centre.

The EOC:

- Must be able to coordinate support to communities and individuals that have exceeded their capacity to take action
- Must be able to coordinate the restoration of services provided by the regional district
- May assist individuals, communities and groups with identification of community recovery options
- May develop capacity to support other levels of government during emergencies and disasters

Emergency Operations Centre	Functional Responsibilities
Management Team	Contains the EOC Director, Deputy EOC Director, Liaison, Public Information and Risk Management Officers. This team is responsible for the functional and coordination roles of the EOC.
Operations Section	Responsible for coordinating all operations in support of the emergency response through implementation of the Action Plan.
Planning Section	Responsible for collecting, evaluating, and disseminating information; developing the Action Plan in coordination with other functions and maintaining documentation.
Logistics Section	Responsible for providing facilities services, personnel, equipment and materials.
Finance/ Administration Section	Responsible for financial activities and other administrative aspects.

MEDIA AND PUBLIC RELATIONS

During major emergencies, demand for information is often overwhelming. Social media and traditional local media require information to provide emergency instructions and situation reports to the public. It is imperative to work cooperatively with the media to achieve the goals of all concerned.

In a major emergency, the Information Officer in the EOC plays a vital role managing and coordinating all public and media information needs. Multiple sources of information may confuse the public and could lead to serious life threatening consequences. The Chief Administrative Officer and Emergency Operations Centre Director will ensure that Directors are kept informed.

During an EOC Activation the PRRD website, www.prrd.bc.ca and Facebook page, [Peace River Regional District "Official Page"](#), will also provide current information.

When other jurisdictions are involved in the response, a Joint Information Centre, (JIC) may be established to serve as a focal point for the joint media briefing and information collection and dissemination activities. The JIC will concentrate their efforts on vital life safety information first and general emergency information second.

CATEGORIES OF EMERGENCIES AND EOC ACTIVATION LEVELS

There are two general terms used to describe emergencies:

- 'Incident' defines a single emergency site.
- 'Event' is used to describe an occurrence based on one of the 53 identified hazards in BC and is usually larger in complexity, scope and scale and which may contain many incidents.

For example, an earthquake is the event and the resulting fires, explosions and landslides are the incidents within the event.

The Emergency Operations Center will function within three general levels of activation:

Level 1: actions reflect incidents that are normally managed by agencies on a regular basis. However, there is a potential for the incident to escalate. The EOC may provide site support and monitoring only.

Level 2: is a complex emergency that are of a larger scale or longer duration possibly involving evacuations, additional or unique resources, or similar extraordinary EOC support activities requiring activation of an EOC.

Level 3 - events are of large magnitude and/or long duration or may have multiple incident sites that involve multi-agencies and multi-level government response. This level requires activation of an EOC.

These general response levels are associated with the impacts (perceived or imminent) of specific hazards and the level of consequences those impacts may generate. There is always the potential that a small but very complex incident, will require the activation of the EOC to coordinate a successful response or recovery activation

COURSE OF ACTION

Once it is apparent to the EOC Director that, in their best judgment, emergency conditions warrant a declaration, the Chair will be advised.

The Chair will be contacted by the CAO or EOC Director and briefed with the known critical information elements required to provide situational awareness pertaining to declaring a *State of Local Emergency* in any or all of the electoral areas of the regional district.

Section 12 of the *Emergency Program Act* allows local authority, or head of a local authority (Chair of the Regional Board of Directors) to declare a State of Local Emergency if extraordinary powers are required to deal with the effects of an emergency or disaster.

During sudden onset or escalating situations the critical information provided will be subject to confirmation; however, will be the most accurate depiction of the known incident or event. The declaration of a local state of emergency will empower the response and coordination to occur using the BCEMS objectives as operational guidance. The information the Chair will receive will be compiled by the EOC and provided to the CAO.

FURTHER INFORMATION

For further information please contact the Peace River Regional District Protective Services Manager or the Chief Administration Officer (CAO).

Peace River Regional District – Head Office	Phone:	(250) 784-3200
1981 Alaska Avenue, PO Box 810	Fax:	(250) 784-3201
Dawson Creek, BC	Web:	www.prrd.bc.ca
V1G 4H8	Email:	prrd.dc@prrd.bc.ca

APPENDIX 'A' – PEACE RIVER REGIONAL DISTRICT HAZARD RISK VULNERABILITY ASSESSMENT

Consequences	Very High				Hazardous material spills Interface fire	Power outages >3 days Severe winter weather
	High			Dam failure Animal disease		Flooding Oil & gas facility emergency
	Moderate		Mine accidents MV Accidents Human disease	Drought Pest infestations		
	Low	Ice storms/fog	Structural collapse Debris Avalanches	Erosion/accretion Avalanches Seismic events Fire		
	Very Low	Hailstorms Air crashes Land subsidence Tornadoes Heat waves	Plant diseases Ice jams			
		Very Low	Low	Moderate	High	Very High
	Likelihood					

June 20, 2017

APPENDIX 'B' – QUICK REFERENCE GUIDE

GENERAL RESPONSIBILITIES

- Accurate public information is extremely important during emergencies. The CAO, EOC Director and Information Officer will work closely with the Chair and elected officials to provide a coordinated and accurate message to the public at risk and the media.
- At the request of the CAO, and coordinated with the EOC Director and Information Officer, provide updates to media and public from elected officials perspective.
- Declare - State of Local Emergency (SOLE) and provide approval for an Evacuation Alert and Evacuation Order if warranted and requested.
- Liaise with provincial and federal elected officials if required.
- Establish and maintain contacts with elected officials from adjacent jurisdictions as appropriate.

