

**REGIONAL DISTRICT OF NANAIMO**

**EMERGENCY MANAGEMENT SELECT COMMITTEE**

**TUESDAY, MARCH 14, 2017**

**3:00 PM**

***(RDN COMMITTEE ROOM)***

*RDN meetings may be recorded*

**A G E N D A**

**CALL TO ORDER**

**DELEGATIONS**

**MINUTES**

- 2-4 Minutes of the regular Emergency Management Select Committee meeting held on December 8, 2016.

**BUSINESS ARISING FROM THE MINUTES**

**COMMUNICATIONS/CORRESPONDENCE**

**UNFINISHED BUSINESS**

**REPORTS**

- 5-6 Community Wildfire Protection Plan Funding Update.
- Emergency Social Services (ESS) and Neighbourhood Emergency Plan Program (NEPP) Update (Powerpoint presentation).
- Policy Group Role during an Emergency Operations Centre Activation (Powerpoint presentation).

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

**ADJOURNMENT**

Distribution: *B. Rogers (Chairperson); A. McPherson; H. Houle; M. Young; J. Fell; J. Stanhope; B. Veenhof; B. Colclough; P. Carlyle; D. Trudeau; D. Pearce; D. Marshall; E. Beauchamp; D. Gardiner; L. Konnert; N. Hewitt*

For Information Only: *T. Westbroek; M. Lefebvre; C. Haime; B. McKay; B. Bestwick; J. Kipp; J. Hong; W. Pratt; I. Thorpe; B. Yoachim; F. Manson; J. Hill; M. O'Halloran*



**REGIONAL DISTRICT OF NANAIMO**

**MINUTES FROM THE EMERGENCY MANAGEMENT SELECT COMMITTEE  
HELD ON THURSDAY, DECEMBER 8, 2016 AT 1:00 PM  
IN THE RDN COMMITTEE ROOM**

**Present:**

Chairperson B. Rogers	Electoral Area E
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director J. Stanhope	Electoral Area G
Director B. Veenhof	Electoral Area H
Director B. Colclough	District of Lantzville

**Regrets:**

Director J. Fell	Electoral Area F
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**Also in Attendance:**

P. Carlyle	Chief Administrative Officer
D. Trudeau	General Manger, Transportation, Emergency Planning & Fire Services
D. Pearce	A/ Director, Transportation and Emergency Planning Services
D. Marshall	Manager, Fleet, Projects & Emergency Planning Services
N. Hewitt	Senior Secretary

**CALL TO ORDER**

Meeting was called to order at 1:00 pm.

**MINUTES**

MOVED Director Stanhope, SECONDED Director Houle, that the minutes of the regular Emergency Management Select Committee meeting held on July 25, 2016 be adopted.

CARRIED

**REPORTS**

**Emergency Management Select Committee – Revised Terms of Reference.**

Staff provided a verbal update regarding the Terms of Reference for the Emergency Management Select Committee.

**Electoral Area 'B' Incident Report.**

MOVED Director Houle, SECONDED Director Veenhof, that the Board accept the report for information.

CARRIED

**Post Emergency Event Debrief Procedures.**

MOVED Director Stanhope, SECONDED Director Veenhof, that the Board accept the report for information.

CARRIED

**Emergency Program Gap Analysis Priority Projects.**

MOVED Director Veenhof, SECONDED Director McPherson, that the Board direct staff to implement the identified priority projects in 2017.

MOVED Director Veenhof, SECONDED Director McPherson, that the description for Item #7 Appendix 'A' be amended to read *"revitalized the Neighborhood Emergency Preparedness Program and the Emergency Social Services program"*.

CARRIED

MOVED Director Veenhof, SECONDED Director Colclough, that Item #4 Appendix 'A' be removed from the Emergency Program Gap Analysis and referred to the Information Technology department to research off island data storage options.

CARRIED

MOVED Director Veenhof, SECONDED Director McPherson, that Item #17 Appendix 'A' be amended to include the Policy Group in the tabletop exercise.

CARRIED

MOVED Director Veenhof, SECONDED Director Colclough, that the description for Item #16 Appendix 'A' be amended to read *"Review and Update Emergency Planning Website and Regional District of Nanaimo Publications/ Communications Policy"*.

