

TOWN OF HAY RIVER
EMERGENCY MEASURES COMMITTEE MEETING
March 29th, 2021 @ 10:00am

The Emergency Measures Committee meeting was held Monday, March 29th, 2021 at 10:00 by Zoom

Attendance listing attached

1. Call to Order

- a. Meeting was called to order by Ross Potter at 10:00am

2. General Introductions

- Roll call of all members in attendance
- SAO Smith gave opening remarks

3. LEMO Background and Roles – Ross Potter

- *Ross Potter*
 - Within any emergency in the community, we follow the emergency plan
 - Activate call centre
 - Determine the level of evacuation
 - Keep the Mayor, Council and SAO up to date
 - Declaration of Emergency if required
 - Ask the Territorial Government for help if required
- *SAO Glenn Smith*
 - Keep Departmental Directors up to date
 - Collect updates for Mayor and Council
 - If there is a need for a declaration of emergency, work with the Mayor
 - Level of response the community would be
 - Acts as the communication specialist
- *Protective Services*
 - Involved with the Evacuation if there is one
 - Help with transportation during evacuation
 - Help with safety with things like propane and electrical
- *Public Works*
 - Open the flood gates
 - Help with drainage and monitor it going into breakup season
- *RCMP/Rangers*
 - Protect life, property and or an evidence if required
 - Use Rangers at the bridge for check stops
- *Hay River Health and Social Services Authority*
 - Medical Resources as required
 - Provides registration centre support

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- *Recreation Department*
 - Evacuation Centre
 - RV parking in parking lot
 - Registration Centre

- *Schools (DEA)*
 - Keep students, Teachers and Parents informed

4. TEMO Background and Roles – Mary Blake Moore

- Mandated by the Emergency Management Act
- There is Regional and Federal agencies such as the Rangers for Joint Task Force North that would be requested through MACA
- MACA to be provided regular updates from Communities
- Be sure to communicate the need for support from TEMO if required
- Working through in case of evacuation to have residents stay with Family and Friends in New Town
- Shared the Town's scenarios at the Territorial level

5. Breakup Working Plan Overview – Ross Potter

- Activities related to Mitigation, Preparedness, Response and Recovery have been identified in planning document (attached)
- Pavilion protection
- Ox Bow will need any beaver dams removed
- Town drainage ongoing
- Extension of West Channel Berm possibly looking at an aqua dam
- Public Works preparing ravine gates
- Working on packages for residents to be delivered
- CN will be storing their rail cars in the rail yard
- Evacuation Centre is with Recreation Department to set up at the Community Centre
- Monitoring crews have been contacted
- Infrastructure to clear roadways by the airport and West Channel as secondary exits
- Will reach out to MACA for support if required

6. Communications Plan Overview – Glenn Smith

- Communication Plan (attached) has been developed that outlines various communication channels to be used and key messaging
- Awareness of breakup risks, planning activities, resident preparedness, evacuation potential, and communication channels to be used has been communicated to the media
- Hayriver.com/breakup has been refreshed

7. Round Table Questions and Answers

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- Betty Harder – Clearing access by Superior Propane and Airport has started and Staff are testing flare pods in case of removal of runway lights are required
- Ford Belanger – Lights at the Fisherman's Wharf and West Channel are going up
- Mayor Jameson thanked everyone for their time prepping this year and having new equipment this year is great – hopefully it all goes smoothly
- Mark Harris – Communications and bussing can be helped through the DEA
- Rob Wilkins – The coastguard zodiac has been relocated to town. Rangers are ready to assist and help as needed
- SAO Smith – Thanks everyone – send in any questions should you have any

8. Adjournment

Mar. 29

April Martel	KFN		
Brian Willows;	HRHSSA	x	
Eaton, Victor; 874-5564	Coastguard	x	
Elizabeth Harder; 874-2353	Airport	x	
Erin Griffiths;	HRHSSA		
Ford Belanger	NUL	x	
Glenn Smith;	THR	x	
Jacklyn Buckley (reception@wpfn.ca);	WPFN		
Joletta Laroque;	Housing		
Kandis Jameson;	THR	x	
Kurtis PILLIPOW;	RCMP		
Mark Harris;	DEA	x	
Mary Blake Moore	MACA	x	
Norm McCowan (Norman_McCowan@gov.nt.ca);	Lands		
Rob Wilkins (rjwilkins@hayriverford.ca);	Rangers/Coastguard	x	
Mike Auge	THR	x	
Robert Bouchard (cllrbouchard@hayriver.com);	THR	x	
Ross Stanley	NUL	x	
Shawne Kokelj;	ENR		
Stacey Barnes;	THR	x	
Stephane Millette;	THR		
Trevor Beck;	Metis		
KFN Council (Aaron, Les & Joyce)		X	
Victoria St. Jean;	KFN	x	
Peter Redvers;	KFN		
Ross Potter;	THR	X	
Albert Bourque;	ENR		
Alvin Pitre (alvin_pitre@gov.nt.ca);	HRHSSA	X	
Kevin Devoe	RCMP	x	
Allen Schaefer	Infrastructure	X	