PROCESS FOR DECLARATION OF STATE OF LOCAL EMERGENCY/EVACUATION ALERT/EVACUATION ORDER

Issuing an ORDER for a State of Local Emergency or Evacuation	Issuing an Evacuation Alert
▪ When a State of Local Emergency (SOLE) and/or Evacuation Order is required typically the CAO or Deputy CAO will contact the Chair (or Vice Chair) to gain her/his consent to issue the SOLE or Evacuation by way of an "Order". ▪ The <i>Emergency Program Act</i> allows for SOLE's to be issued by way of order, bylaw or resolution. An order is the most common mechanism used, since most situations do not allow sufficient time to complete the procedures required to establish a local government bylaw or resolution. An Evacuation Order is only issued by way of "Order" so that it can be issued in an expedited fashion. ▪ As per the legislation an Order can only be issued by the head of a local authority (i.e., the Chair or Vice Chair) and cannot be delegated to staff or other directors. ▪ Either during the preparation or once the SOLE and/or Evacuation Order has been issued, the CAO/Deputy will conduct a phone or email poll of the other directors	▪ An Evacuation Alert is a public information tool to advise and prepare the public for an evacuation. ▪ When an Evacuation Alert is required, typically the CAO or Deputy CAO will contact the Chair (or Vice Chair) to gain her/his consent to issue the Evacuation Alert. It is important that the Chair (or Vice Chair) is aware of the alert as they may receive calls from the media or residents. ▪ When time permits, the CAO/Deputy may also advise the Electoral Area Director in advance of issuing the Evacuation Alert. ▪ Once the Evacuation Alert is prepared, it is issued to the public and other agencies and sent to the rest of the Board members for information.

June 20, 2017

Issuing an ORDER for a State of Local Emergency or Evacuation	Issuing an Evacuation Alert
or hold a meeting via conference call to confirm the Order if time permits. ▪ The legislation describes that the Chair of the local government (or Vice Chair) must use best efforts to obtain consent of the other members of the local authority and must, as soon as possible, convene a meeting of the local authority to assist in directing response activities. In most cases as soon as the Chair or Vice Chair have provided their consent and the SOLE and/or the Evacuation Order is completed, it is issued to the public and the appropriate agencies. ▪ In order to ratify consent of the other directors to issue a SOLE and/or Order, it is brought back to the next meeting for confirmation of the Order.	

Note this process was affirmed by resolution of the Board of Directors on June 9, 2016 as follows:

“That the use of the current process to obtain consent from elected officials during emergencies be affirmed.”

KEY MESSAGES AND REMINDERS FOR ELECTED OFFICIALS

To ensure compliance with the Emergency Program Act, a declaration must be made by the Chair of the Peace River Regional District Board of Directors.

The following are general considerations and key reminders that pertain to the administration of a declaration of local state of emergency:

- The Chair must be satisfied that an emergency exists or is imminent;
- Declaration of State of Local Emergency form must identify the nature of the emergency and the area where it exists or is imminent;
- Immediately after a State of Local Emergency has been declared, a copy of the declaration must be sent to the Minister for Transportation and Infrastructure and the contents of the Declaration provided to the population of the affected area;
- A coordinated public information communications plan should be available for immediate implementation, following the Declaration;
- A State of Local Emergency automatically exists for seven (7) days unless cancelled earlier;
- Any extension of a State of Local Emergency beyond seven days must have the approval of the Minister for Transportation and Infrastructure for each 7-day extension;

June 20, 2017

- Once it is determined that extraordinary powers are no longer required and that the State of Local Emergency may be cancelled, the Minister for Transportation and Infrastructure must be promptly notified;
- The details of the termination must be published by a means of communication most likely to make the contents of the termination known to the population of the affected area; and
- Where a local declaration is in place, should a provincial declaration be made, the local declaration is subject to the provincial declaration

The Peace River Regional District **NEED NOT** declare a state of local emergency for the following:

- To implement part or all of its Emergency Response and Recovery Plan.
- To issue an Evacuation ALERT
- To gain liability protection under the Emergency Program Act.
- To qualify for disaster financial assistance under the Emergency Program Act.

The Peace River Regional District **MAY** declare a State of Local Emergency for the following:

- Enforcement of an evacuation.
- Access to private property.
- Control of goods and services.

The *Emergency Program Act* details the powers available to the Peace River Regional District after a Declaration has been made. In summary, they are the powers to:

- acquire or use any land or personal property
- authorize or require any person to render assistance
- control or prohibit travel within the Peace River Regional District
- provide for the restoration of essential facilities and distribution of essential supplies
- cause the evacuation of persons and livestock
- authorize entry into a building or on any land without warrant
- cause the demolition or removal of trees, structures or crops
- construct any works deemed necessary
- fix prices or ration food, clothing, fuel, equipment, medical supplies or other essential supplies.

