

**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
COMMITTEE OF THE WHOLE  
AGENDA**

**Thursday, May 7, 2020**

| <b><u>PAGE NO.</u></b> |                                                                                                                                                                         | <b><u>ACTION</u></b> |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
|                        | <b><u>CALL TO ORDER</u></b>                                                                                                                                             |                      |
|                        | <b><u>SUPPLEMENTARY AGENDA</u></b>                                                                                                                                      | Receive              |
|                        | <b><u>AGENDA – May 7, 2020</u></b>                                                                                                                                      | Approve              |
|                        | <b><u>MINUTES</u></b>                                                                                                                                                   |                      |
| 2-4                    | <b>Committee of the Whole Meeting<br/>Minutes – March 5, 2020</b>                                                                                                       | Adopt                |
|                        | <b><u>DELEGATION</u></b>                                                                                                                                                |                      |
|                        | <b><u>TC ENERGY</u><br/>Kiel Giddens, Public Affairs Manager<br/>RE: Coastal GasLink Pipeline Project Update</b>                                                        |                      |
|                        | <b><u>REPORTS</u></b>                                                                                                                                                   |                      |
| 5-52                   | <b>Haley Jeffrey, Emergency Services Manager<br/>- Elected Officials Emergency Management Handbook</b>                                                                  | Recommendation       |
| 53                     | <b>Nellie Davis, Regional Economic Development<br/>Coordinator – Northern Development Initiative<br/>Trust – Business Façade Improvement Program<br/>Funding Update</b> | Receive              |
| 54                     | <b>John Illes, Chief Financial Officer – Financial Update</b>                                                                                                           | Receive              |
|                        | <b><u>SUPPLEMENTARY AGENDA</u></b>                                                                                                                                      |                      |
|                        | <b><u>NEW BUSINESS</u></b>                                                                                                                                              |                      |
|                        | <b><u>ADJOURNMENT</u></b>                                                                                                                                               |                      |

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****COMMITTEE OF THE WHOLE MEETING****Thursday, March 5, 2020**

**PRESENT:** Vice-Chair Mark Parker

Directors Shane Brienen  
Mark Fisher  
Dolores Funk  
Clint Lambert  
Brad Layton  
Linda McGuire  
Jerry Petersen  
Bev Playfair  
Kim Watt-Senner

Directors Gladys Atrill, Town of Smithers  
Absent Tom Greenaway, Electoral Area "C" (Fort St. James Rural)  
Chris Newell, Electoral Area "G" (Houston Rural)  
Michael Riis-Christianson, Electoral Area "B" (Burns Lake Rural)  
Gerry Thiessen, District of Vanderhoof

Alternate Director Bob Hughes, Electoral Area "C" (Fort St. James Rural)

Staff Curtis Helgesen, Chief Administrative Officer  
Cheryl Anderson, Manager of Administrative Services  
Alex Eriksen, Director of Environmental Services  
Debbie Evans, Agriculture Coordinator  
John Illes, Chief Financial Officer  
Jason Llewellyn, Director of Planning  
Wendy Wainwright, Executive Assistant

**CALL TO ORDER**

Vice-Chair Parker called the meeting to order at 10:30 a.m.

**Introduction – New Director of Environmental Services**

CAO Helgesen introduced Alex Eriksen, the new Director of Environmental Services and spoke of Rory McKenzie's, Director of Environmental Services, upcoming retirement.

**AGENDA & SUPPLEMENTARY AGENDA**Moved by Director Layton  
Seconded by Director McGuire**C.W.2020-4-1**

"That the Agenda of the Regional District of Bulkley-Nechako Committee of the Whole meeting of March 5, 2020 be received; and further, that the Supplementary agenda be dealt with at this meeting."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

## **MINUTES**

### Committee of the Whole Minutes – February 20, 2020

Moved by Director Petersen  
 Seconded by Director Watt-Senner

#### C.W.2020-4-2

“That the Committee of the Whole meeting minutes of February 20, 2020 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **REPORTS**

### Capital Reserve Summary

Moved by Director Watt-Senner  
 Seconded by Director Fisher

#### C.W.2020-4-3

“That the Committee receive the reserves established by bylaw summary for the year ending December 31, 2019; and,

That the ‘Weed Vehicle’ reserve be withdrawn and used towards the purchase of a new Environmental Services vehicle in the 2020 budget; and,

That a one-time capital grant to the Village of Burns Lake be made for the balance of the Burns Lake Rural Fire Protection Equipment Capital Reserve and the Burns Lake Arena Reserve and that a one-time capital grant to the District of Houston for the balance of the Houston Rural Fire Protection Equipment Reserve be included in the 2020 budget.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### April 2020 Committee and Board Meetings – Proposed Date Changes

Moved by Director Watt-Senner  
 Seconded by Director Lambert

#### C.W.2020-4-4

“That the meeting dates in April 2020 be changed to Thursday, April 9th and Thursday, April 23<sup>rd</sup>.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### RDBN Food and Agriculture Plan (Draft)

Moved by Director Watt-Senner  
 Seconded by Director Brien

#### C.W.2020-4-5

“That the Committee receive the Agriculture Coordinator’s memo titled “RDBN Food and Agriculture Plan (Draft).”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### North Central Local Government Association (NCLGA) – Executive Nominations

Moved by Director Lambert  
 Seconded by Director Layton

#### C.W.2020-4-6

“That the Committee receive the Manager of Administrative Services’ memo titled “North Central Local Government Association (NCLGA) – Executive Nominations.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**SUPPLEMENTARY AGENDA**

**ADMINISTRATION REPORT**

Electoral Area "G" (Houston Rural) By-Election -Declaration of Official Voting Results Moved by Director Lambert  
 Seconded by Director Playfair

C.W.2020-4-7

"That the Declaration of Official Voting Results for the Electoral Area "G" (Houston Rural) By-Election be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADJOURNMENT**

Moved by Director Playfair  
 Seconded by Director Brien

C.W.2020-4-8

"That the meeting be adjourned at 10:45 a.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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Mark Parker, Vice-Chair

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Wendy Wainwright, Executive Assistant



5  
**REGIONAL DISTRICT OF BULKLEY NECHAKO  
STAFF REPORT**

**TO:** Committee of the Whole  
**FROM:** Haley Jeffrey, Emergency Services Manager  
**DATE:** May 7, 2020  
**SUBJECT:** Elected Officials Emergency Management Handbook

**RECOMMENDATION:**

1. That the Committee of the Whole recommends that the Board approve the “Elected Officials Emergency Management Handbook and Quick Reference Guide.”

**VOTING:** All/Directors/Majority

**EXECUTIVE SUMMARY**

As per the *Emergency Program Act* Local Governments are responsible for preparing for and responding to emergencies by having an emergency program and emergency plan. Staff are currently updating the Regional District of Bulkley-Nechako (RDBN) Emergency Plan. The plan will be structured around the four pillars of emergency management; preparedness, mitigation, response and recovery. The Comprehensive Emergency Management Plan (CEMP) will be supported by addendums to ensure that the RDBN has plans in place to efficiently and effectively respond to emergencies. An Elected Officials Emergency Management Handbook addendum has been developed to be included within the CEMP.

The intention of the Elected Officials Emergency Management Handbook is to provide RDBN Directors with information and guidance on the RDBN Emergency Program that will assist them before, during and after an emergency event.

The RDBN Emergency Response Quick Reference Guide for Elected Officials focuses on response activities and Elected Officials responsibilities during a response.

The RDBN Elected Official’s Emergency Management Handbook provides the RDBN Board information on the Four Pillars of Emergency Management, which is the foundation of the CEMP, and to outline the policies and operational considerations during an emergency event.,

Written by:

Reviewed By:

Haley Jeffrey  
Emergency Services Manager

Deborah Jones-Middleton  
Director of Protective Services

**Attachments:**

- Regional District of Bulkley-Nechako Emergency Response Quick Reference Guide for Elected Officials; and
- Regional District of Bulkley-Nechako Elected Official’s Emergency Management Handbook.

**EOC ACRONYMS**

In emergency management acronyms are used to reference everything from operations on site to Provincial Ministries. Below are the most common Acronyms you will hear.

|         |                                                                            |
|---------|----------------------------------------------------------------------------|
| EOC     | Emergency Operations Center                                                |
| SOLE    | State of Local Emergency                                                   |
| ESS     | Emergency Support Services                                                 |
| ESSD    | Emergency Support Services Director                                        |
| IC      | Incident Commander                                                         |
| ICS     | Incident Command System                                                    |
| EMBC    | Emergency Management BC                                                    |
| BCEMS   | British Columbia Emergency Management System                               |
| PREOC   | Provincial Regional Emergency Operations Centre                            |
| AGRI    | Ministry of Agriculture                                                    |
| BCWS    | BC Wildfire Service                                                        |
| MOTI    | Ministry of Transportation & Infrastructure                                |
| MOE     | Ministry of Environment                                                    |
| FLNRORD | Ministry of Forest Lands & Natural Resource Operations & Rural Development |

**EMERGENCY EVENT INFORMATION**

**Hazard Notices, Evacuation Alerts and Orders OR to request sand and sandbags**

Regional District of Bulkley-Nechako  
250-692-3195 or 1-800-320-3339  
www.rdbn.bc.ca

**Wildfire Information**

BC Wildfire Service  
1-888-336-7378  
<https://www2.gov.bc.ca/gov/content/safety/wildfire-status>

**Flood Warnings & Advisories**

River Forecast Centre  
<http://bcrcfc.env.gov.bc.ca/warnings/index.htm>

**Public Weather Alerts**

Environment Canada  
[https://weather.gc.ca/warnings/index\\_e.html](https://weather.gc.ca/warnings/index_e.html)

**PUBLIC COMMUNICATION**

**Communication**

During an emergency event, the RDBN Board Chair is designated as the Media Spokesperson for the RDBN.

The Policy Group will communicate with the EOC Policy Liaison. Only EOC approved messages and information are to be shared with the public.

During an event, it is acknowledged that as community leaders, the public will be seeking information from you. This may also be an opportunity for Elected Officials to provide the EOC with community information. Please direct all public inquiries to the RDBN EOC.

**Frequently Asked Questions and Recommended Answers**

Q: Where can I find up to date information on an Alert or Order?

A: For up-to-date information on Evacuation Alerts and Orders, residents can visit the RDBN website and Facebook page.

Q: We were issued an Evacuation Order, do I have to leave?

A: As there is an imminent risk to life safety and health, the RDBN is recommending that everyone evacuate the area. Minors MUST evacuate with a Guardian.

Q: Can I re-enter the Order area once I leave?

A: The RDBN has a re-entry policy. This application can be accessed online. For more information, call the RDBN EOC.

Q: How will the RDBN support me financially during and after an emergency event?

A: Residents who are displaced from their homes are entitled to Emergency Support Services (ESS). This program is intended to provide essential necessities to you and your family while you are displaced. Please visit your local reception centre to receive ESS or contact the RDBN EOC for more information. Recovery Support may be available. This availability is determined by the Province of BC after the impact to communities have been assessed.



