CITY OF MERRITT

AGENDA

SPECIAL COMMITTEE OF THE WHOLE

CITY HALL
2185 Voght Street
Merritt, B.C.

Monday, May 27, 2019
At 1:00 pm

Mission Statement: The City of Merritt is a progressive, attractive, economically viable City that is socially responsible and environmentally sustainable.

Council
Mayor Linda A. Brown
Councillor Mike Bhangu
Councillor Adam Etchart
Councillor Tony Luck
Councillor Kurt Christopherson
Councillor Travis Fehr
Councillor Melvina White

Country Music Capital of Canada

For Enquiries
Telephone - (250) 378-4224
www.merritt.ca
CITY OF MERRITT

AGENDA

SPECIAL COMMITTEE OF THE WHOLE

COUNCIL CHAMBERS
CITY HALL
MONDAY, MAY 27, 2019
AT 1:00 PM

1. PRESENT

2. CALL TO ORDER

3. PUBLIC INPUT

4. ADOPTION OF MINUTES

4.1 Recommendation:

THAT the Minutes of the Special Committee of the Whole Meeting held on Monday, April 29, 2019 be adopted

5. GENERAL MATTERS - Delegations and Recognitions

Nil

6. UNFINISHED BUSINESS

6.1 Evacuation Planning Presentation; Sheila Thiessen, Director of Finance & IT and Sky McKeown, Recreation & Facilities Manager
File: 7130

- Special Committee of the Whole

Monday, May 27, 2019
7. NEW BUSINESS

Nil

8. INFORMATION ITEMS

Nil

9. TERMINATION OF MEETING
CITY OF MERRITT

MINUTES

SPECIAL COMMITTEE OF THE WHOLE

CITY HALL
2185 Voght Street
Merritt, B.C.

Monday, April 29, 2019
At 6:00 pm

Mission Statement: The City of Merritt is a progressive, attractive, economically viable City that is socially responsible and environmentally sustainable.

Council
Mayor Linda A. Brown
Councillor Mike Bhangu
Councillor Adam Etchart
Councillor Tony Luck
Councillor Kurt Christopherson
Councillor Travis Fehr
Councillor Melvina White

Country Music Capital of Canada

For Enquiries
Telephone - (250) 378-4224
www.merritt.ca
CITY OF MERRITT

MINUTES

SPECIAL COMMITTEE OF THE WHOLE
BUDGET DELIBERATIONS
COUNCIL CHAMBER, CITY HALL
MONDAY, APRIL 29, 2019
AT 6:00 PM

1. PRESENT

Mayor L. Brown
Councillor M. Bhangu
Councillor K. Christopherson
Councillor A. Etchart (Arrived at 5:02 p.m.)
Councillor T. Fehr
Councillor T. Luck
Councillor M. White

IN ATTENDANCE

Mr. S. Hildebrand, Chief Administrative Officer
Mr. W. Anderson, Financial Services Manager
Mr. M. Brodrick, Planning & Development Services Manager
Mr. C. Henderson, Public Works Superintendent
Mr. S. McKeown, Recreation & Facilities Manager
Mr. S. Smith, Director of Corporate Services
Ms. S. Thiessen, Director of Finance & IT
Mr. D. Tomkinson, Fire Chief

Merritt Herald
Q101

21 members of the public

2. CALL TO ORDER

2.1 Mayor Brown called the meeting to order at 6:00 p.m.
3. PUBLIC INPUT

Nil

4. ADOPTION OF MINUTES

ADDITION OF
MINUTES

4.1 Moved, Seconded and CARRIED
THAT the Minutes of the Special Committee of the Whole Meeting held on Monday, April 15, 2019 be adopted

Councillor Etchart arrived at 6:02 p.m.

4.2 Moved, Seconded and CARRIED
THAT the Minutes of the Special Committee of the Whole Meeting held on Tuesday, April 16, 2019 be adopted

Mayor Brown read a prepared statement reiterating that she ran on a platform of transparency and accountability and apologized to Nicola Valley Aggregates and the general public for Council’s resolution to oppose the mining application of Nicola Valley Aggregates, without hearing from both sides of the debate. Mayor Brown also advised the public there would be a reconsideration motion brought forward at the May 07, 2019 Special Meeting of Council which may or may not change the Council resolution.