June 20, 2017



Peace River Regional District REPORT

R-4

handout June 20, 2017

To: Emergency Executive Committee

Date: June 13, 2017

From: Jill Rickert, Community Services Coordinator

Subject: **2017 Search and Rescue (SAR) Grant Application Review**

RECOMMENDATION(S):

That the Emergency Executive Committee approve the following:

1. That Wednesday, July 12th, 2017 at 10:00 a.m. be approved as the meeting date for the 2017 Search and Rescue Grant Allocation meeting; and
2. That upon review of the 2017 Search and Rescue Grant applications staff be directed to invite the eligible Search and Rescue Grant applicants to attend the allocation meeting on July 12, 2017; and
3. Identify which Emergency Executive Committee member will attend the 2017 Search and Rescue Grant Allocation meeting.

BACKGROUND/RATIONALE:

Please refer to the summary of applications below:

1. **Chetwynd Search and Rescue** - Request for \$7,000 to assist with operational costs, such as insurances, phone charges and radio licenses. All Fixed costs no variable costs requested. Number of tasks responded to four (4). Applicant is in good standing with Societies Act, budget and financial statements submitted, meets all eligibility criteria as per the policy statement. 2016 SAR funds unclaimed; however, Society has been reminded of the 1 year deadline and stated all funds will be claimed by June 30th.
2. **North Peace Search and Rescue** – Request for \$22,939.63 to assist with operational costs, conduct training, improvements to Inreach devices and dry suits. Fixed costs are \$8,001.63 and Variable costs are \$14,938.00. Number of responses nineteen (19). Applicant is in good standing with Societies Act, meets eligibility criteria, financial statements submitted. All 2016 SAR funds have been utilized and paid out.
3. **South Peace Search and Rescue** - Request for \$8,865.20 to assist with operational costs and minor capital items such as computers, printers, and desk. Fixed costs are \$7,365.20 Variable costs are \$1,500. Number of responses ten (10). Applicant is in good standing with Societies Act and meets eligibility criteria, financial statements submitted to support request; All 2016 SAR funds have been utilized and paid out.
4. **Tumbler Ridge Search and Rescue** – Request for \$1,075 to assist with the operation costs for insurance, no purchases in excess of \$3,000. Only fixed costs. Applicant is in good standing with Societies Act and meets eligibility criteria. Outstanding application information - financial information, task and training records. 2016 SAR funds unclaimed; Society has been reminded of the 1 year deadline and all funds must be claimed and stated that it will be claimed by the end of June 30, 2017.

Staff Initials:

A handwritten signature in black ink, appearing to read 'J. Rickert', written over the 'Staff Initials:' label.

Dept. Head:

A handwritten signature in black ink, appearing to read 'Y. Morgan', written over the 'Dept. Head:' label.

CAO:

Page 1 of 2

OPTIONS:

1. That the Committee choose an alternate date for the allocation meeting, if the one identified by staff is not suitable.
2. As outlined in the policy, only one member of the Committee is required to attend the SAR Allocation meeting; however, if the Committee wishes they could choose to have additional members attend.
3. Provide direction to staff on any follow up identified out of the review of the SAR Grant applications.

STRATEGIC PLAN RELEVANCE:

None

FINANCIAL CONSIDERATION(S):

As part of the 2017 PRRD Financial Plan, \$25,000 was budgeted under Grants to Community Organizations in 2017 to provide grant assistance to the SAR groups in the region.

The total amount requested this year from the SAR applicants is \$39,879.83, which exceeds the annual budget and therefore requires these funds be distributed by consensus of the eligible Search and Rescue Organizations and an Emergency Executive Committee Representative, as outlined in the Emergency Management Policy Statement, item 6. Please see the attached policy statement.

COMMUNICATIONS CONSIDERATION(S):

Those applicants authorized to attend the July 12, 2017 allocation meeting will be sent a letter inviting them to attend.

OTHER CONSIDERATION(S):

Attachments:

2017 SAR Applicant Packages
2017 SAR Summary of Requests
2017 SAR YTD PRRD Contributions
2017 SAR Summary of Payables
Current Policy Statement

**Search & Rescue YTD PRRD
Contributions**

	TOTAL	2009	2010	2011	2012	2013	2014	2015	2016
North Peace Search & Rescue	\$50,128.05			5,988.00	12,657.40	9,869.64	6,406.00	7,276.41	7,930.60
South Peace Emergency Response Team	\$38,896.67			5,538.90	9,342.60	3,681.18	6,116.00	6,723.59	7,494.40
Tumbler Ridge Search & Rescue	\$12,065.28			3,443.10	0.00	2,569.18	3,478.00	2,000.00	575.00
Chetwynd Search & Rescue	\$23,880.00			0.00	0.00	5,880.00	6,000.00	\$6,000.00	6,000.00
TOTAL	\$124,970.00			14,970.00	22,000.00	22,000.00	\$22,000.00	22,000.00	22,000.00

June-19-17



Peace River Regional District Search & Rescue Grant-in-Aid Summary of Payables

Current Year Allocation

	2011	2012	2013	2014	2015	2016	GIA Remaining
7,930.60 North Peace Search & Rescue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7,494.40 South Peace Emergency Response Team	0.00	0.00	0.00	0.00	0.00	0.00	0.00
575.00 Tumbler Ridge Search & Rescue	0.00	0.00	0.00	0.00	0.00	575.00	575.00
6000.00 Chetwynd Search & Rescue	0.00	0.00	0.00	0.00	0.00	6,000.00	6,000.00
TOTAL	0.00	0.00	0.00	0.00	0.00	6,575.00	6,575.00

