

**French Creek Residents Association  
Annual General Meeting  
Wednesday, May 7, 2025  
St. Columba Presbyterian Church**

**1. Call to order.**

The meeting was called to order at 7:08 pm with approximately 35 people in attendance. A quorum was present (10 or more members, excluding the Executive).

**2. Greetings and announcement of chair.**

Past President Rob Williams introduced himself as Chair for the meeting and welcomed everyone.

**3. Introduction of Board Members and guests.**

Chair Williams introduced and thanked the outgoing members of the FCRA Executive - Mike Cook, Vice President; Barb Riordan, Treasurer; Directors - Lyle Hollingworth, Mike Butler and Judy McHale. Director McHale was unable to attend the meeting. The Chair introduced the guest speaker on the agenda; Linda Ryan, RDN Emergency Planning Coordinator.

**4. Approval of Agenda.**

The Chair asked for any additions or amendments to the Agenda. French Creek Water Service and Area G Governance were added to the Agenda. Motion to approve the Agenda. M/S Barb Riordan, Sandy Cook. Carried.

**5. Approval of May 8, 2024 Annual General Meeting Minutes.**

Motion to approve the Minutes of the Annual General Meeting as distributed to members and posted on the Association website. Member Goodfellow pointed out that WaterSmart Meters for the French Creek Water Service had not been mentioned and should be included. M/S Dan Goodfellow, Rick Little. Carried.

**6. Financial Report**

Treasurer Barb Riordan presented the Annual Financial Report to March 31, 2025, as appended. In summary, the closing balance was \$3,137.01 with revenue from dues of \$1,188.90, no interest and expenses of \$934.14. The largest regular expense item at \$710.00 is Directors and Officers Liability Insurance which is mandatory if the Association is to expect Members to run for these positions. The Financial Statement is based on cash accounting principles. Motion to accept the Treasurer's Report. M/S Mark Nelson, Mike Jessen. Carried.

**7. Presentation:**

**Linda Ryan, Emergency Planning Coordinator, RDN Emergency Services.**

Linda introduced Evan Bryn-Jones, RDN FireSmart Coordinator. Linda offered a comprehensive PowerPoint presentation covering Emergency Information, Personal Preparedness, Neighbourhood Preparedness, Emergency Support Services, Emergency Radio Communications and the Emergency Operations centre. The presentation is appended. Linda introduced Evan Bryn-Jones who made a further presentation on Wildfire Preparedness which is included in the appended presentation. There were many questions from members present as the presentations progressed. Linda handed out an Evacuation Plan Survey and asked members to complete same and drop off at the Oceanside Arena reception desk for her to collect. This survey is also appended.

## **9. Election of Officers and Directors.**

A slate of nominees was presented and distributed to Members. Chair Williams asked for volunteers from the floor for President, Secretary and Director positions. There were no volunteers.

**President - vacant.**

**Michael Cook and Rob Williams agreed to stand for VP and were acclaimed**

**Barb Riordan agreed to stand for Treasurer and was acclaimed.**

**Secretary – vacant.**

As per Bylaws, the Association may have up to 6 Directors:

**Lyle Hollingworth, Mike Butler and Judy McHale agreed to let their names stand for election.**

This number of candidates being within the allowable limit, all were acclaimed.

## **10. Further general questions and announcements**

Member Dan Goodfellow reminded members that there was an Area G Governance meeting covering a Community Issues Assessment scheduled for May 14 at 6:30 at the school on Wright Road and Wembley Road.

No further questions were asked considering the in-depth comments from attendees during the guest presentation.

## **11. Adjournment**

All business being complete, the Chair adjourned the meeting at 8.55 pm.

Minutes prepared by Chair Rob Williams and reviewed by Treasurer Barb Riordan.