5. GENERAL MATTERS - Delegations and Recognitions

NICOLA VALLEY
AGGREGATES

5.1 Nicola Valley Aggregates Ltd. Presentation, Saxton Peters and Gary Breaks
File: 0250

Mr. Saxton Peters thanked Mayor Brown for her words and advised that Nicola Valley Aggregates respects any decision that Council makes after hearing their proposal.

Nicola Valley Aggregates representatives, Saxton Peters, Gary Breaks, Sat Brar and Paul Breaks presented to Council addressing Mr. Nesbit’s concerns.

Mr. Peters provided a timeline and history of the purchase of the property as well as the steps Nicola Valley Aggregates has made to make the public aware of their intentions.

Special Committee of the Whole

Monday, April 29, 2019
Mr. Gary Breaks discussed that he has won many awards for his mine reclamation practices and environmental stewardship in the past.

Mr. Sat Brar stated to Council he purchased seventeen (17) acres of reclaimed land from Mr. Breaks of which he planted fifteen (15) acres in two (2) varieties of blueberries and of which he currently resides on. His property has produced one hundred and fifty ($150,000) product last year. This property was in the ALR before the mining and returned to the ALR once the property was reclaimed.

Mr. Peters continued to address each of Mr. Nesbit’s claims including the following:

- Dust control
- Health issues
- Approval process
- Blasting

6. UNFINISHED BUSINESS

6.1 BUDGET DELIBERATIONS

2019 Financial Plan Additions; Director of Finance and IT, April 24, 2019 Report
File: 1700

Ms. Thiessen, Director of Finance & IT presented additions to the 2019 Financial Plan following the guidelines Council provided to staff for the preparation of the 2019-2023 Financial Plan.

7. NEW BUSINESS

Nil

8. INFORMATION ITEMS

Nil

Special Committee of the Whole
Monday, April 29, 2019
9. TERMINATION OF MEETING

The Mayor declared the meeting ended at 8:12 p.m.

Certified correct in accordance with Section 124(2) (c) of the Community Charter.

______________________________
Corporate Officer

Confirmed on the ___ Day of __________, 2019

______________________________
Mayor
EVACUATION PLANS

6.1 Councillor Fehr made the following Notice of Motion at the March 26, 2019 Regular Council Meeting:
File: 7130

Moved, Seconded
THAT Council direct staff to prepare a report for Council regarding the City’s evacuation plans for a large-scale emergency, such as a wildfire

Moved, Seconded and CARRIED
THAT the main motion be amended by replacing the words “prepare a report for Council” with “schedule a Committee of the Whole meeting”

Voting resumed on the main motion as amended

Moved, Seconded and CARRIED
THAT Council direct staff to schedule a Committee of the Whole meeting regarding the City’s evacuation plans for a large-scale emergency, such as a wildfire

SPECIAL COMMITTEE OF THE WHOLE

6.2 Minutes, Special Committee of the Whole March 18, 2019 Meeting
File: 1700

Moved, Seconded and CARRIED
THAT Council direct that the Back-up Water Supply project, with costs of up to six hundred thousand ($600,000) dollars be included in the 2019 Financial Plan

B.C. PROVINCIAL NOMINEE PROGRAM (B.C.PNP)
ENTREPRENEUR IMMIGRATION PILOT COMMITTEE

6.3 City of Merritt B.C. Provincial Nominee Program (B.C.PNP) Entrepreneur Immigration Pilot Committee; Tourism & Economic Development Services Manager April 03, 2019 Report
File: 0570

Moved, Seconded and CARRIED
THAT Council create a City of Merritt B.C. PNP Entrepreneur Immigration Pilot Committee with the attached Terms of Reference

Regular Council Meeting

Tuesday, April 9, 2019
Evacuation Planning – City of Merritt Outline

- Background
- Potential Situations
- Structure of Response
- Evacuation Process
EOC – Emergency Operations Centre

ESS – Emergency Social Services

HRVA – Hazard Risk and Vulnerability Analysis

PREOC – Provincial Emergency Operations Centre

SOLE – Statement of Local Emergency

BCEMS - British Columbia Emergency Management System

ICS – Incident Command System

ICP – Incident Command Post
BCEMS Response Goals

1. Ensure the Health and Safety of Responders
2. Save Lives
3. Reduce Suffering
4. Protect Public Health
5. Protect Infrastructure
6. Protect Property
7. Protect the Environment
8. Reduce Economic and Social Losses
Structure

Levels
- Provincial Central Coordination Level
- Provincial Regional Coordination Level
- Site Support
- Site

Facilities
- Provincial Emergency Coordination Centre
- Provincial Regional Emergency Operations Centre
- Emergency Operations Centre
- Incident Command Post

ICS principles are used at all levels
Potential Hazards

- Potential Hazards that may require evacuation
  - Wildfire
  - Flood
  - Dangerous Goods Transport Incident
Evacuation

Involves moving persons and domestic animals from an area of potential danger to one of safety.