POLICY STATEMENT

R-4

SERVICES – EMERGENCY MANAGEMENT Search and Rescue Funding – Supplemental Funds

Definitions:

- a) “Emergency Executive Committee” is as defined in Bylaw No. 1599, 2005.
 - b) “major capital items” means any individual item costing over \$5,000 and may include, but is not limited to, boats, trailers, any motorized vehicles, land and/or buildings
 - c) “minor capital items” means any individual item costing \$4,999 or less and may include, but is not limited to, ropes, harnesses, communications equipment
 - d) “operational costs” means costs required to operate and may include, but is not limited to, the cost of training, first aid, administration, communication licenses
 - e) “Search and Rescue organization” means any registered non-profit Society that provides search and rescue services within the Peace River Regional District boundaries and is registered as a Search and Rescue organization with Emergency Management BC.
1. This policy is intended to supplement the operating funds of the Search and Rescue groups in the Peace River Regional District. Groups are expected to fundraise for alternate sources of funds and for major capital items.
 2. To be eligible for funding, Search and Rescue organizations must meet the following criteria:
 - a. Must be a registered society in good standing and provide evidence of annual filing of required documentation to the Registrar of Societies.
 - b. Must have a minimum of one (1) member certified as a ground search and rescue search manager or is in the process of being certified;
 - c. Must provide copies of minutes of Annual General Meetings, Annual Financial Statements and an annual report detailing search and rescue activities over the previous year that shows how the grant funds were spent and if any grant funds are remaining.

Failure to provide adequate documentation during the application process and/or comply with the eligibility requirements for funding assistance may jeopardize future funding applications.

3. Search and Rescue organizations must submit a formal application for operating and minor capital items to the Regional District once per year on or before May 31st of each year; said application to be substantially in the form attached hereto as Schedule ‘A’.
4. On an annual basis the Emergency Executive Committee shall determine the annual budget amount for Search and Rescue Funding to be included in the Peace River Regional District Annual Financial Plan.
5. Upon approved application by the Regional District, eligible Search and Rescue organizations, along with a representative of the Emergency Executive Committee, will meet in July of each year to allocate funding to each of the Search and Rescue organizations from the budgeted amount as per the current Annual Financial Plan. Search and Rescue

organizations must send at least one representative to the allocation meeting in order to be eligible to receive funding.

6. If total applications exceed the annual budget, then the annual budget will be distributed based on consensus of the eligible Search and Rescue organizations and the Emergency Executive Committee representative.
7. All applications will be adjudicated based on need and available funds in the fiscal year of the established service. The Emergency Executive Committee reserves the right to accept, reject or amend any application at its sole discretion.
8. All decisions of allocations for funding must be ratified by the Emergency Executive Committee.
9. Approved applications will receive funds by claim reimbursement after August 1st of each year once funding allocations are ratified by the Emergency Executive Committee but not before.
10. Search and Rescue organizations must utilize allocated funds within 1 year of ratification by the Emergency Executive Committee and will not be permitted to carry over funds to the following year.
11. Grant applications to acquire land, buildings and major capital items will not be permitted.
12. The Search and Rescue organization shall be responsible to raise funds for major capital projects including land and buildings by seeking other funding sources including but not limited to donations, corporate sponsorships and/or applications to other senior government agencies.
13. Unallocated funds from the annual requisition for the Search and Rescue service shall be carried forward as a surplus to reduce the following year's emergency planning tax requisition.
14. Member municipalities and/or Electoral Areas that may currently provide financial assistance to Search and Rescue organizations in their jurisdictions may, at their sole discretion, continue to provide said financial assistance.

1-1

[illegible]



March 7, 2017

National Energy Board
Suite 210, 517 Tenth Avenue SW
Calgary, Alberta
T2R 0A8

RE: Compliance with the National Energy Board Rules of Practice and Procedure, 1995

Dear,

The Peace River Regional District received the National Energy Board's document titled "Comments on Proposed Changes to Emergency Management Filing Requirements in the Board's *Filing Manual*".

At its meeting of February 23, 2017 the Peace River Regional District passed the following motion:

"That the Board forward a letter 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."

Further to the resolution we look forward to receiving confirmation that a plan is in place to achieve the desired outcome.

Sincerely,

Brad Sperling
Chair

diverse. vast. abundant.

PLEASE REPLY TO:

☒ Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8 Tel: (250) 784-3200 or (800) 670-7773 Fax: (250) 784-3201 Email: prrd.dc@prrd.bc.ca
☐ 9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1125 Email: prrd.fsj@prrd.bc.ca



February 27, 2017

Bob Zimmer, Member of Parliament, Prince George – Peace River – Northern Rockies
710 Valour Building
House of Commons
Ottawa, Ontario K1A 0A6

RE: Request for inclusion in DriveBC

Dear Member of Parliament Zimmer,

At its meeting of February 23, 2017 the Peace River Regional District passed the following motion:

“That the Board forward a letter 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”

Further to the resolution we look forward to receiving your response to the request.

Sincerely,

Brad Sperling

Chair

CC

George Smith,
Manager, Maintenance and Operations, Public Works and Government Services Canada
4804 - 51 Avenue West
Fort Nelson, British Columbia V0C 1R0

Honourable Todd Stone, Minister of Transportation and Infrastructure
Room 305, Parliament Buildings
Victoria, BC
V8V 1X4

diverse. vast. abundant.