Minutes are subject to review and adoption at the next Annual General Meeting in 2026

**French Creek Residents Association  
Annual General Meeting  
May 7, 2025  
2024/2025 Financial Report**

|  |                 |
|--|-----------------|
| Opening Balance – April 1, 2024          | \$2,882.25      |
| Income – Membership Dues                 | \$1188.90       |
| Expenses                                 | \$ 934.14       |
| Closing Balance – March 31, 2025         | \$3137.01       |
| Expenses included:                       |                 |
| Directors & Officers Liability Insurance | \$710.00        |
| Room Rental for Board Meetings           | \$156.85        |
| 2024 Society Registration                | \$40.00         |
| Website Domain                           | \$27.29         |
| <b>TOTAL</b>                             | <b>\$934.14</b> |

# Emergency Preparedness 2025

Erica Beauchamp, Emergency Manager  
Linda Ryan, Emergency Program Coordinator  
Evan Bryn-Jones, FireSmart Coordinator

Regional District of Nanaimo  
Contact us [EmergencyServices@RDN.bc.ca](mailto:EmergencyServices@RDN.bc.ca)

# Agenda

- Local Hazards
- RDN Emergency Services
  - Emergency Information
  - Personal Preparedness
  - Neighbourhood Emergency Preparedness Program
  - Emergency Support Services
  - Emergency Radio Communications Team – OECT and CECA
  - Emergency Operations Centre
- FireSmart Program
- Electoral Area G Evacuation Route Planning Project

# RDN Emergency Services Team

Manager, Emergency Services: Erica Beauchamp



Emergency Planning Coordinator: Linda Ryan



FireSmart Coordinator: Evan Bryn-Jones



# Local Hazards

- Provincial Emergency Program identified 57 hazards for BC
- Top Hazards in the RDN include:



Floods



Wildfires



Earthquakes



Tsunamis



Disease Outbreaks



Severe Weather



Power Outages



Landslides



Drought



Hazardous Material  
Spills

# Why prepare?



- Emergency responders can be stretched in a large-scale event and will be dispatched according to priority
- Essential services and utilities might be unavailable
- You could be evacuated.
  - Are you ready to leave on a moments notice?
- You might not be with your family
- Do you have a plan?

## Did you know?

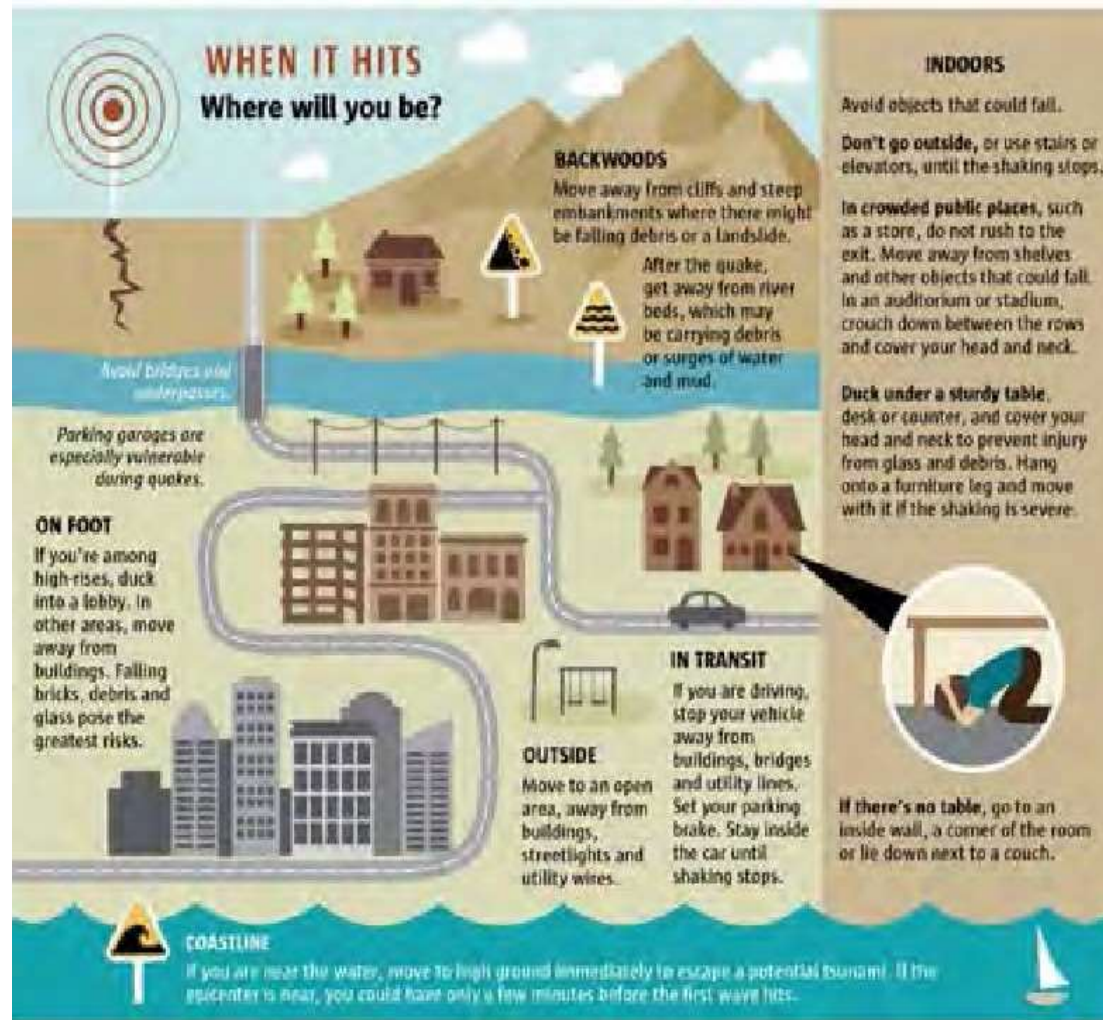
Local government emergency plans are based on residents planning for themselves and their families for the first 3 days to two weeks after a significant event