CARRIED

MOVED Director Veenhof, SECONDED Director Houle, that the Board direct staff to implement the identified priority projects in 2017 as amended.

CARRIED

**NEW BUSINESS**

**Emergency Operation Centre Signage.**

MOVED Director Veenhof, SECONDED Director Houle, that staff be directed to prepare a report back to the Committee regarding the signage at the Emergency Operations Centre.

CARRIED

**Emergency Management Select Committee.**

Staff are looking at coordinating quarterly meetings and aligning with the Fire Services Meetings.

**ADJOURNMENT**

MOVED Director Veenhof, SECONDED Director Houle, that this meeting be adjourned.

CARRIED

Time 2:50 pm

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CHAIRPERSON

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**TO:** Emergency Management Select Committee      **MEETING:** March 14<sup>th</sup>, 2017  
**FROM:** Erica Beauchamp  
Superintendent of Transit Planning & Scheduling      **FILE:** 7340 01 CWPP  
**SUBJECT:** Community Wildfire Protection Plan Funding Update

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**RECOMMENDATION**

That the Board receive the Community Wildfire Protection Plan Funding update report for information.

**SUMMARY**

The outdated Community Wildfire Protection Plans (CWPPs) are a gap in the Emergency Program. On January 27<sup>th</sup> 2017, an application for the Strategic Wildfire Prevention Initiative (SWPI) funding was submitted to the Union of British Columbia Municipalities (UBCM) to update the Regional District of Nanaimo (RDN) CWPP for Electoral Area 'A' and Extension portion of Electoral Area 'C'. The RDN is currently awaiting approval of the funding.

**BACKGROUND**

Since 2004, the UBCM has administered SWPI funding to local communities to mitigate risk of Wildland Urban Interface (WUI) fires. The funding stream is used to update CWPPs, which identify wildfire risks as well as opportunities to reduce those risks. Currently the RDN has 10 CWPPs which were commissioned between 2006 and 2008.

On October 4, 2016, the Board directed staff to work with City of Nanaimo staff to determine how the City's Community Wildfire Protection Plan integrates with Electoral Area 'A' adjacent lands. An application for SWPI funding for a CWPP update to include Area 'A' and the Extension portion of Electoral Area 'C' fire protection area was submitted on January 27<sup>th</sup>. In addition staff has initiated communication with the City of Nanaimo concerning their CWPP and the shared boundaries this plan would impact.

Strategic Wildfire Prevention Initiative has two more application intakes throughout the rest of the year, April 28<sup>th</sup> and October 6<sup>th</sup>. Staff will use these intakes to submit applications to update other CWPPs in the region.

**ALTERNATIVES**

1. That the Board receive the Community Wildfire Protection Plan Funding update report for information.
2. That the Board provides alternate direction to staff.

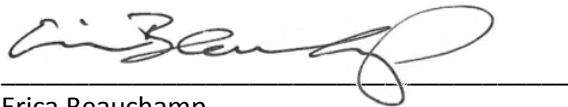
## FINANCIAL IMPLICATIONS

SWPI funding would cover the majority of the cost to update the CWPP and the remaining cost of approximately \$7,500 would be for bylaw amendments, and public administration which are included in the 2017 financial plan.

## STRATEGIC PLAN IMPLICATIONS

Staff have reviewed the action and noted the items reflect the RDN's Strategic Priorities:

1. *Focus on Relationships*: accomplished through partnering with other branches of community groups to advance our region as well as collaboration with municipal partners on various studies, projects and planning processes.
2. *Focus on the Environment*: by conducting studies to identify hazards, risks and climate change impacts in the region.
3. *Focus on Service and Organizational Excellence*: increased staffing and updating existing practices and plans enhances emergency services contributions to community safety.



Erica Beauchamp  
[ebeauchamp@rdn.bc.ca](mailto:ebeauchamp@rdn.bc.ca)  
February 28, 2017

Reviewed by:

- D. Pearce, A/Director Transportation & Emergency Services
- D. Trudeau, GM Transportation & Emergency Services
- P. Carlyle, Chief Administrative Officer