PLEASE REPLY TO:

☒ Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8 Tel: (250) 784-3200 or (800) 670-7773 Fax: (250) 784-3201 Email: prrd.dc@prrd.bc.ca
☐ 9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1125 Email: prrd.fs@prrd.bc.ca

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

**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;

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.

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;

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.

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

1-2

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.

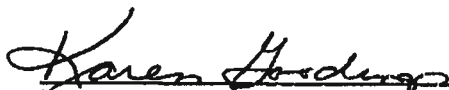
READ A THIRD TIME this 13th day of OCTOBER, 2005.

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

Emergency Incident Register

#	Date of Incident	Task #	PRRD Action	Incident	Type	Operations
135	12-Jun-17		Monitoring Only	Flooding west and north of Williston Lake resulted in a crossings and roads being washed out and access to Kwadacha and Tsay Keh Dene limited. FLNRO is assessing bridges and roads.	Flooding	TM
134	10-Jun	180785	EOC Level 1	Monitoring flooding on Pine River	Flooding	TM, FH, PE
133	07-Jun-17		Monitoring Only	Progress Energy fire near Wonowon, contained to site, 2 worker injuries, no risk to public, OGC monitoring	Oil & Gas	TM
132	31-May-17		Monitoring Only	private crossing on Chowadi River washed out, residents isolted, offered helicopter out, residents declined	Flooding	TM, DJM
131	29-May-17		Referred	Pouce resident advised that adjacent private land may be sliding, referred to Village and BC Assessment to determine owners and conduct engineering assessment	landslide	TM, DJM
130	16-May-17		Monitoring Only	North of Hudson's Hope, Canbrium Energy release of condensate and sweet gas, plant evacuated no risk to public DGR 170596	Oil & Gas	TM
129	10-May-17	180785	EOC Level 1	Monitoring flooding in West Peace, Tomslake/Tupper, Halfway	Flooding	TM, DJM, JR, FH
128	05-May-17		Monitoring Only	landslide on Pine River near 40km S Chetwynd close to Willow Creek Mine	landslide	TM, DJM
127	23-Jan-17		Monitoring Only	Well head failure, sweet gas, company continuing to frac. OGC monitoring.	Oil & Gas	TM
126	17-Dec-16		Monitoring Only	Crew Energy C-ring tank explosion, contained to site	Oil & Gas	TM
125	09-Sep-16		Monitoring Only	EnCana Water Hub site explosion of storage tank	Oil & Gas	TM
124	15-Jun-16	171251	EOC Level 3	south and west Peace flooding with 400+ properties affected	Flooding	ALL PRRD Staff
123	April 18, 2016 to May 20, 2016	MANY	EOC Level 3	wildfires across Peace Region causing 4 SOL's, 8 evacuation orders, 12 evauation alerts, 3218 properties on evacuation alert, 567 properties evacuated	wildfire	ALL PRRD Staff
122	19-Oct-15	163503	EOC Level 1	land slide across Beatton River	water	DR
121	16-Sep-15		Monitoring Only	produced water spill	oil & gas	DR
120	21-May-15	160855	ESS Level 1	House fire 4973 225 Road, issued hotel and clothing voucher	structure fire	JR
119	31-Dec-14	154659	EOC Level 1	power outage in Buick & Prespatou area	cold weather	JR/FH
118	11-Dec-14		Monitoring Only	sour gas release at the end of Old Hope Road	Oil & Gas	TM/JR
117	10-Sep-14		Monitoring Only	Potential water contamination into Lynx Creek	water	SA/TM
116	07-Sep-14		Monitoring Only	industrial spill near Dokkie School and in District of Chetwynd. MOE and trucking company remediated issue		
115	13-Aug-14	151495	Evacuation Alert	Tommy Lakes Fire 60 NE of Pink Mountain	wildfire	TM/FH/JR
114	13-Jul-14	151495	Evacuation Order & Evacuation Alert	Mt. McAllister Fire 56 km west of Chetwynd, threatended Moberly Lake and Hudson's Hope.	wildfire	ALL
113	08-Jul-14	151495	Monitoring Only	Tenakihi-Mesilinka Fire 50 km W of Williston Lake	wildfire	TM/FH/JR/SA
112	06-Jul-14	151495	Evacuation Order	Red Deer Creek fire 61 km SE of Tumbler Ridge, order to evacuate camps and facilities in the area	wildfire	TM/JR/FH/SA
111	02-Jun-14	151495	Evacuation Alert	Forres Mountain Fire 50 km NW of Williston Lake near Tsay Keh Dene	wildfire	ALL
110	13-May-14		notification	Wrangler Road cut off by beaver dam break. 2 houses cut off, all residents notified. MOT will have access open in 1-2 days	Flooding	TM