# Have you ever thought about how to prepare for an emergency?

## What if you:

- Didn't have electricity or water for 3 days to 2 weeks?
- Had to leave your home on short notice?
- Needed to contact your family and get official information during an emergency?

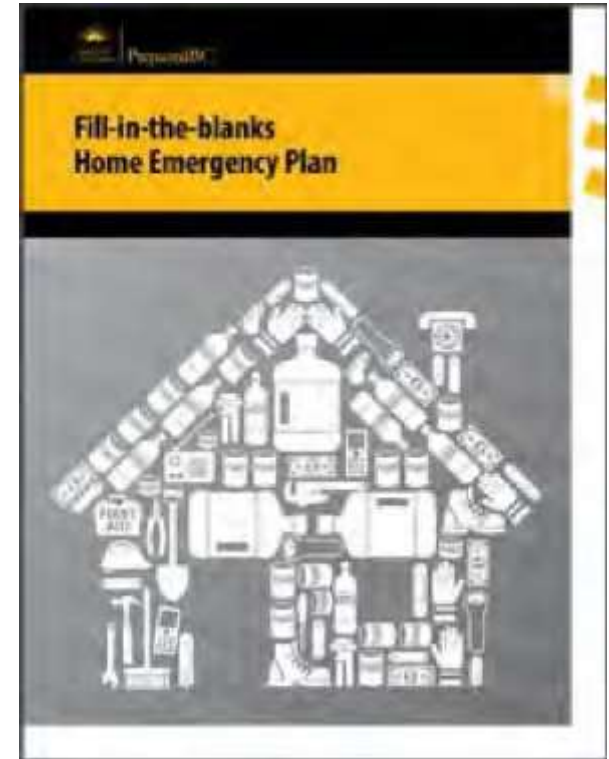


# Personal Preparedness

## Steps you can take

1. Learn your local hazards
2. Create an emergency plan
3. Sign up for Voyent Alert!
4. Build an emergency kit
5. Make a grab-and-go kit (can be the same as your emergency kit, just make it portable)
6. Create or join a NEPP team
7. Get support

Learn more: [rdn.bc.ca/get-prepared](http://rdn.bc.ca/get-prepared)



# Prepare or buy a basic Grab-and-Go Kit



**Home Emergency plan**



**Copies of important documents**



**Water**



**Non-perishable food**



**Cash**



**Phone charger & power bank**



**Battery-powered or hand-crank radio**



**Battery-powered or hand-crank flashlight**



**Extra Batteries**



**First aid kit & medications**



**Personal toiletries**



**Seasonal clothing and sturdy footwear**



**Whistle**



**Emergency blanket**



**Garbage bags & moist towelettes**



**Mask**



**Comfort & entertainment items**



PreparedBC

25



# Add these Suggested items to your Grab-and-Go Kit

Purchase a grab-and-go kit and add these items

- Personal medications
- Family photos
- Household emergency plan
- Extra house and car keys
- Extra eyeglasses
- Cash \$\$
- Book and/or game
- Seasonal clothing and footwear
- Local maps
- Thumb drive storage device
- Charge block for devices (rechargeable)
- Copies of important documents