Hay River Breakup Activity Plan
Updated: 03/21/2021

Classification	Activity	Lead	Resources	Start Date	End Date	Status	Notes
Mitigation	THR Asset Physical Protection	Mike	Recreation	April 12, 2021	April 16, 2021		Pavilion - barrier installs; wall system removal; propane disconnect
	Oxbow - Snye flow correction	Mike	ENR; Infrastructure				remove beaver dams
	Town Drainage	Mike					ditches cleared, culverts cleared
	Highway 2 Drainage	Mike	Infrastructure				ditches cleared, culverts cleared
	West Channel Berm Valves	Mike					Inspected and ready for activation
	Ravine Valves	Mike					Inspected and ready for activation
	West Channel Berm Extension	Mike		March 11, 2021	April 19, 2021		project with Stantec; aquadam type solution
Preparedness	Define THR Breakup Planing Team and Roles	Ross	Ross; Bouchard; Mike	March 11,2021	March 12, 2021	C	Mike - mitigation; Ross - Incident Command, Monitoring; Glenn - Comms, Evac & Reg; Bouchard - Council Liason, Planning Support
	Develop and Excecute Communication Plan	Glenn		March 22, 2021	May 10, 2021	IP	See Communication Plan sheet
	Flood Scenario Development	Ross	Glenn	March 11,2021	March 12, 2021	C	Communicate with TEMO for their planning; table top exercise
	Clearance passes issued						for residents and businesses; delivered with packages (find out how many needed per house / business); if more passes required, residents/businesses to contact Ross
	Setup LEMO Conferencing System (Virtual EOC)	Ross	Glenn				Zoom
	CN Rail Cars	Ross					CN to locate Rail Cars outside of flood risk areas
	Determine LEMO membership and setup kickoff meeting	Ross	Glenn	March 11,2021	March 29, 2021	C	Present and receive input into plan. Current status of river. This is Covid year... what limitations? how does it affect you? Define backup for each role
	Setup Evacuation Registration Centre	Glenn	HRHSSA	March 11,2021	April 19, 2021	IP	Request HRHSSA support for staffing. Community Centre and Virtual Call in. Covid procedures and supplies
	Setup Monitoring Crew	Ross	EMO crew (15); ENR	March 11, 2021	March 11, 2021	C	Southern surveying and reconnaissance - Alberta RCMP; conference call / zoom for training; fire fighters not used. Include COVID safe work procedures training; Ross has 15 people lined up - will train on safe procedures. Just scheduling to remain
	Clear access to Pine Point Railway Bridge	Ross	Public Works	March 11, 2021	March 24, 2021	C	
	Install drop for power at Pint Point Bridge for monitoring equipment	Ross	NUL	March 24, 2021			Put drop on powerpole on Riverwoods end of bridge for easier access
	Install power on West Channel Bridge for monitoring equipment	Ross	Mackenzie Electric	March 24, 2021		IP	Run power from junction box to midway down bridge
	Setup and Deploy Monitoring Equipment						Gathering all equipment together for install, purchase 3 12V batteries, replace battery box. Install data loggers, sensors and new cameras. Move position on West Channel Bridge to Highway Bridge, Install Pine Point Monitoring Equipment, Reinstall Paradise and Falls Equipment
	Radio System Tested and Working	Ross	Ross, Eagle 88	March 11,2021		IP	New tower arriving Hay River April 8, 2021 for completion by April 18th. RFQ out for multiplexer. Rec has additional radios. Ross will contact Rec and PWS to get radios back for redeployment to field monitoring personell on Monday April 6th.
	Highway Delineators Installed			April 8, 2021	April 18, 2021	IP	Infrastructure to install, Plan is to have delineators installed by April 12th, as per Allan Sibbeston.
	Equipment for clearing roads	Ross	Infrastructure				arrangements made for standby equipment
	Clear roadways at Airport for Evacuations	Ross	Infrastructure				Clear snow off of roads leading to West Channel from the airport and from the old Superior Propane exit to the airport as secondary routes
	Ice Thickness Testing	Ross	Eagle88	April 9 2021	April 16, 2021	A	Eagle88 completes. Ross supplying personal GPS, mapping and forms. Should have results on 15th
	Water Pump Inventory	Mike					Town pumps inventoried - maintenace completed; additional pumps?
	Setup flood response /recovery crew, training	Ross	HRFD, Coast Guard Auxiliary, Infrastructure, TEMO				Infrastructure has provided equipment and operators; contractors list; Coast Guard Auxiliary; include all resources identified for accommodation, transportation, etc. Roles and COVID safe work practices. Discussion with TEMO on when required barriers for roadblocks. Infrastructure has responsibility and will setup road closure.
	Setup Evacuation Enforcement crew, training, equipment	Ross	Infrastructure; Rangers; Travis				Request for Rangers Support; Protective Services Specialist to oversee
	Evacuation Center Setup	Glenn	MACA	March 21, 2021	April 19, 2021	IP	application to OCPHO to use Community Centre. COVID procedures
Food Services for Evacuation	Glenn		April 9 2021	April 19, 2021	NS		
Setup RV Camp Accommodations option	Robert	Recreation	March 21, 2021		IP	See RV Camp Acommodations detailed plan.	
Pets handling		Animal Shelter				contact Kori Bourne for coordination	
Transportation - evacuee	Robert	Private; HRFD				Mobility issues - HRFD. Setup mechanism for preregistering	