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109	12-May-14		notification	Two 400 barrel tanks caught fire at plant site, no residents displaced or affected	Oil & Gas	TM
108	07-Apr-14	150182	ESS Level 1	House fire in Rolla, clothing voucher provided	Structure Fire	JR
107	07-Apr-14	150189	EOC Level 1	flooding in North Peace due to Spring run-off. Sandbags and sand provided at Charlie Lake Fire Hall for residents to pick-up	Flooding	FB/SA
106	18-Feb-14		notification	PNG Gas leak on Parkland Road, ~500 residents impacted without natural gas, no imminent danger and no evacuation required. PNG on-site monitoring situation.	Oil & Gas	TM
105	05-Feb-14	145092	ESS Level 1	House fire at 13311 215 Rd, clothing voucher provided	Structure Fire	TM/JR
104	03-Jan-14		notification	house fire in Christopher Lee Estates, ESS offered but declined by residents	Structure Fire	JR/FB
103	12-Dec-13		notification	Tanker carrying 9,000 L of kerosene spilled 48 Km west of Chetwynd. MOE lead and are working with company to remediate. Concern for 1 property owner's water well. MOE will monitor.	TDG	TM
102	08-Dec-13		notification	Truck roll over at Wonowon carrying over 60,000L of gasoline. 300m area evacuated by RCMP which included 200 worker camp, gas station and a few residences - sent to school. PRRD NOT notified of evacuation. MOE lead on remediation.	TDG	TM
101	09-Nov-13	143 757	ESS Level 1	1 home lost to fire outside of DC Fire Protection Area in Farmington. Provided support for clothing for family.	Structure Fire	TM/JR
100	28-Oct-13		notification	EnCana wellsite kicked back. Site is flaring as a result. No public safety issues, contained to the site.	Oil & Gas	TM
99	30-Sep-13		notification	Landslide occurred on Pine River west of Chetwynd near Grizzly Valley view point. No public impacted. MFLNRO to do assessment.	Landslide	TM/FB
98	10-Sep-13		notification	Fire at Tervita site in Buick.	Oil & Gas	FB/JR
97	22-Aug-13		notification	Landslide into Pouce River near AB border. No impact to public	Landslide	TM
96	16-Jul-13		notification	Progress Energy well kicked back. No impact to public.	Oil & Gas	TM
95	20-Jun-13		notification	Oil spill near Boundary Lake. WCSS and Imperial Oil had incident contained within 24 hours. No public impacted.	Oil & Gas	TM
94	28-Jun-13		notification	Advised of a potential security and public safety threat on wellsite south of Wonowon. No evacuation required. RCMP now has incident under investigation.	Oil & Gas, Terrorism	TM, FB
93	26-Jun-13	141 388	EOC Level 1	Environment Canada and River Forecast centre advised that the South Peace could receive approximately 100+ mm of rain in 48 hours. Advised to prepare for potential flood conditions. Sand and sandbags sent to five locations in the South Peace. In the end the north Peace near Pink Mountain received 98+ mm and the South Peace received between 50 and 70 mm in areas.	Weather Event, Heavy Rain	TM, FH, KM, JR
92	18-May-13		notification	1 home and outbuildings lost outside of DC Fire Protection Area near Farmington. Forestry attended as the structure fire also caused a grass fire. No ESS required.	Structure Fire	TM
91	15-May-13		notification	1/2 section fire in Charlie Lake. CLFD contained fire to site. No losses.	Grass Fire	TM
90	12-May-13		notification	1 ha fire at 4805 Bissett Drive, lost 2 utility trailers, 1 car hauler, 1 unserviceable vehicle, 1 storage shed with damage to garage	Structure Fire & Grass Fire	TM

Peace River Regional District
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				fire in Pouce Coupe rural fire protection area near an EnCana facility. EnCana evacuated site. Forestry also attended with PCFD, but was not needed as PCFD got situation under control. No losses.	Grass Fire	TM
89	06-May-13		notification			
88	05-May-13		notification	Fire north of Dawson Creek between 8th & 17th Streets. Grass fire threatened up to 6 properties. DCFD, PCFD and Forestry on site. Only structures lost were outbuildings.	Structure Fire & Grass Fire	TM
87	23-Apr-13		notification	Fire north of Dawson Creek on Loepp property. One building lost. No ESS required	Structure Fire	TM
86	16-May-13		no action	CN Rail derailment, train heading south towards Prince George was derailed at approximately 4:30 p.m. at the south Hasler Bridge approach about 35 kilometers west of Chetwynd. Twelve cars carrying palletized sulphur were derailed. Sulphur did spill into the right of way beside the track, but NO sulphur spilled into the Pine River.	Rail	TM
85	08-Mar-13	none available	see notes	Sinkhole developed on property east of Chetwynd as a result of a private drilling company who was drilling for domestic water and hit an artesian well. See file for more information	Sinkhole	TM, FB, SA
84	05-Mar-13		no action	Odour complaint from residents 29 km of Doig FN	Oil & Gas	FB
83	11-Dec-12		no action	House fire north of Wonowon, Fort St John Hospital requested ESS for owners but was after the 72 hours. Referred to Red Cross for further assistance.	Structure Fire	FH
82	28-Nov-12	133743	Level 1 ESS	House fire in Buick, family provided with clothing and incidentals	Structure Fire	TM/FH
81	17-Sep-12		notification	Tomslake Sudeteen Park fire, no ESS required, media reported 2 homes evacuated	Grass Fire	
80	14-Sep-12		notification	Tomslake Blockline fire, no ESS required	Grass Fire	
79	14-Sep-12		notification	Chetwynd West Fraser Mill fire - cone fire managed by Chetwynd FD	Structure Fire	
78	14-Sep-12	132704	level 1 ESS	Notified by EMBC that there was a fire at the Alaska Hotel in Dawson Creek. Provided shelter for 4 people and clothing for 5 people.	Structure Fire	FH, FB, TM
77	01-Aug-12		notification	notified by Chetwynd Fire Chief that CN Rail sulphur car caught on fire at Azouetta Lake, CN wanted to bring car while on fire to Chetwynd. Fire Chief convinced CN to leave in place and contract industrial crew to extinguish.	Rail	
76	09-Jul-12		No Action	Camberra sweet gas release 26 km north of Hudson's Hope. Level 2 incident but no residents for 12 km. Gas burned off and under control before notification even made to PRRD. No action required by PRRD.	Oil & Gas	
75	29-Jun-12		Monitoring Only	minor leak in Spectra line 20 km north of FSJ. No action required	Oil & Gas	
74	29-Jun-12		Monitoring Only	Rupture in 16" Spectra line and fire near Nig Creek compressor. No residents in area	Oil & Gas	TM, FB
73	08-Jun-12	131095	Level 1 ESS	house fire at 1687 Feist Ave, Rose Prairie. Provided clothing and incidentals for 5 family members.	Structure Fire	FH
72	05-Jun-12	131049	EOC Level 1	minor flooding in west Peace, provided sand and sandbags at 3 locations	Flooding	FB, TM, FH, CW
71	11-May-12		Monitoring Only	wildfire at South Taylor hill approximately 147 acres, Taylor FD and MOF actioned	Grass Fire	
70	10-Mar-12		Monitoring Only	Suncor rig fire, no evacuations required, OGC responding with Suncor	Oil & Gas	TM, FB

