



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
PO Box 198
Port Clements, BC
V0T1R0
OFFICE :250-557-4295
Public Works :250-557-4326
FAX :250-557-4568
Email : office@portclements.ca
Web : www.portclements.ca

Minutes from the April 19, 2012 Emergency Executive Committee Meeting
Emergency Command Centre (Upstairs Firehall)

Present:

Chair – Kaz Falconbridge
Jane Wilson
Terry Mitchell
Ryan Brown
Roy Woolverton
Craig Beachy
CAO - Kim Mushynsky

The meeting was called to order at 7:10pm

1. ADOPT AGENDA

Moved by Jane Wilson, seconded by Terry Mitchell that the agenda be adopted.
CARRIED

2. MINUTES

M-1 – October 6, 2011 Minutes

Moved by Jane Wilson, seconded by Terry Mitchell that the minutes from the October 6, 2011 Emergency Committee meeting be accepted as presented.
CARRIED

3. BUSINESS ARISING & UNFINISHED BUSINESS

BA-1 – Seacan

Report by Jane Wilson that the Seacan has arrived and is the property of National Defense. Jane is in charge of it and has the keys for it.

BA-2 – Emergency Drill

Moved by Terry Mitchell, seconded by Ryan Brown that we get a table top exercise from PEP (Maurie Hurst) and arrange for a meeting to run the drill within a month of receiving the exercise.
CARRIED

4. CORRESPONDENCE

5. NEW BUSINESS

NB-1 – Contact List

Contact List updated, new people considered to add are Colleen Beachy and Harmonie Blais.

NB-2 – Terms of Reference (Bylaw #303,2000)

Bylaw was reviewed by Committee.

NB-3 – Emergency Plan

Committee was instructed to review plan and make recommendations before end of September 2012 for any changes. Changes already identified were:

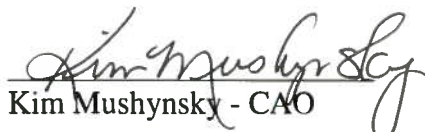
1. Ensure that the date is included on bottom of all copies so everyone is working with the same and most current draft
2. Incorporate the Tsunami Response Plan into this document (put in after page 47 which is the page dealing with Tsunamis).
3. Get Public Works to review and update as required pages 48, 49 & 50.
4. Get the Fire Department to review and update as required pages 51 & 52.
5. Admin to update page 2 statistical information and review the rest of the wording on that page to ensure that it still accurately depicts our community.
6. Updated contacts info on page 3
7. Updated contact info on pages 10 & 11.

6. ADJOURNMENT

Moved by Craig Beachy, seconded by Jane Wilson that the meeting be adjourned at 8:25pm.

CARRIED


Kaz Falconbridge – Chair


Kim Mushynsky - CAO