# Prepare to Shelter-in-Place

- Sometimes, it is safer to stay where you are than to travel.
- Especially if you're **safe** and otherwise **unaffected** by the emergency.
  - E.g., earthquakes, extreme weather, police actions, windstorms etc.
- It's like camping in your home!
- If you experience an extended power outage
  - Keep freezers closed
  - Keep refrigerators closed as much as possible
  - Use generators outdoors
  - Don't use gas stoves to heat
  - Unplug appliances
  - Turn off lights

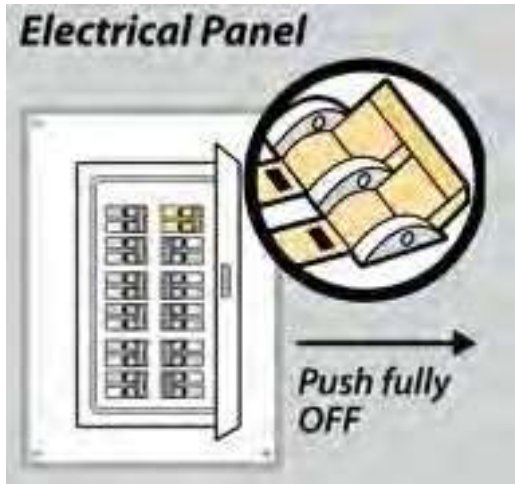


# Prepare Your Water Supplies



- Plan for a minimum of 4 litres p/p, p/d
  - Drinking (2 liters)
  - Food preparation, washing dishes, brushing teeth, other hygiene needs (2 litres)
- Heat, pets, kids, health issues - increase water consumption/demand
- Date storage containers & keep in cool/dark
- Replace water every **6** months (unless long-term solution used e.g., water in cans)
- Be aware of additional sources of water incl.
  - Hot water tanks, rain barrels
  - Lakes, streams, springs, cisterns

# Prepare Your Home – Know Your Utilities

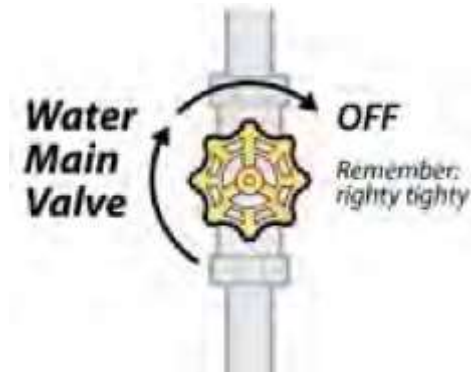


## Electrical panel:

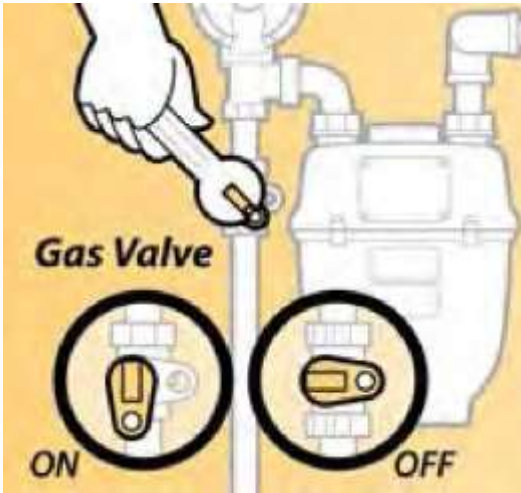
- Locate your main circuit breakers (usually a pair) and flip them to OFF
- This will shut off power to your entire home

## Water main valve:

- Locate your water main valve and rotate it clockwise



## Prepare Your Home – Know Your Utilities



## Natural gas:

- Don't shut off your natural gas if you're evacuating
- If your gas is shut off, don't try to turn it back on
- Only a licensed gas contractor can do so safely

## Some other key points:

- Secure furniture to the wall
- Put heavy objects on low shelves
- Place beds away from windows
- Secure your water heater
- Place latches on cupboards to prevent doors from swinging open