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69	09-Mar-12	No Action	Odour complaint from residents on 283 Rd N of Fort St John & self evacuated, OGC determined that when power went off, compressor station flared off gas in the line as per normal procedure	Oil & Gas	TM
68	24-Feb-12	Monitoring Only	Well site across from WAC Bennett Dam kicked back during drilling, minor explosion, no action required and no residents in area	Oil & Gas	FB,FH
67	30-Nov-11	No action	Cecil Lake fixed wing plane crash - search and rescue deployed	Plane Crash	
66	06-Nov-11	Monitoring Only	Bonavista well site, well casing leak near Hwy 97 & Doig First Nation, no residents affected - well shut in	Oil & Gas	FB, TM
66	29-Oct-11	Monitoring Only	Shell wellsite near Gundy Creek Road required to be shut in and killed	Oil & Gas	TM
65	15-Aug-11	No Action	house fire in Charlie Lake, ESS not required	Structure Fire	TM
64	12-Aug-11	No Action	noise complaint by resident referred to OGC	Oil & Gas	FB
63	08-Jul-11	121305 EOC Level 2	Second rain event continues flooding in Peace, mainly in west and south of Dawson Creek	Weather Event, Heavy Rain, Flooding	All
62	26-Jun-11	Monitoring Only	CNRL Pipeline leak near Cypress Creek, Level 2 incident, pipeline bled off	Oil & Gas	TM, FB
61	24-Jun-11	121305 EOC Level 2	Peace Region flooding mainly in the west Peace	Weather Event, Heavy Rain, Flooding	all
60	27-May-11	Monitoring Only	Murray FSR gas release due to mine exploration, OGC reported and monitored	Oil & Gas	TM
59	23-May-11	Monitoring Only	Boundary wildfire contained to <10 ha	Wildfire	TM, FB
58	16-May-11	120 864 EOC Level 1	Moberly Lake flooding, provided sand and sand bags for residents	Weather Event, Heavy Rain, Flooding	TM, FB, FH, SA, CW, BS
57	31-Mar-11	Monitoring Only	Progress gas release between Mile 95 Rd & Wonowon: well shut in, no evacuation required	Oil & Gas	TM
56	20-Jan-11	No Action	Horner house fire (mile 64), left message for home owner to provide ESS, did not hear back	Structure Fire	TM
55	18-Jan-11	Monitoring Only	Trident Exploration - Arras well gas leak, Level 2 incident, sweet gas, no evacuation required	Oil & Gas	TM, FB
54	16-Jan-11	Monitoring Only	Pine pass avalanche, highway closed over 24 hours	Avalanche	FB, TM
53	28-Dec-10	Monitoring Only	One Island Lake gas leak at Apache wellsite		TM, SA
52	12-Nov-10	No Action	Brown house fire, ESS provide by Chetwynd ESS Team		FH, FB
51	28-Oct-10	No Action	Spectra pipeline odour		TM, FB
50	13-Aug-10	Monitoring Only	CN derailment near Lemoray in the Pine Pass, 1 car contained toxic substance.	Rail	TM, FB
49	22-Jul-10	Monitoring Only	wildfire north of Williston Lake		TM
48	29-Jun-10	111 444 level 1 ESS	house fire in Cecil Lake, provided 48 hrs of services		TM
47	20-Jun-10	1267 Incident 100: Evacuation Alert	Fire in Beatton, potential to affect Petrobakken gas plant - issued evacuation Alert		TM, FB
46	16-Jun-10	1267 Incident 100: Evacuation Alert	fire in Pink Mountain close to subdivision - issued evacuation Alert		TM, FB
45	22-May-10	No Action	BC Hydro Mass power outage due to snow, 7,000 customers without power		TM
44	14-Apr-10	No Action	Encana threat letter to Dawson Creek Daily News		TM