Regional District of Bulkley-Nechako

**Emergency Response Quick Reference Guide for Elected Officials**

**DRAFT**

*Know the Risks, Make a Plan, Be Prepared*

## DURING AN EMERGENCY

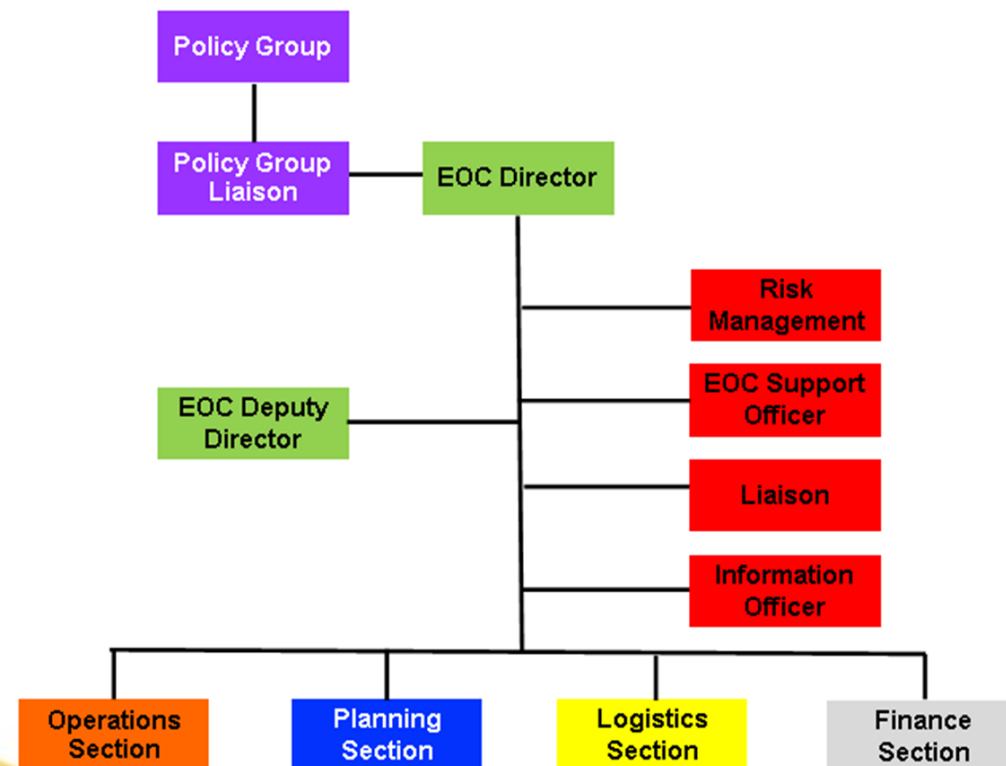
### RDBN Responsibilities

During an emergency or disaster the RDBN will Activate the Emergency Operations Centre (EOC). During an activation, the EOC will:

- assess the situation;
- provide support to the site level response including resources (BCWS provides their own resources);
- Issues Hazard Notices, Evacuation Alerts, Orders and/or Declaration of State of Local Emergency;
- provide public information, including media briefings;
- coordinate the provision of food, clothing, shelter and transportation for impacted residents;
- liaise with volunteer groups;
- provide situation reports to the Provincial Regional Emergency Operations Centre (PREOC);
- track finances;
- coordinate recovery of essential services; and
- coordinate community recovery efforts.

### Policy Group Responsibilities

- Advise on existing policies and examine the requirement for new or temporary policies to support response and recovery.
- On the advice of the Policy Group Liaison, request extra-ordinary resources and/or outside assistance.
- Authorize declaration and rescind of “State of Local Emergency”.
- Act as a spokesperson for the jurisdiction and participate in media briefings, as requested by the Policy Group Liaison.



## EVACUATION INFORMATION

### What is a Hazard Notice?

Hazard Notices are issued when there is a potential hazard that may require residents to prepare for a Shelter-in-Place situation. This notice will only be issued if there is no imminent risk to life safety and health.

### What is an Evacuation Alert?

An Evacuation Alert is issued when there is a potential risk to public safety. An Alert is intended for residents to prepare for an Evacuation Order.

### What is a SOLE?

During a major emergency or disaster the RDBN Chair may declare a State of Local Emergency (SOLE) to enable the RDBN to exercise the extraordinary powers listed in the *Emergency Program Act*. These short-term emergency measures will allow the RDBN and partner agencies to effectively respond to the emergency or disaster.

### Process for Declaring a State of Local Emergency

1. RDBN EOC activates and assess the emergency situation.
2. The Policy Liaison or EOC Director will contact the RDBN Chair for Emergency Briefing. Staff will provide:
  - a recommendation for a Declaration of SOLE;
  - geographic area of event;
  - details and nature of the event; and
  - the extent and risk to public and infrastructure.
 The Policy Group Liaison will work with the Chair to engage the Policy Group.
3. EOC Staff will prepare and provide the Chair with all documentation required for signature. This will be the an Evacuation Alert or a SOLE and/or Evacuation Order.
4. As soon as approval is received from the Chair, EOC staff will forward the documentation to the PREOC which is then provided to the Solicitor General.

### Important Information

- The RDBN Chair and Policy Group must be satisfied that an emergency exists or is imminent to declare a SOLE.
- Details of the Hazard Notices, Evacuation Alerts, SOLE and Evacuation Orders are provided to the Public by many different media platforms to the affected population.
- EMBC reimburses Local Authorities for approved expenditures.
- A SOLE is not required to issue a Hazard Notice or an Evacuation Alert.

### What is an Evacuation Order?

An Evacuation Order is issued when there is imminent or immediate risk to public safety. When an Evacuation Order is issued residents and businesses are asked to leave the area immediately and not return until the Evacuation Order has been lifted or an Entry Permit is issued. Under an Evacuation Order, minors are required to leave the area immediately with a guardian.

A SOLE must be in place to issue an Evacuation Order and an Evacuation Order must be issued for residents to be eligible for Emergency Support Services.



Regional District of Bulkley-Nechako

# Elected Official's Emergency Management Handbook

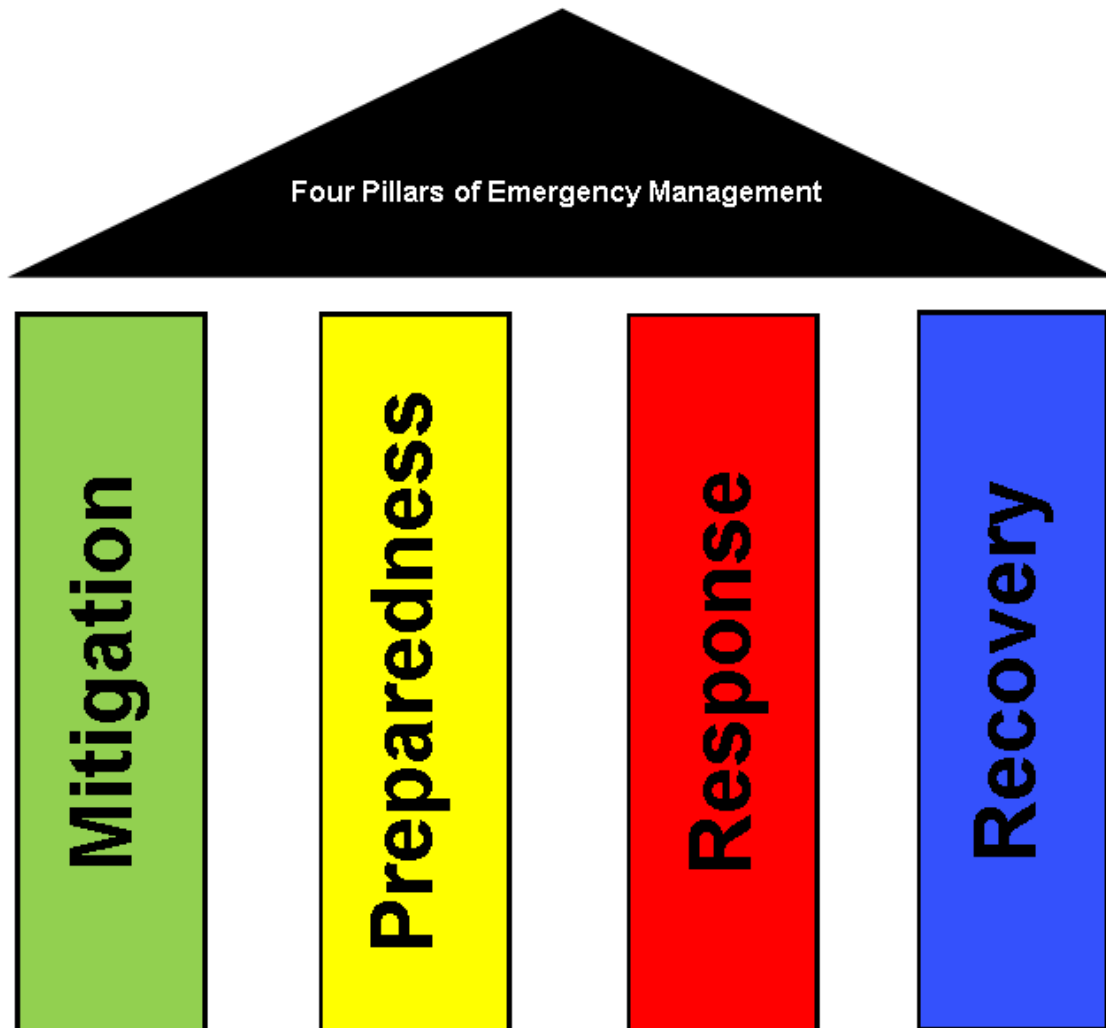
# DRAFT

*Know the Risks, Make a Plan, Be Prepared"*



## Regional District of Bulkley Nechako Emergency Management Mission Statement

Building a safer future through effective partnerships of local government, emergency services, private sector, and volunteer agencies and the residents of the Regional District of Bulkley-Nechako to save lives, protect property and reduce the effects of disasters through mitigation, preparedness, response, and recovery activities.



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# G ENERAL

*“In the event of an emergency or disaster where there is immediate or imminent threat to the safety and wellbeing of the public and/or first responders, the RDBN will respond accordingly in compliance to the policies and procedures stated within the Comprehensive Emergency Management Plan.”*

## *Regional District of Bulkley-Nechako CEMP Purpose Statement*

The Elected Officials Emergency Management Handbook is an addendum of the Comprehensive Emergency Management Plan.

This document is a living document and is subject to amendment and updating as new information and initiatives are identified.

### **Purpose of the Elected Officials Handbook**

In the event of an emergency or disaster where there is immediate or imminent threat to the safety and wellbeing of the public and/or first responders, the Regional District of Bulkley-Nechako (RDBN) will respond accordingly in compliance to the policies and procedures stated within the Comprehensive Emergency Management Plan (CEMP).

The purpose of the Elected Officials Handbook is to inform the RDBN Board of Directors on the Four Pillars of Emergency Management, which is the foundation of the CEMP, and to outline the policies and operational considerations during an emergency event.

### **Purpose of the Comprehensive Emergency Management Plan**

The purpose of the CEMP is to outline the Provincial Acts, RDBN Bylaws, policies and standard operating procedures of that form the RDBN Emergency Program. The priority of the RDBN is to save lives, reduce suffering, mitigate damage to the environment and control the economic consequences of emergencies and disasters that may occur or impact residents.

The RDBN CEMP prepares for emergencies and disasters by:

- outlining the RDBN’s authority and responsibilities to act in emergencies and disasters;
- communicating the RDBN’s policies and procedures to outside organizations with responsibilities under the CEMP;
- guiding ongoing efforts to train Regional District personnel and volunteers in coordinated emergency response procedures and in exercising the plan;
- providing the operational guidelines for coordinating response hazards and mitigating risks to ensure public safety; and
- coordinating the RDBN CEMP plan with RDBN member municipalities.



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## Scope of the CEMP Plan

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Historically, the Regional District of Bulkley-Nechako has responded to the following emergencies or disasters:

- wildfire;
- floods;
- ice jam breaks;
- landslides or debris flow; and
- extreme weather events.

The CEMP plan is structured around the Fours Pillars of Emergency Management including response addendums and templates.

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## Objectives

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The Regional District of Bulkley-Nechako may address all objectives of emergency management within its jurisdictional responsibility including but not limited to the following:

1. Assess Risks;
2. Mitigate Risks;
3. Plan for Response;
4. Plan for Recovery;
5. Ensure RDBN Preparedness; and
6. Evaluate and Review the Emergency Program

In meeting these objectives, the RDBN will inform and involve the RDBN residents and business owners in steps they can take toward their own emergency preparedness and protection through public education initiatives.

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## CEMP Addendums

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The CEMP includes the following Emergency Planning and Response Addendums.

- EOC Operations Plan;
- Business Continuity Plan;
- Emergency Communications Plan;
- Livestock Evacuation Plan'
- Fort Fraser Water & Sewer Emergency Plan;
- RDBN Recovery Plan;
- EOC Demobilization Plan; and
- Neighborhood Planning Template.

For more information on RDBN Response and Emergency Management plans, please contact the RDBN Director of Protective Services.