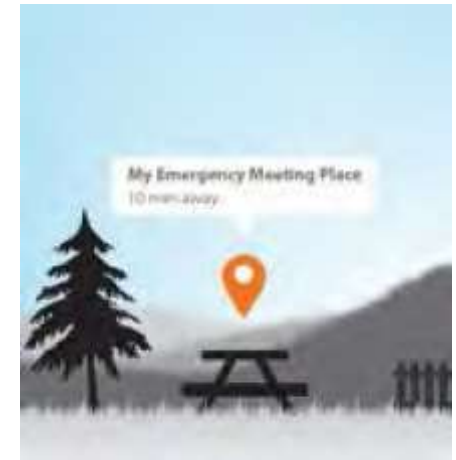




# Communications and Meeting Places

- Identify a meeting place – home first
- Identify an alternative – outside immediate neighbourhood
- Complete an Emergency Contact Card
  - Contacts should be far away
  - A card for every household member
  - Carry HELP/OK card in house and vehicle

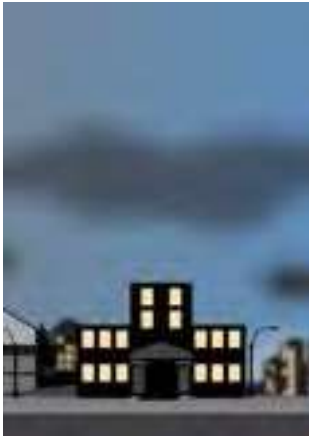
Learn more: [rdn.bc.ca/get-prepared](http://rdn.bc.ca/get-prepared)



OK

HELP

# Plan for Your School Aged Children & Pets



- Know your school's emergency policies
  - Designate safe pick-up person
  - Save the school's contact info.
  - Encourage schools to run the **Master of Disaster** youth education program
- [PreparedBC.ca/MasterOfDisaster](http://PreparedBC.ca/MasterOfDisaster)

- Know locations of "pet-friendly" shelters/hotels
- Pack grab-and-go bags with pet food and water
- Save most recent information about your pets
- Include service animals in your preparation



# Additional Planning Considerations



- Extra supply of prescriptions
- Manual backup for electric wheelchairs
- Extra batteries for hearing aids
- Include a pen and writing pad if verbal communication is difficult
- Keep your gas tank full
- Insurance documents
- Inventory and update your supplies
- Communicate plan
- Practise plan annually

# Understand Different Types of Evacuations

## Tactical

- Imminent threat to life safety to a localized area often carried out by the primary agency on an incident
- Carried out by
  - Fire Department
  - Search & Rescue
  - RCMP
  - Emergency services personnel

## Strategic

- Not as imminent as Tactical
- Alert versus Order
- Must have a Declaration of a State of Local Emergency (SOLE)
- Carried out by
  - Fire Department
  - Search & Rescue
  - RCMP
  - Emergency services personnel

Learn more: [rdn.bc.ca/during-emergency](http://rdn.bc.ca/during-emergency)

# During Strategic Evacuations: Stay Calm....Be Prepared

Will be communicated by the RDN



- **Stage 1-** Evacuation Alert
  - Take advantage of this time to prepare and self relocate those that need extra time or assistance
- **Stage 2-** Evacuation Order
  - Leave the area now!!!!
  - Have a plan... know where you are going
  - Listen to local authorities' messaging
- **Stage 3-** Evacuation Rescind
  - Return home... emergency is under control and area has been declared safe

# If Evacuated - Access Emergency Support Services (ESS)

- ESS is designed to provide support for disasters ranging from a single house fire to provincial level events involving large evacuations.
- These supports enable people to re-establish themselves as quickly as possible after an emergency or disaster.
- ESS is typically provided for up to 72 hours.
- During this initial period, evacuees need to plan their next steps and begin their transition to recovery



Learn more: [rdn.bc.ca/during-emergency](http://rdn.bc.ca/during-emergency)

# Community Notifications (ours)



If an emergency requires community notification, the RDN will use:

- Local [rdn.bc.ca/Voyent-Alert](https://rdn.bc.ca/Voyent-Alert)
- Social media (Facebook and X (formerly Twitter))
- RDN website [www.RDN.bc.ca](https://www.RDN.bc.ca)



If Evacuations are needed, the RDN will also use:

- Local media (approved radio, newspapers and tv messaging)
- Door knocking by first responders, and loudspeakers if required

The RDN might also use

- Provincial [Emergency Alerts - Province of British Columbia](#) which are the broadcast intrusive alerts



# Join or Form - Neighbourhood Emergency Preparedness Program

NEPP is simply neighbours helping neighbours prepare for a major disaster by becoming a self-reliant community