May be a single building, a neighbourhood or the whole community

- The City is responsible to determine the hazards and be prepared to coordinate evacuations in areas that may be affected by emergency events.

Evacuations can be ordered by:

- Province of BC, Fire Commissioner, Ministry of Health (IHA), Ministry of Forest, Land and Natural Resource Operations and other ministries
Evacuation Process

Identify the population at risk

Identifying evacuation routes and modes of transportation

Communication of the evacuation alert or order

Identifying assembly point and reception centres for evacuees

RCMP enforcing the order and conducting traffic control
Identifying Population at Risk

- Seniors Homes
- Nicola Valley Health Centre Hospital
- South Central Interior Distance Education School
- Meritt Secondary
- Meritt Central Elementary
- Meritt Bench Elementary
- Diamond Vale Elementary

Special Population Considerations:

City of Meritt Population 7,200 people
Identifying Evacuation Routes and Modes of Transportation

- The City has identified routes going North, South, East and West

- Route chosen will depend on nature and location of threat, as well as ability for destination to receive evacuees.

- Individuals will be responsible for their own travel, those without a mode of transportation or requiring special transportation will be identified and transported by appropriate means.

- The City maintains a list of buses and can access other resources as needed.
Communications – Evacuation Alert

• If an evacuation is anticipated an Evacuation Alert will be issued.
  • A state of emergency is not required
  • Warning to residents to prepare for the possible evacuation
  • Identifies who and where is impacted
  • Gives those that may need assistance a chance to identify themselves
  • May give location of reception centre and route for leaving area
  • Some may choose to self evacuate
Communications – Evacuation Order

• If an evacuation is required, an Evacuation Order will be issued.
  • Requires a state of emergency
  • Will provide details of where to go and how to get there
  • Order will be enforced by the RCMP

• Evacuation Alerts and Orders will be distributed by hand if possible, and will be provided to media outlets including radio, tv and social media.
Wrist bands will be provided to those that are required to stay within the evacuation zone to support the event, to identify them as responders.

The RCMP will enforce the evacuation order.

The objectives of this access control are:

- Protect lives
- Prevent entry by unauthorized persons
- Maintain security, law and order in the evacuated area
Communications – Evacuation Rescind

- Once the danger has passed and
- It has been deemed safe to re-enter
- An Evacuation Rescind order will be executed and communicated
- An Evacuation Alert may remain in place depending on the circumstances
Questions?

Evacuation Planning - City of Merritt
Declaration of State of Local Emergency

ORDER

WHEREAS [type of hazard] in [name of local authority];

AND WHEREAS [explanation of ongoing or imminent threat to life or property];

AND WHEREAS this [type of hazard] emergency 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;

NOW THEREFORE:

IT IS HEREBY ORDERED pursuant to Section 12 (1) of the Emergency Program Act (RS, 1996, Chap 111) that a state of local emergency exists in [specific geographic boundaries of designated area] due to [short hazard description] and [short consequence statement];

IT IS FURTHER ORDERED THAT the [name of local authority], its employees, servants and agents are empowered pursuant to Section 13 (1) of the Emergency Program Act to do all acts and implement all procedures that are considered necessary to prevent or to alleviate the effects of the emergency.

ORDERED by the [head of local authority] this date [date] to remain in force for seven days until [date] at midnight unless cancelled by order of [name of local authority] or the Minister responsible.