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## Confidentiality

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The CEMP contains both general and confidential information. General information used when preparing the CEMP is available publicly however, some specific content in the CEMP is strictly for internal use and will not be contained in the public version of the CEMP. Personnel phone lists, and details of critical infrastructure will be excluded to



meet the requirements of the *Freedom of Information and Protection of Privacy Act (FOIPPA)*.

Elected Officials may hear or be exposed to sensitive information during an Emergency Operation Center (EOC) response. All operational information that is not released to the public is highly confidential and is not to be shared with unauthorized individuals or organizations. If you are unsure about what information can be shared please contact the Policy Group Liaison or the EOC Director.



# MITIGATION

*“Disaster mitigation measures are those that eliminate or reduce the impacts and risks of hazards through proactive measures taken before an emergency or disaster occurs.”*

*Public Safety Canada*

Disaster mitigation measures may be structural (e.g. flood dikes) or non-structural (e.g. land use zoning). Mitigation activities should incorporate the measurement and assessment of the evolving risk environment. Activities may include the creation of comprehensive, pro-active tools that help decide where to focus funding and efforts in risk reduction.

## RDBN’s Role in Disaster Mitigation

### Land Use / Zoning Regulations

The RDBN Planning Department has implemented the following disaster mitigation practices.

- ‘RDBN Flood Plain Management Bylaw No. 1300, 2004’ establishes flood construction levels and setbacks from lakes and watercourses in flood prone areas.
- ‘Zoning Bylaw 700, 1993’ established minimum setbacks from all lakes and watercourses.
- The RDBN’s Official Community Plans contain policy that ensure land is developed in a manner which reduces risk associated with hazards such as flooding, landslide, and wildfire. This include policy which limits rural sprawl and development of new wildfire interface areas.
- FireSmart and geotechnical hazard promotional information is distributed as part of all building applications.
- Geotechnical reports may be required as part of the building permit process where natural hazards are suspected.
- Through the referral process the Province is encouraged to ensure that FireSmart plans are implemented on resort and recreational development on Crown Lands in interface areas.

### FireSmart

As part of the CEMP, the RDBN is required to explore all options for funding that may be available and applicable to the emergency program. The RDBN was awarded funding to hire a one-year term position to fill the role of a FireSmart Educator. The RDBN FireSmart Program will aim to educate the Public by:

- implementing and managing a FireSmart Rebate Program;
- facilitating FireSmart 101 sessions throughout the Regional District of Bulkley Nechako;
- distributing FireSmart information packages at public events;
- collaborating with other FireSmart representatives to develop best practices;



- conducting risk assessments on private properties in the rural areas of the Regional District, and
- providing recommendations to the property owners on actions they can take to reduce their overall risk.

### **911 Addressing in the Rural Area**

There are some areas in the RDBN that do not have building inspection services, the RDBN relies on residents requesting an address. The RDBN encourages all residents to obtain a house number. In an emergency RDBN maps and records are used to expedite evacuation orders.

### **Grant Funding**

The RDBN will ensure eligible grant funding opportunities that fit within the scope of RDBN Emergency Management, the annual work plan and that are supported by the Regional District Board are applied for.

### **Community Wildfire Protection Planning**

The Regional District has not become involved in mitigating Wildfire Risk on crown lands. This forest management, to reduce wildfire risk, is best led by the Ministry of Forest, Lands, and Natural Resource Operations as they have the required jurisdiction, resources, and expertise.





# P REPAIREDNESS

*“Preparedness includes actions, taken to ensure that individuals, communities, and organizations are ready to undertake emergency response, business continuity and recovery.”*

EMBC

Emergency preparedness is the part of Emergency Management that includes emergency response planning, mutual aid agreements, resource inventories emergency exercises and training, hazard risk & vulnerability analysis, communications planning and business continuity planning.

## Authority

As per the *Emergency Program Act* legislative requirements, The Regional District of Bulkley-Nechako Board of Directors adopted the following bylaws:

- Regional District of Bulkley-Nechako Emergency Program Service Establishment Bylaw No. 1201
- Regional District of Bulkley-Nechako Program Service Bylaw No. 1210; and
- Regional District of Bulkley-Nechako Administration Structure Amendment Bylaw No. 1448.

The Regional District of Bulkley-Nechako Comprehensive Emergency Management Plan has been constructed for the use of personnel involved in emergency events on behalf of the Regional District. It contains information and policy regarding the way emergency management will be conducted in accordance and compliance with the following legislation:

- *Emergency Program Act 1996*;
- Local Authority Emergency Management Regulation;
- Emergency Program Management Regulation;
- Compensation & Disaster Financial Assistance Regulation; and
- British Columbia Emergency Management System

## Local Authority Governance

*Emergency Program Act* [RSBC 1996] Chapter 111

- *Part 2 (6) – Local authority emergency organization*
- *Part 3 Division 1 (8) – Implementation of local emergency plans*
- *Part 3 Division 3 (12) – Declaration of state of local emergency*
- *Part 3 Division 3 (13) – Powers of local authority in declared state of local emergency*
- *Part 3 Division 3 (14) – Cancellation of declaration of state of local emergency*
- *Part 3 Division 3 (15) – Notification of termination of declaration of state of local emergency*



### Local Authority Emergency Management Regulation

- All sections in this regulation summarize the responsibility under the Emergency Program Act the local government Emergency Management Program. Emergency Program Management Regulation
- *Section 4 – Emergency plans and procedures of government corporations*
- *Section 8 – Role of government corporations in emergency or disaster*

### Compensation & Disaster Financial Assistance Regulation

- *Part 3*
  - *Division 1 – Interpretation*
  - *Division 2 – Acceptance of Claim Division 3 – Limits on Payment of Assistance on Accepted Claims*
  - *Division 4 – Process for Payment of Assistance*

### British Columbia Emergency Management System

“Developed under the authority set out in the BC Emergency Program Act and the Emergency Program Management Regulation, BCEMS is the standard practice for all provincial government ministries and Crown corporations as indicated in the Regulation. It is recommended as best practice for all emergency management stakeholders in BC and applies to emergencies, disasters, and catastrophic events.” – BCEMS

## **Roles & Responsibilities**

Different governments and industrial organizations have different responsibilities regarding emergency and disaster response. Before an event, it is important to understand the roles, responsibilities, and jurisdiction of each responding agencies.

### **RDBN and other Local Authorities**

Local authorities include municipalities and regional districts. First Nations communities with treaty agreements are local authorities under the *Emergency Program Act* and its regulations. Local authorities hold primary responsibility for emergency planning, response and recovery within their jurisdictions. Under Section 6(2) and 6(3) of the *Emergency Program Act*, the local authority must develop emergency plans for response and recovery as well as establish an emergency management organization to develop and implement emergency plans and other preparedness, response and recovery measures.

The *Local Authority Emergency Management Regulation* requires local authorities to prepare emergency plans which reflect and are based on “the potential emergencies and disasters that could affect all or any part of the jurisdictional area for which the local authority has responsibility”. In order to fulfill this requirement, the local authority should have a current assessment of the risk of the occurrence of a hazard and the potential impact on people and property. This can be accomplished by completing a Hazard Risk and Vulnerability Analysis (HRVA).



In summary, a local authority should perform the following preparedness activities.

- Set up and maintain an emergency management organization which may include one or more emergency program management committee, and one or more Emergency Program Coordinators.
- Develop and maintain a Hazard, Risk and Vulnerability Analysis (HRVA) to identify potential emergencies and disasters in its jurisdictional area.
- Educate community residents and business owners about the need for personal emergency preparedness.
- Prepare for emergencies and disasters through mitigation, preparedness, response recovery and business continuity planning.
- Conduct training and exercises for all emergency response staff.
- Establish procedures for implementing, reviewing and revising response and recovery plans.
- Complete periodic reviews and updating of the local authority emergency plan.
- Respond to emergencies when required.
- Establish procedures for notifying persons threatened by emergencies or impending disasters.
- Identify procedures for obtaining emergency resources.
- Establish priorities for restoring essential services; and
- Work with Emergency Support Services groups to plan for the provision of food, clothing and shelter to victims.

Through these preparedness objectives, the RDBN is more prepared to respond to emergency events at varying severity.



# RESPONSE

*“Actions taken during or immediately before or after a disaster to manage its consequences and minimize suffering and loss.”*

*Public Safety Canada*

---

As per the *Emergency Program Act*, “...a local authority is at all times responsible for the direction and control of the local authority’s emergency response.” The direction and control is coordinated through the local government Emergency Operations Centre.

In larger events, neighbouring local authorities may choose to run a joint emergency operation centre. Through the EOC the local authority:

- assesses the situation;
- provides support to the first responders, including resources;
- issues a Declaration of State of Local Emergency;
- issues Hazard Notices, Evacuation Alerts, or Orders;
- provides public information, including media briefings;
- coordinates the provision of food, clothing, shelter and transportation;
- provides situation reports to the PREOC;
- tracks finances;
- coordinates recovery of essential services; and
- coordinates community recovery efforts.

This section of the CEMP outlines RDBN EOC policy and Elected Official’s Operational guidelines regarding emergency response. It should be noted that every response is different and specific details are impossible to plan for. However, the RDBN CEMP is intended to provide a comprehensive framework for EOC staff to respond as effectively and efficiently as possible while ensuring public safety is the top priority. The eight goals, in order of priority, put forth by BCEMS which responding agencies adhere to are as follows:

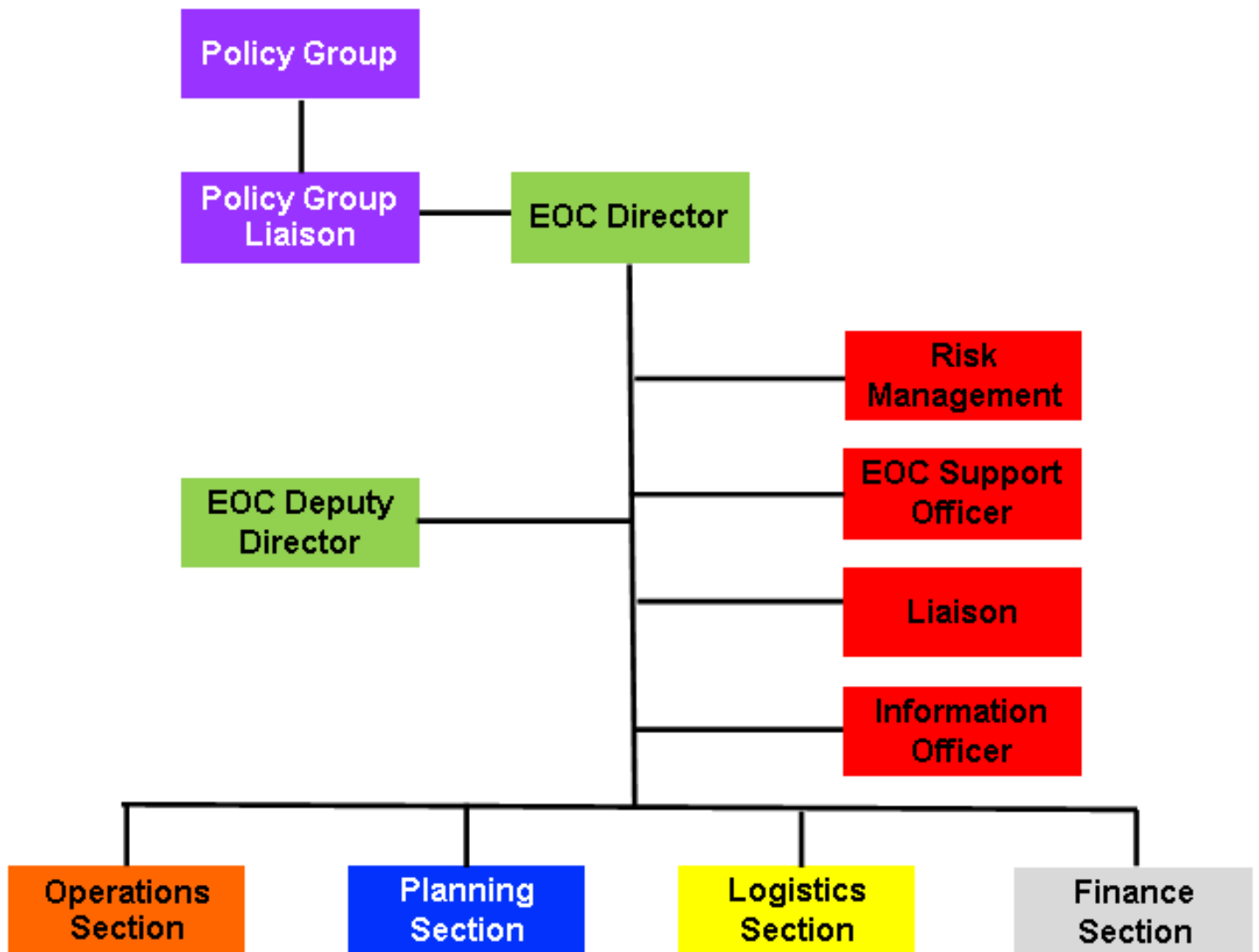
1. Provide for the safety and health of all first responders
2. Save lives
3. Reduce Suffering
4. Protect Public Health
5. Protect Government infrastructure
6. Protect property
7. Protect the environment
8. Reduce economic and social losses



## EOC Structure

### EOC ICS Structure

Figure 1 demonstrates the structure and organization of the Emergency Operations Centre (EOC). Each Section is directed by a “Section Chief” which all supplementary functions falling under such sections will report to. All Section Chiefs report to the EOC Director or Deputy Director who report to the Policy Group Liaison who communicates with the Policy Group. Elected Officials fall under the “Policy Group”.