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43	March 8, 2010		Monitoring Only	Truck rollover north of Wonowon, handled by MOE and FSJ FD	TM
42	Sun Dec. 12, 2009	104 012	Level 1 ESS	Tomslake house fire	RM
41	Fri, Dec 3, 2009	103 900	Level 1 ESS	Briar Ridge house fire	RM
40	Sun, Nov 22, 2009		No Action	Gas Leak, 15-20 people self-evacuated and back in home -possible court action occurring	RS
39	Fri Oct 29, 2009		No Action	Notified by MOE of small pipeline break and release of product into Alces Creek	RM
38	Wed. Oct 13, 2009	103 085	Level 1 ESS	Farmington house fire, ESS called out by Dawson Creek Hospital	RM
37	Fri, July 10, 2009		No Action	Notified by MOFR of stranded campers on Johnson Creek FSR, campers refused help and left on own	RS, TM
36	Thurs, July 9, 2009		No Action	Notified by Shell of berm break leak of water off lease into Brassey Creek	RS
35	Sat, July 4, 2009		Press Release	Notified by EnCana & RCMP about 6th explosion, Board issued press release	RS, FB
34	Wed, July 1, 2009		No Action	Notified by EnCana & RCMP about 5th explosion	RS, FB
33	Fri, Jun 12, 2009		No Action	Plane crash near Chetwynd, liase with Chetwynd FD for more information	RS, TC
32	Fri, Jun 12, 2009		No Action	Bomb blast (reststop) South of Pouce Coupe vandalism suspected not by Encana bomber	RS
31	Fri, Jun 5, 2009		Staff Assistance	Smith River Fire - RS & TM travelled to Fort Nelson to assist in the response at PEP's request	RS, TM
30	Wed, Jun 3, 2009		Temporary Shut Down	Blackfoot Water Well E Coli counted too high, well temporarily shut down until new sample and cleared by Northern Health	RS, GK, TM
29	Mon, May 25, 2009		No Action	Wonowon Pine Hills Restaurant fire, ESS not required	RS
28	Tues, May 5, 2009		No Action	Charlie Lake Store Fire, ESS not required	RS
27	Mon, May 4, 2009		No Action	Cecil Lake Grass Fire, MOF notified EEC but no action required	RS
26	Mon, Apr 27, 2009		No Action	H1N1 Advisory by Northern Health (information only)	RS, TM
25	Fri, Feb 20, 2009		No Action	Spectra Piggig Explosion	RS
24	Sun, Jan 3, 2009		No Action	Notified by Encana about 4th explosion	RS
23	Thu, Dec 18, 2008		No Action	Iteration Gas Site Vandalism, not notified about incident until several days after incident	RS
22	Fri, Dec 09, 2008		No Action	Moberly Lake housefire, no response from homeowners for assistance	RS, RM
21	Sun, Nov 23, 2008		No Action	Notified by MOE, Peace Pork structure fire killing mass livestock	RS
20	Tue, Nov 11, 2008		No Action	Conoco Phillips Rig Fire No Rural Residents Impacted, PRRD was notified	RS
19	Sat, Oct 25, 2008		No Action	Jackfish housefire, information came to us 2 days after the fire	RS
18	Fri, Oct 17, 2008		No Action	Braisey housefire, resident declined ESS assistance	RS
17	Sun, Oct 12, 2008		No Action	TDG on Beaton Airport Road, RD notified	RS
16	Sun, Aug 17, 2008		No Action	Sulpher Fire, EPC Chetwynd notified Director Caton	RS
15	Wed, Aug 13, 2008	092 260	Level I ESS	Administer ESS Level I to Rolla Housefire Victim	RS, TM, RM
14	Tue, July 5, 2008	092 138	No Action	Housefire at secondary residence Szoo Rd, N of Watson Spring, thanked us, but delined assistance	RS
13	Thu, May 15, 2008	090 824	Level I ESS	Progress Housefire Victim	RS TM
12	Wed, May 8, 2008	090 737	Level I ESS	Rural Upper Halfway Reserve Fire Victim	RS TM

Emergency Incident Register

11	Wed, Apr 16, 2008	N/A	Obtain Resources	Bunkhouse fire then subsequent Propane fire at Sasquatch Crossing (Pink Mtn)	RS
10	Feb, ??, 2008	N/A	No Action	Taylor Rural Housefire Decline ESS	RS
9	Mon Feb 11, 2008	085158	Level I ESS	Arras housefire	RM
8	Dec 2008	N/A	Liase with OGC	Conoco Phillips Rig Fire No Rural Residents Impacted	RS
7	Fri. Jun 1 2007	080 790	Level I ESS	Charlie Lake Fire Burnout Victim	RS
6	Mon. Jun 4 2007	various	Activate EOC	Possible flooding impacting low lying areas, Moberly Lk, Hasler Flats, Upper Halfway	RS
5	Mon. May 7 2007	N/A	Liase with OGC	Pipeline sour gas leak in Montney, liase with OGC for additional information	RS
4	Fri. May 25 2007	080 948	Activate EOC	Evacuation Order implemented in Wonowon re: commercial fire in hotel with fuel component	RS DK GK SS CW
3	Wed. Jan. 10 2007	074 764	Activate EOC	Broker information on behalf of a multi-agency response in the South Peace (Braden Rd)	RS
2	Sat. Aug. 5 2006	N/A	Liase with OGC	Encana well fire close to Tomslake, liase with OGC for additional information	SA FB
1	Tue. Jul. 4 2006	070 600	Activate EOC	Interface fire Evacuation Alert implemented on behalf of Wonowon residents	RS and office