(Head of local authority)
# Authorization of Emergency Powers Matrix

**Reference: Emergency Program Act Section 10**

<table>
<thead>
<tr>
<th>Emergency Powers</th>
<th>Assigned to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquire or use any land or personal property considered necessary to prevent, respond to or alleviate the effects of an emergency or disaster.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Control or prohibit travel to or from any area of British Columbia.</td>
<td></td>
</tr>
<tr>
<td>Provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of British Columbia.</td>
<td></td>
</tr>
<tr>
<td>Cause the evacuation of persons and the removal of livestock, animals and personal property from any area of British Columbia that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property.</td>
<td></td>
</tr>
<tr>
<td>Authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program or if otherwise considered by the minister to be necessary to prevent, respond to or alleviate the effects of an emergency or disaster.</td>
<td></td>
</tr>
<tr>
<td>Cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered by the minister to be necessary or appropriate in order to prevent, respond to or alleviate the effects of an emergency or disaster.</td>
<td></td>
</tr>
<tr>
<td>Construct works considered by the minister to be necessary or appropriate to prevent, respond to or alleviate the effects of an emergency or disaster.</td>
<td></td>
</tr>
<tr>
<td>Procure, fix prices for or ration food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within any part of British Columbia for the duration of the state of local emergency.</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Other individuals/agencies may be included in the matrix at the discretion of the head of a local authority.
Evacuation Alert Template

EVACUATION ALERT
(DATE AND TIME)

An Evacuation Alert has been issued by ____ (local authority) ____ at the Emergency Operations Centre (EOC).

____ (Briefly describe event and potential risk) ____ Because of the potential danger to life and health, the ____ (local authority) ____ has issued an Evacuation Alert for the following areas:

Geographic description including boundaries and properties potentially impacted.

An Evacuation Alert has been issued to prepare you to evacuate your premises or property should it be found necessary.

Residents will be given as much advance notice as possible prior to evacuation; however you may receive limited notice due to changing conditions.

Provide map or description of potential evacuation route and map of evacuation alert area.

WHAT YOU SHOULD DO WHEN AN ALERT IS IN EFFECT

Upon notification of an ALERT, you should be prepared for the evacuation order by:

Locating all family members or co-workers and designate a Reception Centre outside the evacuation area, should an evacuation be called while separated.
Gathering essential items such as medications, eyeglasses, valuable papers (i.e. insurance), immediate care needs for dependants and, if you choose, keepsakes (photographs, etc). Have these items readily available for quick departure.
Preparing to move any disabled persons and/or children.
Moving pets and livestock to a safe area.
Arranging to transport your household members or co-workers in the event of an evacuation order. If you need transportation assistance from the area please call ____ (contact number) ____.
Arranging accommodation for your family if possible. In the event of an evacuation, Reception Centres will be opened if required.
Monitoring news sources for information on evacuation orders and locations of Reception Centres.

Further information will be issued at ____ (insert time or meeting location) ____ or should the situation change ____ (or visit local authority website at) ____.

For more information contact: ____ (Local Authority Contact- Potentially Call Centre) ____.
____ (Signature of Board/Chair or Designate, Mayor or Designate) ____.
____ (Name of Local Authority) ____.
Evacuation Order Template

EVACUATION ORDER ISSUED

(DATE AND TIME)

Pursuant to __ (cite legal authority) __, an Evacuation Order has been issued by __ (local authority) __ due to immediate danger to life safety due to __ (briefly describe event) __. Members of the __ (local police department and other applicable agencies) __ will be expediting this action.

The Evacuation Order is in effect for the following areas:

Geographic description including boundaries and properties impacted.

Include map of evacuation area and evacuation route.

WHAT YOU SHOULD DO:

You must leave the area immediately

Follow the travel route provided and register at __ (ESS Reception Centre address and name of facility) __.

If you need transportation assistance from the area please advise the individual providing this notice or call __ (contact number) __.

Close all windows and doors

Shut off all gas and electrical appliances, other than refrigerators and freezers

Close gates (latch) but do not lock

Gather your family: take a neighbour or someone who needs help

Take critical items (medicine, purse, wallet, and Keys) only if they are immediately available. Take pets in pet kennels or on leash.

Do not use more vehicles then you have to.

Do not use the telephone unless you need emergency service.

YOU MUST LEAVE THE AREA IMMEDIATELY

For more information contact: __ (Local Authority Contact- Potentially Call Centre) __.

__ (Signature of Board/Chair or Designate, Mayor or Designate) __.

__ (Name of Local Authority) __.
Evacuation Rescind Template

EVACUATION RESCIND

(DATE AND TIME)

The Evacuation Order, pursuant to (cite authority and legislation) issued (date and time) to the area(s) (geographic locations(s)) is rescinded. (indicate if Evacuation Alert is in place).

An Evacuation Order may need to be reissued: however if that is deemed necessary the process will re-commence.