## EOC Functions

Figure 2 indicates a brief summary of each EOC Function responsibilities.

| EOC Section                     | Function                                                                                                                                                                                                                                                                                      | Key Roles                                                                                                                                                                                                    |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Policy Group</b>             | The Policy Group supports the EOC's efforts by providing strategic interpretation of existing policies, developing new policies. From time to time the Policy Group receives emergency information from the public which can be provided to the Policy Group Liaison to be vetted by the EOC. | <ul style="list-style-type: none"> <li>➤ Board Chair</li> <li>➤ Elected Officials</li> <li>➤ Policy Group Liaison</li> </ul>                                                                                 |
| <b>Management</b>               | Responsible for overall coordination of the EOC; public information, media relations; agency liaison; and proper risk management procedures, through the joint efforts of the RDBN, government agencies and private organizations.                                                            | <ul style="list-style-type: none"> <li>➤ EOC Director</li> <li>➤ EOC Deputy Director</li> <li>➤ Risk Manager</li> <li>➤ Information Officer</li> <li>➤ Liaison Officer</li> <li>➤ Support Officer</li> </ul> |
| <b>Operations</b>               | Responsible for establishing communications with the site(s) and coordinating all site support activities through the implementation of an EOC Action Plan.                                                                                                                                   | <ul style="list-style-type: none"> <li>➤ Operations Chief</li> <li>➤ ESS Director</li> <li>➤ Agriculture Lead</li> <li>➤ Other agency Liaisons</li> </ul>                                                    |
| <b>Planning</b>                 | Responsible for collecting, evaluating, and disseminating information; developing the EOC Action Plan and Situation Report in coordination with other sections, and maintaining all EOC documentation.                                                                                        | <ul style="list-style-type: none"> <li>➤ Planning Chief</li> <li>➤ GIS</li> <li>➤ Advanced Planning</li> <li>➤ Recovery Manager</li> </ul>                                                                   |
| <b>Logistics</b>                | Responsible for providing facilities, services, personnel, equipment and materials.                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>➤ Logistics Chief</li> <li>➤ IT Support</li> </ul>                                                                                                                    |
| <b>Finance / Administration</b> | Responsible for all EOC financial activities.                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>➤ Finance Chief</li> </ul>                                                                                                                                            |



## EOC Activation Criteria

The EOC may be activated with or without a Declaration of State of Local Emergency (SOLE). However, it is mandatory to activate once a Declaration has been made. The EOC may be activated if any of the following conditions exist:

- there are a significant number of people at risk;
- incident site support is required;
- legal authority is required (e.g. Declaration of State of Local Emergency);
- an evacuation has occurred or there is a potential need for an evacuation;
- the event crosses jurisdictional boundaries (e.g. train derailment, flood, wildfire);
- there are multiple sites involved;
- coordination of multiple agencies is required, beyond what site can adequately handle;
- magnitude and potential duration of the event extends beyond RDBN capacity (e.g. forest fire, flood, landslide);
- there is significant property damage – private and/or public;
- there is a significant financial risk to private sector;
- there are environmental risks; and
- there is a major planned or special event.

## EOC Authorization

First responding organizations such as the Royal Canadian Mounted Police (RCMP), Emergency Health Services (EHS), and Fire Departments will most likely receive initial reports of a major emergency or disaster from site personnel or an Incident Commander at site level response. These agencies should follow established procedures detailed in their departmental emergency plans. If it is determined that addition support is required, the Incident Commander (IC) will request activation of the EOC. The RDBN Chief Administrative Officer (CAO), or their designate, will authorize the activation of the EOC based on the IC's request and authorization from the RDBN Chair.



## EOC Activation Levels

Figure 3 demonstrates EOC activations levels, descriptions and minimum staffing requirements.

| EOC Activation Level | Description                                                                                                                                                                                                         | Required Capacity                                                                                                                                                                                         |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| One                  | <b>Small Event</b>                                                                                                                                                                                                  |                                                                                                                                                                                                           |
|                      | <ul style="list-style-type: none"> <li>➤ One Site</li> <li>➤ Two or more Agencies Involved</li> <li>➤ Potential Threats</li> <li>➤ Localized Event</li> </ul>                                                       | <ul style="list-style-type: none"> <li>➤ EOC Director</li> <li>➤ Information Officer</li> <li>➤ Liaison Officer</li> <li>➤ Operations Section Chief</li> <li>➤ Policy group and EMBC notified.</li> </ul> |
| Two                  | <b>Moderate Event</b>                                                                                                                                                                                               |                                                                                                                                                                                                           |
|                      | <ul style="list-style-type: none"> <li>➤ One or more Sites</li> <li>➤ Several Agencies Involved</li> <li>➤ Localized Evacuations</li> <li>➤ Some resources and or support required</li> </ul>                       | Level One staffing plus: <ul style="list-style-type: none"> <li>➤ Section Chiefs (As required)</li> <li>➤ Policy Group and EMBC/PREOC Limited Activation.</li> </ul>                                      |
| Three                | <b>Major Event</b>                                                                                                                                                                                                  |                                                                                                                                                                                                           |
|                      | <ul style="list-style-type: none"> <li>➤ Multiple sites</li> <li>➤ Regional Disaster</li> <li>➤ Multiple Agencies Involved</li> <li>➤ Extensive Evacuations</li> <li>➤ Resources and or support required</li> </ul> | Level Two staffing plus: <ul style="list-style-type: none"> <li>➤ additional EOC functions and positions (as required)</li> <li>➤ Policy Group and EMBC/PREOC full activation</li> </ul>                  |

## Hazard Notices, Evacuation Alerts, Declarations and Evacuation Orders

Under the *Emergency Program Act*, the Regional District of Bulkley-Nechako has the Authority to issue a SOLE, Hazard Notices, Evacuation Alerts and Evacuation Orders.

Recommendations by the lead response agency for Evacuation Alerts and Orders are considered when making these decisions, however, in this case the responsibility to issue these rests solely with the local authority. There are times that the lead agency makes a decision to Tactically Evacuate residents due life safety, in this case the RDBN would follow up with a Declaration and an Evacuation Order to support this action. The RDBN Board Chair or their designate signs and approves all Declarations, Evacuation Alerts, Orders and Rescinds.





## Issuing Hazard Notices, Evacuation Alerts

### Hazard Notices

Hazard Notices are issued when there is a potential hazard that may require residents to prepare for a Shelter-in-Place situation. This notice will only be issued if there is no imminent risk to life safety and health.

### Evacuation Alerts

An Evacuation Alert is issued when there is a potential risk to public safety. An Alert is intended for residents to prepare for an Evacuation Order. Evacuation Alert notices are communicated to resident's door to door by RCMP, where practical, and through Social Media, the RDBN webpage and sent to the RDBN EOC Media Distribution List.

A SOLE does not need to be declared when a Hazard Notice or an Evacuation Alert is issued.

### **Declaring a State of Local Emergency**

During a major emergency or disaster, the RDBN Chair, or their designate, may declare a *State of Local Emergency* to enable the RDBN to exercise the extraordinary powers listed in the *Emergency Program Act*. These short-term emergency measures will allow the RDBN and partner agencies to effectively respond to the emergency or disaster.

*Section 12 (3) of the Emergency Program Act* states the following:

*The head of a local authority must, before making a declaration under subsection (1), use best efforts to obtain the consent of the other members of the local authority to the declaration and must, as soon as practicable after making a declaration under subsection (1), convene a meeting of the local authority to assist in directing the response to the emergency.*

The Policy Group Liaison will assist the Chair in obtaining consent as soon as practicable.

### Extending the State of Local Emergency

A local declaration expires seven days from the date it is signed unless it has been extended. The seven-day period is determined by the *Interpretation Act* Section 25(2) which states; "The first day must be excluded and the last day included."

### Cancelling the State of Local Emergency

A declaration of State of Local Emergency is cancelled when;

- the Minister cancels the SOLE;
- It is superseded by a Provincial State of Emergency; or
- It is cancelled by a bylaw, resolution, or order.

Once it is apparent to the RDBN that extraordinary powers are no longer required and that the Declaration may be cancelled, EOC staff must advise the RDBN Board as soon as possible.



## Issuing an Evacuation Order

An Evacuation Order is issued when there is imminent or immediate risk to public safety. When an Evacuation Order is issued residents and businesses are asked to leave the area immediately and not return until the Evacuation Order has been lifted or an Entry Permit is issued. Under an Evacuation Order, minors are required to leave the area immediately with a guardian.

A SOLE must be in place to issue an Evacuation Order and an Evacuation Order must be issued for residents to be eligible for Emergency Support Services.

The RDBN works with the RCMP to expedite the Evacuation Orders. The RCMP commonly call on local Search and Rescue groups to assist with the delivery of Evacuation Orders. Evacuation Orders are communicated to impacted resident's door to door and through Social Media, the RDBN webpage, the Regional Mass Notification System, and sent to the RDBN EOC Media Distribution List.



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## **Operational Response Guidelines for Elected Officials**

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### **General Responsibilities**

#### Policy Group Responsibilities

- Provide policy and decision support regarding issuance of a SOLE, Evacuation Orders and extraordinary expenses to the the Policy Group Liaison. PLEASE NOTE: The single point of contact for the Board during an EOC activation is the Policy Group Liaison or the EOC Director if the Policy Group Liaison is unavailable.
- The Chair, or their designate, is responsible to declare a SOLE and provide approval for an Evacuation Alert and Evacuation Order if requested and warranted.

As the Board Directors represent different areas of the region, they may be able to provide important information regarding the event to the Policy Group Liaison. They are likely to hear from residents with relevant information to the Policy Group Liaison that may assist the EOC in response planning.

#### Public Communication

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 Policy Group Liaison or the EOC Director will ensure that Directors are kept informed. It is important to remember that operational information and public information are not the same. Directors may only share information that has been authorized for release by the EOC when speaking with reporters, or on social media. Below are key points to remember regarding public communication.

- The RDBN Board Chair or their designate is the media spokesperson for the RDBN.
- Accurate public information is extremely important during emergencies. The Policy Group Liaison, EOC Director and Information Officer provide a coordinated and accurate message to the affected public and the media through the Chair.
- The Board Chair will provide updates to media and public at the request of the Policy Group Liaison and coordinated with the EOC Director and Information Officer.
- EOC staff understand that 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. It should be noted that ALL media releases and public information is coordinated at the EOC level. Operational information is NOT to be shared with the public unless approved by the EOC Director.

#### Policy Group Liaison Responsibilities

- Establish and maintain contacts with RDBN Directors and from adjacent jurisdictions as appropriate.
- Liaise with provincial and federal elected officials as required.