- After a major disaster, you and your neighbours will rely on each other for several days.
- Emergency services (e.g., fire, ambulance, police, utilities) could be overwhelmed, unable to respond your neighbourhood's needs.
- If your neighbourhood is organized before a disaster
  - You and your neighbours will know how to help each other
  - You will be empowered to respond more calmly and efficiently
- Knowing you're not alone after a disaster = peace of mind





## If Evacuated - Access Emergency Support Services (ESS)

- Can [pre-register online](#) to streamline process in the event of an emergency ([era-evacuess.embc.gov.bc.ca/registration-method](http://era-evacuess.embc.gov.bc.ca/registration-method))
- ESS may be offered to evacuees for up to 72 hours (event depending)
- Reception Centres or Group Lodging may be opened to support those displaced
- Community volunteers will help with registration & referrals
  - Services may include food, lodging, clothing, emotional support, information and family reunification
- New volunteers are always welcome!



# Emergency Two-way Radio Communications (OECT & CECA)

- Provides back-up communication services when traditional communications are unavailable
- OECT & CECA volunteers are deployed by the regional Emergency Program Coordinators.
- Most likely deployed to provide communications to
  - Emergency Operations Centers or
  - Emergency Reception Centers



Learn more: [rdn.bc.ca/emergency-amateur-radio-communication](http://rdn.bc.ca/emergency-amateur-radio-communication)

# FireSmart Program - [www.firesmartbc.ca](http://www.firesmartbc.ca)

- FireSmart™ is living with and managing for wildfire in your area and on your property.
- Becoming wildfire resilient is a shared responsibility across BC.
- Starts with a home ignition zone assessment performed by trained personnel
- **Your local Fire Department has a robust FireSmart program.**
- **To get more information and to request a FireSmart home assessment**
  - Contact your local fire department, or
  - Contact me [firesmart@rdn.bc.ca](mailto:firesmart@rdn.bc.ca)



# FireSmart Home Ignition Zone



# FireSmart Quick Tips

- Reduce combustibles around your home.
- Prune trees up off the ground.
- Plant deciduous trees and shrubs rather than coniferous.
- Always follow burning bans.
- Be prepared with a Grab and Go Bag for Fire Season.





# In It Together

Response to mid- to large-scale emergencies and natural disasters are a shared responsibility with no one organization or entity claiming whole jurisdiction of an incident.



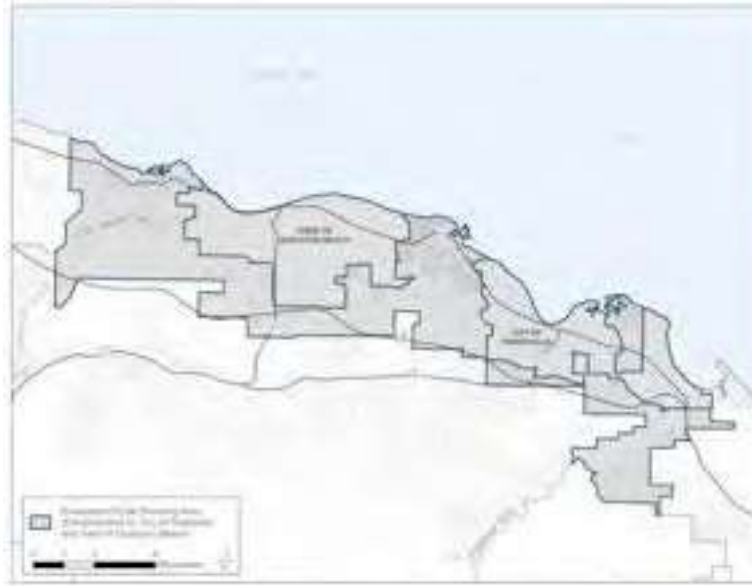
## Questions?