For more information contact: (Local Authority Contact – Potentially Call Centre).

(Signature of Board/Chair or Designate, Mayor or Designate).

(Name of Local Authority).
Annex K: Public Information Messaging: Frequently Asked Questions

1. What is an Evacuation Alert?

An Evacuation Alert is a notification of a hazard risk in your area. Evacuation Alerts are issued to advise the affected population of the potential for loss of life from a hazard, and that they should be prepared to evacuate in the near future.

Everyone in the affected area should prepare to move to a safe area quickly.

To prepare for the potential evacuation:

- Gather essential items such as medications, eyeglasses, valuable papers, immediate care needs for dependants, and, if you choose, valuable keepsakes, photographs, etc. Make them available for immediate access for a quick departure.
- Know the location of all family members and determine a planned meeting place should an evacuation be called while separated. Determine an out of area contact to be used for family reunification and to pass messages between impacted family members.
- Prepare to evacuate people with disabilities, elderly and children. Ensure family members all carry appropriate information on health issues and needs (particularly children).
- Relocate livestock to a safe area immediately, if possible.
- Ensure you have appropriate means to contain your pet should evacuation be necessary and you wish to take your pet with you (crate, kennel, small animal bag, leash, etc). Ensure you have a supply of special diet pet food should your pet require it. If you choose not to bring your pet, ensure that there is some indication on the outside of your residence informing responders of the presence of a pet(s) and any challenges this may present.
- If possible arrange accommodation for your family in the event of an evacuation. Emergency lodging will be provided if necessary.
- Ensure you have sufficient gasoline in the vehicle you have chosen to use for the evacuation.
- Outline suggestions relevant to the impending hazard that could protect the property such as hosing down the house or sandbagging.
- Follow the instructions which have been provided to you in the Evacuation Alert.
If you need transportation, the Evacuation Alert provides information regarding transportation assistance.

Community emergency plans have been prepared to ensure your safety. It is important that you follow the directives you are given by the authorities to ensure your safety.

2. **What is an Evacuation Order?**

An Evacuation Order is issued by authorities having jurisdiction in response to hazards with the potential to cause loss of life or injury the residents to identified affected area(s). Evacuation Orders are issued in the interest of life safety. Members of the RCMP, Search and Rescue, Fire Departments, and the Local Authorities may be involved in expediting evacuation through door to door contact, the electronic media, etc.

When an evacuation is ordered:
- Gather personal/family emergency kit including a flashlight and portable radio if possible;
- **Take everything you will require for an extended stay**;
- Follow the instructions which have been provided to you in the Evacuation Order;
- Proceed quickly and calmly to nearest evacuation site (temporary or permanent);
- Report to the ESS Reception Centre indicated and register with the people staffing that centre. This will allow for effective communications from the evacuation team and will facilitate contact by friends or relatives.

If you need transportation, the Evacuation Order provides information regarding transportation assistance.

Community emergency plans have been prepared to ensure your safety. It is important that you follow the directives you are given by the authorities to ensure your safety.
Annex M: Sample Evacuation Instructions

1. Stay calm.
2. Gather your family; take a neighbour or someone who needs help.
3. Evacuation Alert: Assemble essential items (diapers, baby food, clothes, medical, eyeglasses and money). Be ready to leave at a moments notice.
4. Evacuation Order: Take critical items (medicine, purse, wallet, and keys) only if they are immediately available. Take pets in pet kennels or on leash.
5. Turn off appliances (stove, light, and heaters).
6. Do not use more vehicles than you require.
7. Do not use the telephone unless you need emergency service.
8. Go immediately to the home of a friend or relative outside the evacuation area, or to the ESS Reception Centre located at: ________________________________.
9. Regardless of whether you require Emergency Social Services support, contact or visit the ESS Reception Centre (or follow the instructions below):

______________________________________________

as soon as possible to ensure you are registered as an evacuee. This will assist the local Emergency Program with their response and ensure that your safety can be verified with family and friends outside the area.

10. Emergency Response Workers will be stationed at intersections along the way to direct you.
11. If you need transportation, call: ________________________________or ________________________________.
12. Children attending the following schools will be evacuated to:

<table>
<thead>
<tr>
<th>School</th>
<th>Evacuation Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

a) Do not drive to your child’s school. Pick your child up from the authorities at the evacuation location identified above.

b) Keep the windows and vents in the car closed.

c) Other: __________________________________________________________.