## Operational Guidelines for Declaring a State of Local Emergency

### General Information

- The Chair must be satisfied that an emergency exists or is imminent.
- The SOLE must identify the nature of the emergency and the area where it exists or is imminent.
- A SOLE is in effect for seven (7) days unless cancelled earlier.
- A SOLE may be extended in seven-day increments with approval of the Minister for Public Safety & Solicitor General.
- the Minister for Public Safety & Solicitor General can suspend a SOLE at any time.
- Once it is determined that extraordinary powers are no longer required and that the State of Local Emergency may be cancelled, the Minister for Public Safety & Solicitor General must be notified.

The RDBN **NEED NOT** declare a state of local emergency for the following:

- To implement part or all 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 RDBN must declare a State of Local Emergency to enforce an Evacuation Order.

The *Emergency Program Act* details the powers available to the RDBN 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 Regional District of Bulkley-Nechako;
- 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; and
- fix prices or ration food, clothing, fuel, equipment, medical supplies or other essential supplies.



# R ECOVERY

*“Recovery is where steps and processes are taken/ implemented to repair communities affected by an emergency event, restore conditions to an acceptable level, or improve them where possible, and to restore self-sufficiency and increase resilience.”*

*Public Safety Canada*

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Recovery refers to any actions undertaken by an organization or individual following an emergency that will return essential services (utilities, phones, government offices, etc.) to normal levels of service. Recovery begins the moment the emergency or disaster occurs.

## **Recovery Phases**

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The RDBN recovery process is divided into four phases depending on the situation.

### **Advanced Planning Recovery Phase**

Recovery begins at the onset of the emergency event. As part of the advanced planning section of emergency response, planning for community re-entry and restoration of essential services are considered during the event.

### **Initial Recovery Phase**

First 72 hours following the incident.

- Debris removal and cleanup.
- Emergency, short term repair of lifeline utilities.
- Emergency repair of transportation systems.
- Building safety inspections.
- Coordination of provincial/federal damage assessments.
- Re-occupancy of structures.
- Formation of initial recovery task force.

### **Short Term Recovery Phase**

72 hours – 4 weeks following an event.

- Provision of interim housing.
- Restoration of lifeline utilities.
- Restoration of social and health services.
- Restoration of transportation services and infrastructure.
- Economic recovery, including sites for business resumption.
- Recovery task force.
- Building demolition.



## Long Term Recovery Phase

4 weeks and several years following an event.

- Hazard mitigation.
- Reconstruction of permanent housing.
- Reconstruction of commercial facilities.
- Implementation of long-term economic recovery.

## Community Recovery Goals

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- Reduce Human Suffering.
- Protect Community Services.
- Protect Community Culture.
- Enhance Economic Vitality.
- Enhance a Sustainable Community.

## Community Recovery Support

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### Recovery Manager

The EOC explores all options for community support by seeking funding through the PEOC for a Recovery Manager. This position activates and implements the RDBN's Recovery Plan. In summary, the RDBN recovery function assesses the impacted community's unmet needs and explores opportunities for volunteer or financial support to aid the community's overall recovery. The Recovery manager may liaise between the community and support organizations and help facilitate public outreach.

### Recovery Committee

The Recovery Committee is comprised of community members and organizations that have the knowledge and ability to facilitate the recovery process. Recovery is a very complex issue and different perspectives are imperative in identifying a community's unmet needs. The RDBN Recovery Manager Chairs this committee to ensure RDBN involvement and to provide support to the organizations involved.

### Recovery and Resiliency Centers

A Recovery and/or Resiliency center may be set up in a disaster impacted community when the Evacuation Order has been lifted. In a situation where a large event has impacted a community's ability to recover without support, the Recovery and Resiliency centers allow residents access to utility organizations, local government, provincial government ministry representation, disaster relief organizations and mental health support.

Recovery and Resiliency Centers also provide a location for the community to come together and provide support to one another. This opportunity provides a space to reflect on the event and communicate experiences which can positively influence the community's healing process.

### Financial Support

Unlike emergency response, recovery is not currently funded directly by the Provincial Government. Support for community recovery is very limited and often based on



donations and historically disseminated through disaster aid organizations like Red Cross.

This limitation greatly impacts the extent to which the RDBN can respond. At the 2019 UBCM Conference the RDBN made Resolution B97 Disaster Relief and Recovery Funding, it is unclear whether this resolution will be considered in the *Emergency Program Act* Modernization process.

### **Volunteer Organization Support**

There are few disaster relief and aid groups that can support the community during event recovery. Through communication and unmet needs assessment, the Recovery Committee directs where and when these resources are brought to the community. The following services that may be offered to assist with recovery are:

- debris clean-up;
- structure re-building;
- firewood preparation;
- grant funding opportunities for home and local business owners including agriculture operations.

Although not for profit and disaster relief organizations exist, they require operational costs to be provided to assist communities. Service provision is dependent on available funding.



## APPENDIX 1 – BC Ministry Hazard Responsibility Chart

| Hazard Groups            | Hazard                                                         | Ministry                                                                         |
|--------------------------|----------------------------------------------------------------|----------------------------------------------------------------------------------|
| Accidents                | Air crash                                                      | Public Safety & Solicitor General                                                |
|                          | Marine Accidents                                               |                                                                                  |
|                          | Motor Vehicle                                                  |                                                                                  |
| Atmosphere               | Snowstorms                                                     | Emergency Management BC                                                          |
|                          | Blizzards                                                      |                                                                                  |
|                          | Ice storms                                                     |                                                                                  |
|                          | Hailstorms                                                     |                                                                                  |
|                          | Lightning                                                      |                                                                                  |
|                          | Hurricane                                                      |                                                                                  |
|                          | Tornado                                                        |                                                                                  |
| Heat waves               |                                                                |                                                                                  |
| Dam Failure              | Dam failure (Including Foundations & Abutments)                | Forests, Lands, Natural Resource Operations & Rural Development                  |
| Disease and Epidemics    | Human Disease                                                  | Health                                                                           |
|                          | Animal Disease                                                 |                                                                                  |
|                          | Plant Disease                                                  |                                                                                  |
|                          | Pest Infestations                                              |                                                                                  |
| Explosions and Emissions | Gas and gas leaks – pipelines                                  | Environment                                                                      |
|                          | Gas and gas leaks (gas wells) – through Oil and Gas Commission | Energy, Mines & Petroleum Resources                                              |
|                          | Mine explosion                                                 | Municipal Affairs & Housing                                                      |
|                          | Other explosions                                               |                                                                                  |
| Fire                     | Urban and rural fire (excluding interface)                     | Emergency Management BC;<br>Forests Lands, Natural Resources & Rural Development |
|                          | Avalanches – Highways / Other                                  | Transportation & Infrastructure;<br>Emergency Management BC                      |
| Geological               | Debris avalanches and debris flows                             | Forests, Lands, Natural resources & Rural Development                            |
|                          | Submarine Slides                                               | Transportation & Infrastructure;<br>Emergency Management BC                      |
|                          | Landslides – Highways / Other                                  |                                                                                  |
|                          | Land subsidence                                                | Energy, Mines & Petroleum Resources                                              |
| Hazardous Materials      | Hazardous Spills (on Site or on transport routes)              | Environment                                                                      |
|                          | Radiation                                                      | Health                                                                           |
|                          | Infection Materials                                            |                                                                                  |
| Hydrological             | Drought                                                        |                                                                                  |

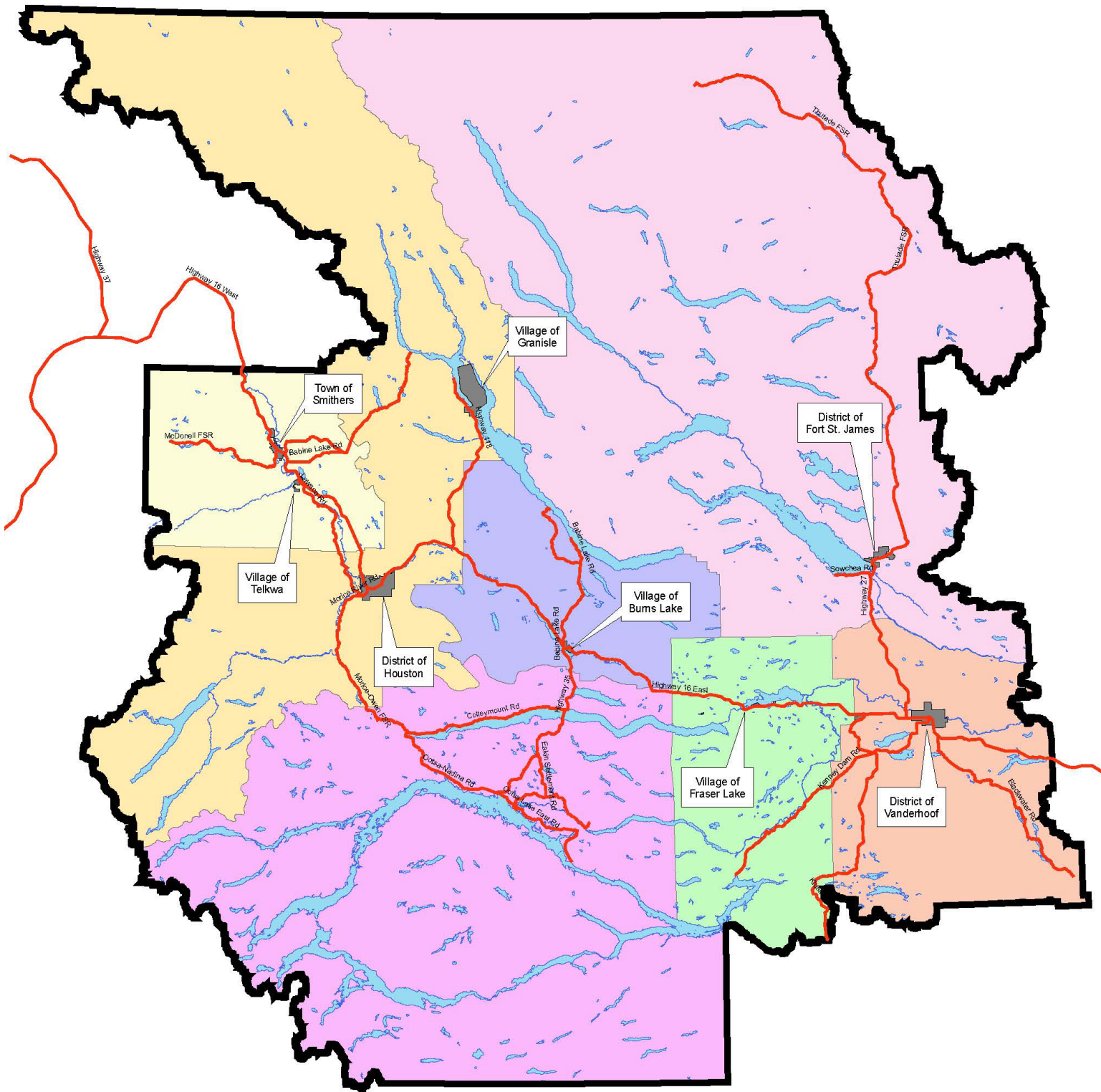
















|              |                                                          |                                                                 |
|--------------|----------------------------------------------------------|-----------------------------------------------------------------|
|              | Flooding                                                 | Forests, Lands Natural Resource Operations & Rural Development  |
|              | Erosion & Accretion                                      | Environment                                                     |
|              | Ice Jams                                                 | Transportation & Infrastructure                                 |
| Power Outage | Electrical Power Outage                                  | Emergency Management BC                                         |
| Riots        | Riots & Public Disorder                                  | Public Safety & Solicitor General                               |
| Seismic      | Ground motion effects<br>Tsunamis                        | Emergency Management BC                                         |
| Space Object | Space Object Crash                                       | Emergency Management BC                                         |
| Structural   | Structural collapse                                      | Emergency Management BC                                         |
| Terrorism    | Terrorism (Hostile act against the state)                | Public Safety & Solicitor General                               |
| Volcanic     | Ash falls<br>Pyroclastic flows<br>Lava flows<br>Mudflows | Emergency Management BC                                         |
| Wildfire     | Wildfires (including interface Fire)                     | Forests, Lands, Natural Resource Operations & Rural Development |

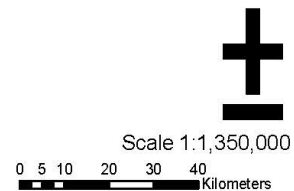


## APPENDIX 2 – RDBN Boundary Map



### Legend

- |                                                                                                                             |                                                                                                                             |                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
|  Electoral Area A - Smithers Telkwa Rural |  Electoral Area E - Francois/Ootsa Rural |  Municipalities |
|  Electoral Area B - Burns Lake Rural      |  Electoral Area F - Vanderhoof Rural     |  Lakes          |
|  Electoral Area C - Fort St. James Rural  |  Electoral Area G - Houston Rural        |  Rivers/Streams |
|  Electoral Area D - Fraser Lake Rural     |  RDBN Boundary                           |  Roads          |



## **APPENDIX 3 – RDBN Emergency Management Bylaws**

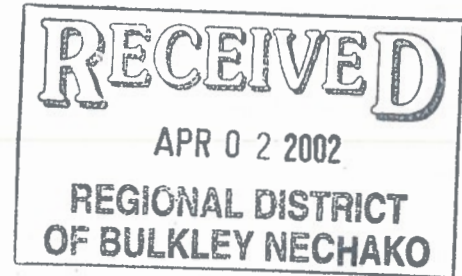
Please see the following page for the following RDBN Bylaws.