T: 250.390.6565

E: [EmergencyServices@rdn.bc.ca](mailto:EmergencyServices@rdn.bc.ca)

# Evacuation Route Planning Project

- The Regional District of Nanaimo (RDN), City of Parksville and Town of Qualicum Beach are working together to develop

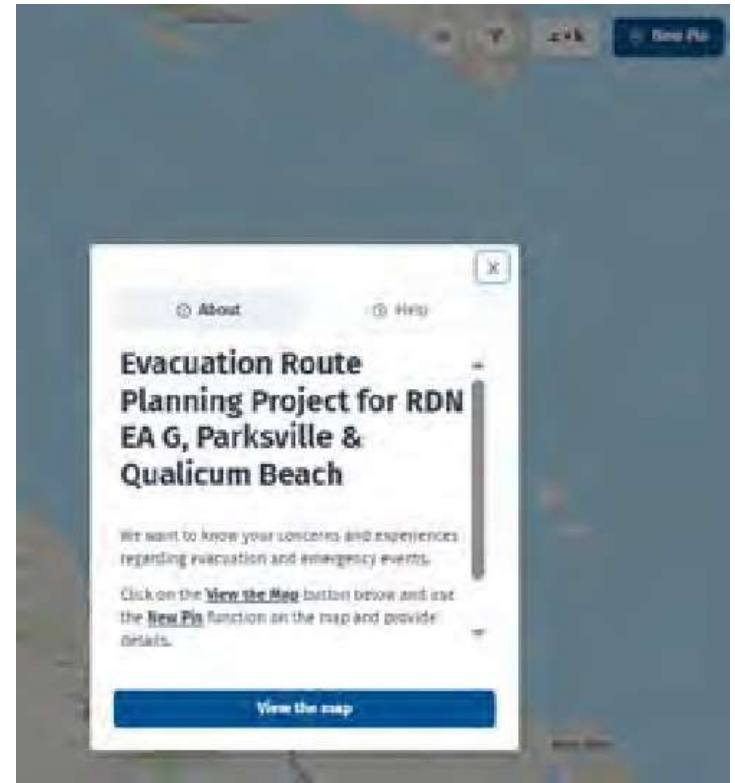


- Evacuation route plan for RDN Electoral Area G, the City of Parksville and the Town of Qualicum Beach
- Including input from the people who live and work in those communities.

# Have Your Say (Evacuation Route Planning)

## Learn more

- Go to [www.getinvolved.rdn.ca/evac-route-planning-eag-cop-toqb](http://www.getinvolved.rdn.ca/evac-route-planning-eag-cop-toqb)
- View the maps
- Read the Frequently Asked Questions
- Complete the survey
- Map your ideas and concerns
- Post a question
- Join us at Community Engagement Events





# Important Links

- Voyent Alert! registration: [voyent-alert.com/ca/community/](https://voyent-alert.com/ca/community/)
- RDN Emerg. Preparedness: [www.rdn.bc.ca/emergency-services](https://www.rdn.bc.ca/emergency-services)
- Become an ESS Volunteer, email: [emergencyservices@rdn.bc.ca](mailto:emergencyservices@rdn.bc.ca)
- RDN GetInvolved [www.getinvolved.rdn.ca/](https://www.getinvolved.rdn.ca/)
- PreparedBC [www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/preparedbc](https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/preparedbc)

# Help Shape Your Community's Evacuation Plan!



Share your input through an online survey by May 31

Emergency situations may require quick evacuation of homes, workplaces, pets and livestock. To make that possible, strong planning and local input is essential.

The Regional District of Nanaimo, City of Parksville, and Town of Qualicum Beach are developing updated evacuation plans for RON Electoral Area G, Parksville, and Qualicum Beach. This includes reviewing routes, identifying hazards and gathering insights from residents, first responders and Indigenous communities.



**We want to hear from you if you live or work in these areas.**



Your feedback will help shape a plan based on local knowledge. Scan the QR code to learn more about the project, or visit: [getinvolved.rdn.ca/evac-route-planning-eag-cop-tqb](https://getinvolved.rdn.ca/evac-route-planning-eag-cop-tqb)