Response

Evacuation Notices Issued	Glenn		TBD
Evacuation Alert Issued	Glenn		TBD
Evacuation Order Issued	Ross	Council	TBD
Registration Centre Activated	Zak		TBD
Accommodations Activated	Glenn	MACA	TBD
Transportation deployed	Robert		TBD
Roadblocks and enforcement in place	Ross		TBD
Rescue services deployed	Ross		TBD
On-going public / evacuee messaging	Glenn		TBD
power shut down to areas as required	Ross		TBD

notify MACA that need to evacuate in YK
refer to transportation needs document;

Recovery

Transportation of evacuees to homes	Bouchard	private; HRFD	TBD
Shutdown of Accommodations	Jill		TBD
Infrastructure Repairs	Mike		TBD
Utility Repairs	Mike		TBD
Public Water System Treatment	Mike		TBD
Public Health Assessments	Mike		TBD
Enforcement	Ross		TBD

Breakup Communication Plan
Updated: 03-21-21

Line#	Communication Type	Audience	Goals	Schedule	Format	Responsibility	Status	Notes
1	Notice of Breakup Planning & Preparedness	HR Residents Council	- demonstrate organization - awareness of breakup	week of March 22	- Hub, Cabin, KLB, CBC - Town Social Media	Glenn	C	High level plan information; indication that additional COVID risks and controls; communication protocol
2	Breakup Activity Progress Updates	LEMO TEMO Council	- awareness of mitigation, preparedness, response activities	week of March 22 weekly LEMO Council March 29+	- LEMO meetings - Council Enquiries - Breakup Reports	Ross	IP	post LEMO minutes to website. Breakup reports to website, mailchimp and phone recording
3	Awareness of Flood Risks	Vale Island Residents Shoreline Property Owners	- educate residents on risks of flooding - residents protect assets	- hangers: April 5 website: week of March 22 - public meet: week of April 5 media: week of March 22 - mailchimp: week of March 29 - phone: March 22	- door hanger pamphlets - breakup website page w/ facebook notice - public meeting presentation - Council meeting - media - mailchimp - phone recording	Glenn	IP	include flood mapping in notices
4	Registration and Evacuation Procedures	Vale Island Residents Registration Centre Workers	- effective and timely evacuation - awareness of procedures to follow	- week of April 5	- door hanger pamphlets - breakup website page w/ facebook notice - public meeting presentation - Council meeting - media - mailchimp - phone recording	Glenn	NS	Update prior year documents; HRFD support for distribution; include COVID safe practices. Finance staff to put together packages.
5	Evacuation Notices	Vale Island Residents	- notices to prepare for and to evacuate	- wording April 15 - Notices TBD	- NWT Alert System - Major Media - Social Media and Website - Council - LEMO and TEMO - mailchimp - phone recording	Glenn	NS	Develop wording in advance - notice, alert, order. Work with MACA on testing and release
6	Property Owner Preparedness	Vale Island Residents	- mitigate property damage - reduce safety risks - facilitate evacuation - reduce financial impact	- hangers: April 5 - website: week of March 22 - public meet: week of April 5 - media: week of March 22 - mailchimp: week of March 29 - phone: March 22	- door hanger pamphlets - breakup website page w/ facebook notice - public meeting presentation - Council meeting - media - mailchimp - phone recording	Glenn	IP	
7	Roles and Responsibilities	Vale Island Residents GNWT EMO LEMO	- residents responsibilities - Town of Hay River responsibilities - GNWT responsibilities	- hangers: April 5 website: week of March 22 - public meet: week of April 5 - media: week of March 22 - mailchimp: week of March 29 - phone: March 22	- door hanger pamphlets - breakup website page w/ facebook notice - public meeting presentation - Council meeting - media - mailchimp - phone recording	Glenn	IP	
8	Breakup Conditions	Residents LEMO Council	- understanding of flood risk - forecasting of flood	weekly LEMO Council March 29+ - mailchimp: week of March 29 - phone: March 22	- LEMO meetings - breakup website page / facebook notice - Council meetings - mailchimp - phone recording	Ross	NS	Publish camera and water monitoring on website
9	Vale Island Access Messagings	Residents	- awareness of current conditions	- week of April 12th	Highway Signage	Glenn	NS	Dept of Infrastructure request