- Emergency Program Service Establishment Bylaw No. 1201
- Emergency Program Service Regulatory Bylaw No. 1210
- Emergency Program Administrative Structure Amendment Bylaw No. 1448.

If you would like to reference the following bylaws, please contact the RDBN Director of Protective Services.

- Floodplain Management Bylaw No. 1300, 2004
- RDBN Zoning Bylaw 700, 1993





March 25, 2002

Jay Simon  
 Secretary  
 Regional District of Bulkley-Nechako  
 PO Box 820  
 Burns Lake BC V0J 1E0

Dear Jay Simons:

**Re: Emergency Program Service Establishment Bylaw No. 1201**

Enclosed herewith is one copy of the above bylaw approved under the provisions of section 801 of the *Local Government Act*. The Regional Board may now adopt the bylaw.

Once the bylaw has been adopted by the Board, please forward one certified copy to this office as required under section 801.6(2) of the *Local Government Act*.

Sincerely,

Allen Taylor  
 Senior Administrative Officer  
 Municipal Advice and Approvals

Enclosure

MASB:fileRD02-29.18



No. \_\_\_\_\_

# Statutory Approval

**Under the provisions of section** \_\_\_\_\_ 801(1)(a)

**of the** \_\_\_\_\_ Local Government Act

**I hereby approve Bylaw No.** \_\_\_\_\_ 1201

**of** \_\_\_\_\_ the Regional District of Bulkley-Nechako \_\_\_\_\_,

**a copy of which is attached hereto.**

Dated this 25<sup>th</sup> day  
of March, 2002

\_\_\_\_\_  
Deputy Inspector of Municipalities

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**Bylaw No. 1201**

**A bylaw to establish and provide  
Emergency Preparedness Planning pursuant  
to the authority of the *Emergency Program Act* as a service  
for the benefit of Electoral Areas**

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**WHEREAS** the Lieutenant Governor-in-Council, by B.C. Regulation No. 193/2001 approved August 10, 2001, has granted the Regional District of Bulkley-Nechako the same power that a municipality has as a local authority under the *Emergency Program Act* for such electoral area or areas the regional district may designate;

**AND WHEREAS** the Board of Directors considers it necessary to establish the service of emergency preparedness planning to prepare for, respond to and recover from emergencies and disasters;

**AND WHEREAS** the Board of Directors deems it appropriate to become a local authority in accordance with the *Emergency Program Act* in and for all the electoral areas;

**AND WHEREAS** Section 801.5(1)(b) of the *Local Government Act* allows the Board of Directors, on behalf of electoral area electors, to establish a service where there is no requisition limit, and the participating areas include all of the electoral areas and where the service can be established without borrowing;

**AND WHEREAS** the Directors of the participating Electoral Areas have consented in writing to the adoption of this bylaw as required by Section 801.5(2) of the *Local Government Act*;

**NOW THEREFORE** the Board of Directors of the Regional District of Bulkley-Nechako, in open meeting assembled, enacts as follows:

**1. CITATION**

- 1.1 This bylaw may be cited as the "Regional District of Bulkley-Nechako Emergency Program Service Establishment Bylaw No. 1201, 2001".

**2. SERVICE ESTABLISHMENT**

- 2.1 There is hereby established, the service of emergency preparedness planning in and for the participating areas; such service to be known as the "Regional District of Bulkley-Nechako Emergency Program Service".

### **3. PARTICIPATING AREAS**

- 3.1 The service area boundaries for the Regional District of Bulkley-Nechako Emergency Program Service shall be coterminous with that of the participating electoral areas;
- 3.2 The participating area shall be the following electoral areas;
- Electoral Area "A"
  - Electoral Area "B"
  - Electoral Area "C"
  - Electoral Area "D"
  - Electoral Area "E"
  - Electoral Area "F" and
  - Electoral Area "G"

### **4. COST RECOVERY**

- 4.1 The cost of providing the service established under Section 2.1 shall be recovered by requisition of money to be collected by a property value tax on the net taxable value of land and improvements within the participating areas.
- 4.2 Costs shall be apportioned among participating electoral areas on the basis of the converted value of land and improvements within the electoral participating areas.
- 4.3 The annual costs of administration, training, exercises and maintenance of the Emergency Program Service shall be recovered by a requisition of money to be collected by a property value tax, in accordance with Section 803(1)(a) of the *Local Government Act*, on the net taxable value of land and improvements within the participating areas.
- 4.4 The maximum amount that may be requisitioned annually for administration, training, exercises and maintenance of the Emergency Program Service shall be ONE THOUSAND (\$1,000).

**READ A FIRST TIME** this 18<sup>th</sup> day of October 2001.

**READ A SECOND TIME** this 17<sup>th</sup> day of January 2002.

**READ A THIRD TIME** this 17<sup>th</sup> day of January 2002.

**THIRD READING RESCINDED** this 28<sup>th</sup> day of February 2002.

**AMENDED AND GIVEN THIRD READING** this 28<sup>th</sup> day of February 2002.

I hereby certify that this is a true and correct copy of Bylaw No. 1201.

  
\_\_\_\_\_  
Deputy Corporate Administrator

CONSENT OF ELECTORAL AREA "A" DIRECTOR RECEIVED this 28<sup>th</sup> day of February 2002.

CONSENT OF ELECTORAL AREA "B" DIRECTOR RECEIVED this 28<sup>th</sup> day of February 2002.

CONSENT OF ELECTORAL AREA "C" DIRECTOR RECEIVED this 28<sup>th</sup> day of February 2002.

CONSENT OF ELECTORAL AREA "D" DIRECTOR RECEIVED this 28<sup>th</sup> day of February 2002.

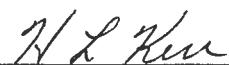
CONSENT OF ELECTORAL AREA "E" DIRECTOR RECEIVED this 28<sup>th</sup> day of February 2002.

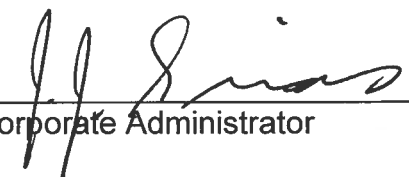
CONSENT OF ELECTORAL AREA "F" DIRECTOR RECEIVED this 28<sup>th</sup> day of February 2002.

CONSENT OF ELECTORAL AREA "G" DIRECTOR RECEIVED this 28<sup>th</sup> day of February 2002.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 25<sup>th</sup> day of March 2002.

ADOPTED this 11<sup>th</sup> day of April 2002.

  
\_\_\_\_\_  
Chairperson

  
\_\_\_\_\_  
Corporate Administrator



**REGIONAL DISTRICT OF BULKLEY-NECHAKO****BYLAW NO. 1210**

**Being a bylaw to regulate the  
Regional District of Bulkley-Nechako  
Emergency Program Service  
as a service for the Regional District of Bulkley-Nechako.**

---

**WHEREAS** the Regional District of Bulkley-Nechako has by Emergency Program Service Bylaw No. 1201 established the Regional District of Bulkley-Nechako Emergency Program Service,

**AND WHEREAS** the Regional District of Bulkley-Nechako Board wishes to provide a comprehensive management program to prepare for, respond to and recover from emergencies and disasters,

**NOW THEREFORE**, the Board of the Regional District of Bulkley-Nechako in open meeting assembled enacts as follows:

**1. CITATION**

- 1.1 This Bylaw shall be cited as the "Regional District of Bulkley-Nechako Emergency Measures Regulatory Bylaw No. 1210, 2001".

**2. INTERPRETATION**

2.1 In this bylaw:

- (a) "Board" means the municipal directors and electoral area directors of the corporation of the Regional District of Bulkley-Nechako;
- (b) "Chairperson" means that person elected by the board as chairperson;
- (c) "declaration of a state of local emergency" means a declaration of the regional district board or the chairperson that an emergency exists or is imminent in the regional district;
- (d) "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;
- (e) "electoral participating area" means electoral areas "A", "B", "C", "D", "E", "F" and "G".
- (f) "emergency" means a present or imminent event that:

- (i) is caused by accident, fire, explosion or technical failure or by the forces of nature, and
  - (ii) requires prompt coordination of action or special regulation of persons or property, to protect the health, safety or welfare of people or to limit damage to property;
  - (g) "Regional District of Bulkley-Nechako Emergency Coordinator" means that person appointed under Section 3.2;
  - (h) "Regional District of Bulkley-Nechako Emergency Management Organization" means the Emergency Executive Committee, Emergency Coordinator and such other persons appointed and functional groups established, and which are charged with emergency preparedness, response and recovery measures;
- 2.2 This bylaw shall be construed in accordance with the Emergency Program Act (1996), RSBC Chapter 111 and all Regulations made thereunder. In this bylaw, "Act" means the Emergency Program Act.

### **3. ADMINISTRATION**

- 3.1 An Emergency Executive Committee\* shall be composed of :
- (a) Board Member (Committee Chairperson),
  - (b) Board Member (Committee Vice Chairperson),
  - (c) the Chief Administrative Officer,
  - (d) Emergency Coordinator,
  - (e) Deputy Emergency Coordinator,
  - (f) Deputy Corporate Administrator, Financial Administrator, Director of Environmental Services and Director of Planning
  - (g) such other members that the Board may determine.

\*Note: The Emergency Executive Committee may strike such sub-committees and work groups as deemed necessary.

- 3.2 The Board shall appoint a Regional District of Bulkley-Nechako Emergency Coordinator to facilitate emergency preparedness, response and recovery measures.
- 3.3 Subject to the approval of the Board, the Emergency Executive Committee may:
- (a) make and amend its terms of reference, policies and procedures,
  - (b) enter into agreements with other regional districts or municipalities for the purpose of emergency assistance or the formulation of coordinated emergency preparedness, response or recovery, and
  - (c) enter into agreements with individuals, bodies, corporations or other non-government agencies for the provision of goods or services.

#### **4. DUTIES AND RESPONSIBILITIES OF THE BOARD**

- 4.1 The Regional District of Bulkley-Nechako Emergency Executive Committee shall prepare and present to the Board for annual review and approval:
- (a) a list of hazards to which the participating area is subject and which also indicates the relative risk of occurrence,
  - (b) plans respecting the preparation for, response to and recovery from emergencies and disasters, which include:
    - (i) a periodic review and updating of plans and procedures for that review;
    - (ii) a program of emergency response exercises,
    - (iii) a training program,
    - (iv) procedures by which physical and financial emergency resources or assistance may be obtained,
    - (v) procedures by which emergency plans are to be implemented,
    - (vi) warning procedures to those persons who may be harmed or suffer loss in an emergency or impending disaster,
    - (vii) procedures to coordinate the provision of food, clothing, shelter, transportation and medical service to victims of emergencies and disasters, whether that provision is made from within or outside of the electoral participating area, and
    - (viii) procedures to establish the priorities for restoring essential services provided by the regional district, or recommend priorities to other service providers, that are interrupted during an emergency or disaster.

#### **5. POWERS OF THE BOARD**

- 5.1 The Board, or the Chairperson, or the Emergency Coordinator [or other person designated in the plan] may, whether or not a state of local emergency has been declared, cause the Regional District of Bulkley-Nechako emergency plan to be implemented.
- 5.2 The Board by bylaw or resolution, or the Chairperson by order, may declare a state of local emergency when the extraordinary power or authority enabled by Section 12 of the Act is required to effectively deal with an emergency or disaster in any part of the electoral participating area.
- 5.3 Upon a "declaration of a state of local emergency" being made, the Board or Chairperson shall:
- (a) forward a copy of the declaration to the Minister, and
  - (b) cause the details of the declaration to be published by a means of communication that the Board or Chairperson considers most likely to make the contents of the declaration known to the majority of the population of the affected area.

- 5.4 After a declaration of a state of emergency is made under section 5.2 in respect of all or any part of the electoral participating area[s], and for the duration of the state of emergency, the Board or Chairperson may do any or all acts considered necessary and implement procedures that the Board or Chairperson considers necessary to prevent, respond to or alleviate the effects of an emergency or a disaster, including any or all of the following:
- (a) acquire or use any real 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 portion of the electoral participating area;
  - (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 the electoral participating area;
  - (e) cause the evacuation of persons and the removal of livestock, animals and personal property from the participating electoral area 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 Board or Chairperson 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 Board or Chairperson 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 Board or Chairperson 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 the electoral participating area for the duration of the local state of emergency; and
  - (j) authorize the Emergency Coordinator [or other selected person or persons] to exercise, in any part of the electoral participating area[s] affected by a declaration of a local state of emergency, those specific powers enabled in Section 5.4 and assumed by the Board or Chairperson.
- 5.5 The Board or Chairperson must, when of the opinion that an emergency no longer exists in the electoral participating area to which a declaration of local state of emergency was made,
- (a) cancel the declaration of a state of local emergency in relation to that part

- (i) by bylaw or resolution, if cancellation is effected by the Board, or
  - (ii) by order, if the cancellation is effected by the Chairperson, and
- (b) promptly notify the Minister of the cancellation of the declaration of a state of local emergency.

## 6. LIABILITY

- 6.1 As enabled by the Act, no person, including, without limitation, the Board, the Chairperson, members of the Regional District of Bulkley-Nechako Emergency Management Organization, employees of the Regional District of Bulkley-Nechako, a volunteer and any other persons appointed, authorized or requested to carry out measures relating to emergencies or disasters, is liable for any loss, cost, expense, damages or injury to persons or property that result from:
- (a) the person in good faith doing or omitting to do any act that the person is appointed, authorized or required to do under this bylaw, unless, in doing or omitting to do the act, the person was grossly negligent, or
  - (b) any acts done or omitted to be done by one or more of the persons who were, under this bylaw, appointed, authorized or required by the person to do the acts, unless in appointing, authorizing or requiring those persons to do the acts, the person was not acting in good faith.

**READ A FIRST TIME** the 18<sup>th</sup> day of October 2001.

**READ A SECOND TIME** this 17<sup>th</sup> day of January 2002.

**READ A THIRD TIME** this 17<sup>th</sup> day of January 2002.

I hereby certify that this is a true and correct copy of Bylaw No. 1210.

  
 \_\_\_\_\_  
 Deputy Corporate Administrator

ADOPTED this 11<sup>th</sup> day of April 2002.

  
 \_\_\_\_\_  
 Chairperson

  
 \_\_\_\_\_  
 Corporate Administrator

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****Bylaw No. 1448**

A bylaw to amend the administrative structure of the Emergency Program Service.

---

**WHEREAS** the Regional District of Bulkley – Nechako has adopted the Regional District of Bulkley-Nechako Emergency Measures Regulatory Bylaw No. 1210, 2001;

**AND WHEREAS** the Regional District of Bulkley-Nechako Emergency Measures Regulatory Bylaw No. 1210, 2001 established the service of emergency preparedness planning to prepare for, respond to and recover from emergencies and disasters;

**AND WHEREAS** the Regional District wishes to amend its administrative structure to include the Rural Directors Committee as the political body that oversees the Emergency Program Service;

**NOW THEREFORE** the Regional Board of the Regional District of Bulkley-Nechako, in open meeting assembled, enacts as follows:

1. That the Regional District of Bulkley-Nechako hereby amends RDBN Emergency Measures Regulatory Bylaw No. 1210, 2001 by replacing the wording of Section 2.1(h) with the following:

“Regional District of Bulkley-Nechako Emergency Management Organization means the Rural Directors Committee, Emergency Coordinator and such other persons appointed and functional groups established, and which are charged with emergency preparedness, response and recovery measures;”

2. That the Regional District of Bulkley-Nechako hereby amends RDBN Emergency Measures Regulatory Bylaw No. 1210, 2001 by replacing the wording of Section 3.1 with the following:

“The Rural Directors Committee shall be the political body that oversees the administration of the RDBN Emergency Program.”

2. That the Regional District of Bulkley-Nechako hereby amends RDBN Emergency Measures Regulatory Bylaw No. 1210, 2001 by replacing the wording of Section 3.3 with the following:

“Subject to the approval of the Board, the Rural Directors Committee may:

- (a) make and amend its terms of reference, policies and procedures,

- (b) enter into agreements with other regional districts or municipalities for the purpose of emergency assistance or the formulation of coordinated emergency preparedness, response or recovery, and
- (c) enter into agreements with individuals, bodies, corporations or other non-government agencies for the provision of goods or services.”

3. That the Regional District of Bulkley-Nechako hereby amends RDBN Emergency Measures Regulatory Bylaw No. 1210, 2001 by replacing the wording of Section 4.1 with the following:

“The Regional District of Bulkley-Nechako Rural Directors Committee shall prepare and present to the Board for annual review and approval:

- (a) a list of hazards to which the participating area is subject and which also indicates the relative risk of occurrence,
- (b) plans respecting the preparation for, response to and recovery from emergencies and disasters, which include:
  - (i) a periodic review and updating of plans and procedures for that review;
  - (ii) a program of emergency response exercises,
  - (iii) a training program,
  - (iv) procedures by which physical and financial emergency resources or assistance may be obtained,
  - (v) procedures by which emergency plans are to be implemented,
  - (vi) warning procedures to those persons who may be harmed or suffer loss in an emergency or impending disaster,
  - (vii) procedures to coordinate the provision of food, clothing, shelter, transportation and medical service to victims of emergencies and disasters, whether that provision is made from within or outside of the electoral participating area, and
  - (viii) procedures to establish the priorities for restoring essential services provided by the regional district, or recommend priorities to other service providers, that are interrupted during an emergency or disaster.”

4. This Bylaw may be cited as "Regional District of Bulkley – Nechako Emergency Measures Regulatory Amendment Bylaw No. 1448, 2007.

READ A FIRST TIME this 11 day of October, 2007.

READ A SECOND TIME this 11 day of October, 2007.

READ A THIRD TIME this 11 day of October, 2007.

I hereby certify that this is a true and correct copy of Bylaw No. 1448.

Gail Chapman  
Corporate Administrator

ADOPTED this 11 day of October, 2007.

C. Farrow  
Chairperson

Gail Chapman  
Corporate Administrator



## APPENDIX 4 – EOC Policy Section Position Guides

| <b>POLICY GROUP</b>         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Description</b> | The Policy Group supports the EOC’s efforts by providing strategic interpretation of existing policies, developing new policies and providing community information from residents to the Policy Group Liaison to guide response and community recovery.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Responsibilities</b>     | <ul style="list-style-type: none"> <li>➤ Advise on existing policies and examine the requirement for new or temporary policies to support response and recovery.</li> <li>➤ On the advice of the Policy Group Liaison, request extra-ordinary resources and/or outside assistance.</li> <li>➤ Authorize declaration and rescind of “State of Local Emergency”.</li> <li>➤ Act as a spokesperson for the jurisdiction and participate in media briefings, as requested by the Policy Group Liaison.</li> <li>➤ Ensure steps are taken to acknowledge the contributions of response and recovery staff and volunteers.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Activation Phase</b>     | <ul style="list-style-type: none"> <li>➤ Convene as the EOC Policy Group at the location and times recommended by the Policy Group Liaison.</li> <li>➤ Obtain current situation status and a briefing on priority actions taken and outstanding, from the Policy Group Liaison.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Operational Phase</b>    | <ul style="list-style-type: none"> <li>➤ Keep apprised of the status of the event through the Policy Group Liaison.</li> <li>➤ Establish new or temporary policies, as required to support response and recovery operations.</li> <li>➤ Consult with Policy Group Liaison regarding potential legal issues.</li> <li>➤ Determine appropriate expenditure limits for expenses not covered by EMBC as required.</li> <li>➤ Assist in identifying extra-ordinary resources and/or outside assistance resources.</li> <li>➤ Consult with the Policy Group Liaison to determine the need for a declaration of “State of Local Emergency”.</li> <li>➤ Act as a spokesperson for the Regional District of Bulkley-Nechako as requested.</li> <li>➤ Prepare for and participate in any media briefings, and public meetings as requested.</li> <li>➤ When recommended by the EOC, proclaim termination of the emergency response and provide ongoing support the EOC to proceed with recovery efforts.</li> </ul> |



## POLICY GROUP LIAISON

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Description</b> | The Policy Group Liaison is the EOC point of contact for the Policy Group and responds to requests or concerns from the Policy Group representatives.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Responsibilities</b>     | <ul style="list-style-type: none"> <li>➤ Principal point of contact for representatives of the Policy Group.</li> <li>➤ Arrange meetings for the Policy Group.</li> <li>➤ Assist the EOC Director/Deputy Director in ensuring proper procedures are in place for communicating with elected officials.</li> <li>➤ Assist and serve as an advisor to the EOC Director/Deputy Director.</li> <li>➤ On the advice of the EOC Director, communicate requests for extraordinary resources and/or outside assistance to the Policy Group.</li> <li>➤ Coordinate the authorization to issue or rescind a “Declaration of State of Local Emergency”.</li> <li>➤ Provide the Policy Group with needed information for representatives to act as spokesperson for their jurisdictions and to participate in media briefings, as requested by the EOC Director.</li> <li>➤ Communicate requests from the Policy Group to the EOC Director/Deputy Director as required.</li> <li>➤ Conduct Policy Group tours of the EOC facility or incident site as directed.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Activation Phase</b>     | <ul style="list-style-type: none"> <li>➤ Follow the Generic Activation Phase Checklist</li> <li>➤ Report to EOC and obtain situation status, and a briefing on priority actions taken and outstanding, from EOC Director/Deputy Director.</li> <li>➤ Based on the situation, convene meetings with the appropriate representatives of the RDBN EOC Policy Group at the location and times recommended by the EOC Director.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Operational Phase</b>    | <ul style="list-style-type: none"> <li>➤ Maintain a position log and any other relevant forms.</li> <li>➤ Conduct periodic briefings for Policy Group and elected officials.</li> <li>➤ Brief your relief at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.</li> <li>➤ Keep apprised of the status of the event through the EOC Director.</li> <li>➤ Communicate need for the establishment of new or temporary policies to the Policy Group, as required to support response and recovery operations.</li> <li>➤ Consult with EOC Director regarding potential legal issues.</li> <li>➤ Communicate EOC requirements to the Policy Group to determining appropriate expenditure limits for expenses not covered by EMBC as required.</li> <li>➤ Assist Policy Group in identifying extra-ordinary resources and/or local government support resources.</li> <li>➤ Consult with EOC Director to determine need for a declaration of a “Declaration of State of Local Emergency.”</li> <li>➤ Coordinate requests for Policy Group representatives to act as spokesperson for the Regional District of Bulkley-Nechako and provide representatives with information needed to do so as required.</li> <li>➤ Coordinate the preparation and participation of Policy Group representatives in any media briefings, and public meetings.</li> <li>➤ Follow the RDBN Demobilization Phase Checklist.</li> </ul> |



## EOC ACRONYMS

In emergency management acronyms are used to reference everything from operations on site to Provincial Ministries. Below are the most common Acronyms you will hear.

|         |                                                                            |
|---------|----------------------------------------------------------------------------|
| EOC     | Emergency Operations Center                                                |
| SOLE    | State of Local Emergency                                                   |
| ESS     | Emergency Support Services                                                 |
| ESSD    | Emergency Support Services Director                                        |
| IC      | Incident Commander                                                         |
| ICS     | Incident Command System                                                    |
| EMBC    | Emergency Management BC                                                    |
| BCEMS   | British Columbia Emergency Management System                               |
| PREOC   | Provincial Regional Emergency Operations Centre                            |
| AGRI    | Ministry of Agriculture                                                    |
| BCWS    | BC Wildfire Service                                                        |
| MOTI    | Ministry of Transportation & Infrastructure                                |
| MOE     | Ministry of Environment                                                    |
| FLNRORD | Ministry of Forest Lands & Natural Resource Operations & Rural Development |

## EMERGENCY EVENT INFORMATION

### Hazard Notices, Evacuation Alerts and Orders OR to request sand and sandbags

Regional District of Bulkley-Nechako  
250-692-3195 or 1-800-320-3339  
[www.rdbn.bc.ca](http://www.rdbn.bc.ca)

### Wildfire Information

BC Wildfire Service  
1-888-336-7378  
<https://www2.gov.bc.ca/gov/content/safety/wildfire-status>

### Flood Warnings & Advisories

River Forecast Centre  
<http://bcrcfc.env.gov.bc.ca/warnings/index.htm>

### Public Weather Alerts

Environment Canada  
[https://weather.gc.ca/warnings/index\\_e.html](https://weather.gc.ca/warnings/index_e.html)

## PUBLIC COMMUNICATION

### Communication

During an emergency event, the RDBN Board Chair is designated as the Media Spokesperson for the RDBN.

The Policy Group will communicate with the EOC Policy Liaison. Only EOC approved messages and information are to be shared with the public.

During an event, it is acknowledged that as community leaders, the public will be seeking information from you. This may also be an opportunity for Elected Officials to provide the EOC with community information. Please direct all public inquiries to the RDBN EOC.

### Frequently Asked Questions and Recommended Answers

Q: Where can I find up to date information on an Alert or Order?

A: For up-to-date information on Evacuation Alerts and Orders, residents can visit the RDBN website and Facebook page.

Q: We were issued an Evacuation Order, do I have to leave?

A: As there is an imminent risk to life safety and health, the RDBN is recommending that everyone evacuate the area. Minors MUST evacuate with a Guardian.

Q: Can I re-enter the Order area once I leave?

A: The RDBN has a re-entry policy. This application can be accessed online. For more information, call the RDBN EOC.

Q: How will the RDBN support me financially during and after an emergency event?

A: Residents who are displaced from their homes are entitled to Emergency Support Services (ESS). This program is intended to provide essential necessities to you and your family while you are displaced. Please visit your local reception centre to receive ESS or contact the RDBN EOC for more information.

Recovery Support may be available. This availability is determined by the Province of BC after the impact to communities have been assessed.



Regional District of Bulkley-Nechako

# Emergency Response Quick Reference Guide for Elected Officials

# DRAFT

Know the Risks, Make a Plan, Be Prepared

## DURING AN EMERGENCY

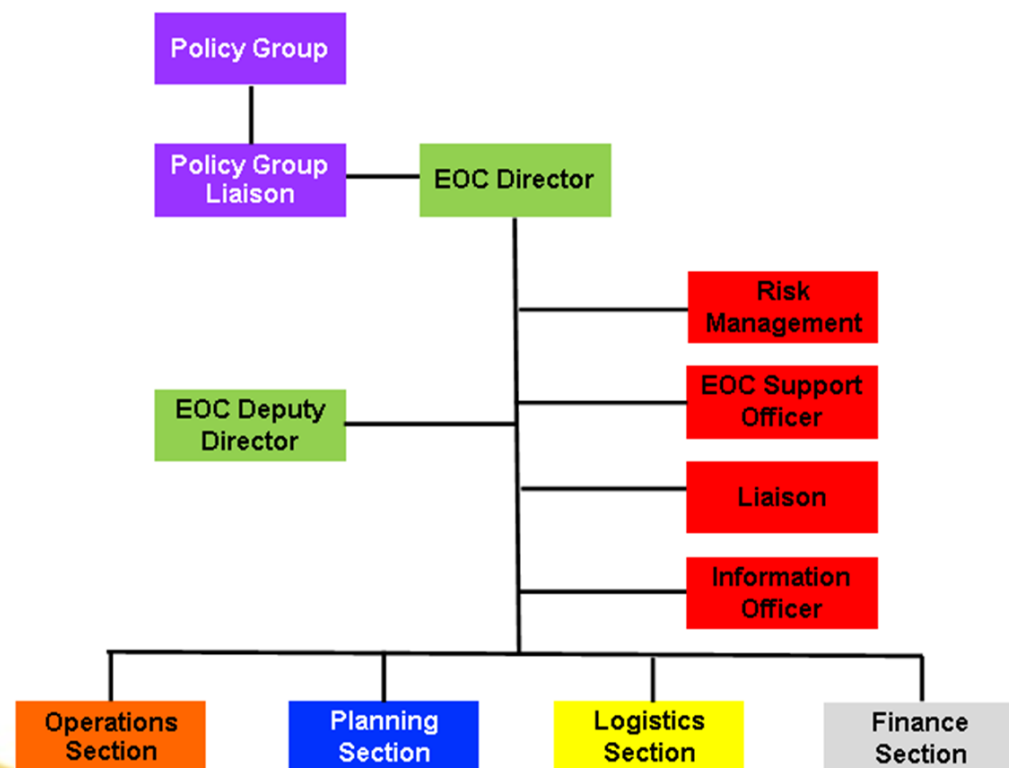
### RDBN Responsibilities

During an emergency or disaster the RDBN will Activate the Emergency Operations Centre (EOC). During an activation, the EOC will:

- assess the situation;
- provide support to the site level response including resources (BCWS provides their own resources);
- Issues Hazard Notices, Evacuation Alerts, Orders and/or Declaration of State of Local Emergency;
- provide public information, including media briefings;
- coordinate the provision of food, clothing, shelter and transportation for impacted residents;
- liaise with volunteer groups;
- provide situation reports to the Provincial Regional Emergency Operations Centre (PREOC);
- track finances;
- coordinate recovery of essential services; and
- coordinate community recovery efforts.

### Policy Group Responsibilities

- Advise on existing policies and examine the requirement for new or temporary policies to support response and recovery.
- On the advice of the Policy Group Liaison, request extra-ordinary resources and/or outside assistance.
- Authorize declaration and rescind of “State of Local Emergency”.
- Act as a spokesperson for the jurisdiction and participate in media briefings, as requested by the Policy Group Liaison.



## EVACUATION INFORMATION

### What is a Hazard Notice?

Hazard Notices are issued when there is a potential hazard that may require residents to prepare for a Shelter-in-Place situation. This notice will only be issued if there is no imminent risk to life safety and health.

### What is an Evacuation Alert?

An Evacuation Alert is issued when there is a potential risk to public safety. An Alert is intended for residents to prepare for an Evacuation Order.

### What is a SOLE?

During a major emergency or disaster the RDBN Chair may declare a State of Local Emergency (SOLE) to enable the RDBN to exercise the extraordinary powers listed in the *Emergency Program Act*. These short-term emergency measures will allow the RDBN and partner agencies to effectively respond to the emergency or disaster.

### Process for Declaring a State of Local Emergency

1. RDBN EOC activates and assess the emergency situation.
2. The Policy Liaison or EOC Director will contact the RDBN Chair for Emergency Briefing. Staff will provide:
  - a recommendation for a Declaration of SOLE;
  - geographic area of event;
  - details and nature of the event; and
  - the extent and risk to public and infrastructure.
 The Policy Group Liaison will work with the Chair to engage the Policy Group.
3. EOC Staff will prepare and provide the Chair with all documentation required for signature. This will be the an Evacuation Alert or a SOLE and/or Evacuation Order.
4. As soon as approval is received from the Chair, EOC staff will forward the documentation to the PREOC which is then provided to the Solicitor General.

### Important Information

- The RDBN Chair and Policy Group must be satisfied that an emergency exists or is imminent to declare a SOLE.
- Details of the Hazard Notices, Evacuation Alerts, SOLE and Evacuation Orders are provided to the Public by many different media platforms to the affected population.
- EMBC reimburses Local Authorities for approved expenditures.
- A SOLE is not required to issue a Hazard Notice or an Evacuation Alert.

### What is an Evacuation Order?

An Evacuation Order is issued when there is imminent or immediate risk to public safety. When an Evacuation Order is issued residents and businesses are asked to leave the area immediately and not return until the Evacuation Order has been lifted or an Entry Permit is issued. Under an Evacuation Order, minors are required to leave the area immediately with a guardian.

A SOLE must be in place to issue an Evacuation Order and an Evacuation Order must be issued for residents to be eligible for Emergency Support Services.



## Regional District of Bulkley-Nechako Committee of the Whole

To: Chair Thiessen and the Board of Directors  
 From: Nellie Davis, Regional Economic Development Coordinator  
 Date: May 7, 2020  
 Regarding: Northern Development Initiative Trust  
 Business Façade Improvement Program Funding Update

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### Recommendation:

Receive.

### Background:

The RDBN was approved for \$10,000 in funding through NDIT's Business Façade Improvement Program for 2020. These funds, under the original program guidelines, allowed businesses to apply for grant funding to improve their business frontages (maximum \$5,000 and 50% of project budget). NDIT has recently made updates to the program guidelines in response to the COVID-19 Pandemic. These updates include:

- Enabling the use of those funds in other ways to support business resiliency during the COVID-19 pandemic response and recovery phases.
- Removal of the matching funds requirement to access grant funding. (100% funding available)
- An additional intake for the BFI program for communities who did not originally apply, or communities who applied for less than the maximum (\$20,000) and would like to apply to top up the funding.
- Communities must submit a letter outlining how they intend to use the funds to NDIT for approval prior to accepting applications for business supports that fall outside the original program guidelines.

Staff are coordinating with other approved communities within the Region to develop ideas and explore consistency of service where applicable. Ideas include:

- ✓ Modifications to enable or encourage physical distancing
- ✓ Shields or dividers to protect customer service areas
- ✓ Signage for instructions or flow-of-traffic directions
- ✓ Installing devices to facilitate contactless experiences (automatic faucets, no-touch handles)
- ✓ Installing Sanitizer stations

Staff are also canvassing businesses to gauge on-the-ground needs at this time and are interested in collecting additional ideas that Directors feel may be beneficial to include in a proposal to NDIT.

Staff are planning an application to top-up the available funds in the RDBN Business Façade Improvement Program to the maximum \$20,000. This request will go forward to NDIT at the June RAC.



## Regional District of Bulkley-Nechako

**To:** Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** May 7, 2020  
**Re:** Financial Update

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### **Recommendation** (All/Directors/Majority):

Receipt

### **Background:**

The Province has provided various supports for businesses and residential taxpayers including postponing late payment penalties for commercial properties and a reduction in the amount of school property tax that will be levied in 2020.

The Province will continue to provide the full rural (Electoral Area) taxation in early August as in other years. Additionally, the Province has stated that municipalities will continue to be required to pay the full amount for all minor taxation authorities including Regional Districts and Regional Hospital Districts before August 1, 2020. The delaying of Provincial school tax remittances for municipalities to the end of the year is intended to provide the cash flow necessary for municipalities to make these payments.

As the Regional District will receive its budgeted funds for 2020 similar to previous years, cash flow will likely not be impacted due to the current pandemic.

The Regional District has analyzed the possibility of providing the annual funds it provides municipalities and not for profit organizations and societies earlier in the year (the funds are usually provided in August) to alleviate cash flow concerns for these organizations. If requested, further cash flow analysis will be conducted to see if a recommendation to the Board is prudent to assist one of our service-delivery partners.