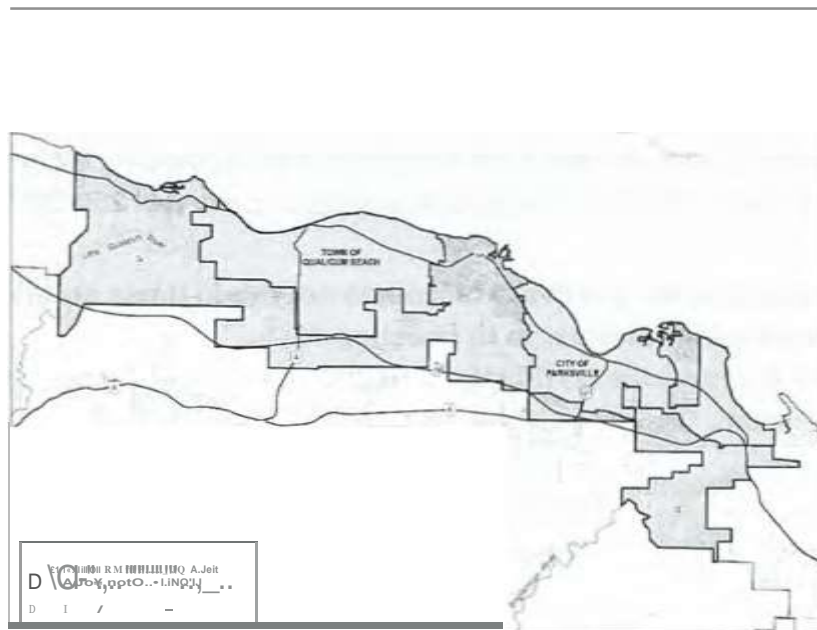


# Evacuation Route Planning - RON Electoral Area G, City of Parksville and Town of Qualicum Beach

## Your Feedback is important!

Emergency situations sometimes require people, as well as their pets, livestock and farm animals, to be evacuated from their homes and workplaces. Evacuations require advanced planning as well as widespread understanding from community members to occur quickly and safely. Planning for evacuation routes is a normal part of the community emergency preparedness process.

The Regional District of Nanaimo, City of Parksville, and Town of Qualicum Beach are working together to develop updated evacuation plans, including input from the people who live and work in RON Electoral Area G, the City of Parksville, and the Town of Qualicum Beach communities.



The resulting evacuation plan will be built on the best practices for emergency planning. This includes input from local emergency management teams and first responders (RCMP, emergency medical services, fire), First Nations and traditional territories, subject matter experts and the community. The data will be used to help create an effective evacuation plan based on local knowledge of hazards.

This survey is designed to be completed by people that live or work in RON Electoral Area G (Englishman River, San Pareil, French Creek, Little Qualicum, Dashwood, River's Edge), the City of Parksville and the Town of Qualicum Beach.

*Your participation in this engagement survey is voluntary. If you decide to participate in this survey, you may withdraw at any time. The feedback collected will be shared by the Regional District of Nanaimo, City of Parksville, and Town of Qualicum Beach as they are working together to develop updated evacuation plans.*

*The personal information you provide is collected by the Regional District of Nanaimo (RON) under sections 26(c) and 26(e) of the Freedom of Information and Protection of Privacy Act (FOIPPA) for the purposes of engaging and consulting with the public. The RON is using a Bang the Table engagement platform that stores the information in Canada. However, Bang the Table staff are located in the US and may access your user profile information to provide assistance at your request.*

*Some of the questions allow for responses using open-text fields. To protect your privacy and the privacy of others, please do not include any information that could identify you or another person. Identifying information could include a person's name, address, email or phone number. Any personal information that is inadvertently included in the open-text responses will be deleted once the results of the survey are compiled.*

*If you have any questions about the initiative, please contact the RON project team (Erica Beauchamp and Linda Ryan) by email at, [encyservices@rdn.be.ca](mailto:encyservices@rdn.be.ca) or call 250-390-6565. If you have any questions about the collection of your personal information, please contact the RON Privacy Officer at [PrivacyOffice@rdo.bc.ca](mailto:PrivacyOffice@rdo.bc.ca) or call 250-390-4111.*

**1. Which community do you live in? If you do not live in these communities but work in these communities, go to question #2.**

☐ RON Electoral Area G (Englishman River, San Pareil, French Creek, Little Qualicum, Dashwood, River's Edge)

☐ City of Parksville

☐ Town of Qualicum Beach

☐ Other (Please **specify**): \_\_\_\_\_

**2. Which community or communities do you work in? {Select all that apply}**

☐ RDN Electoral Area G (Englishman River, San Pareil, French Creek, Little Qualicum, Dashwood, River's Edge)

☐ City of Parksville

☐ Town of Qualicum Beach

☐ Other (Please specify): \_\_\_\_\_

## Evacuation Preparedness

The decision to evacuate all or part of a community is never taken lightly. If an emergency poses a threat to the safety and well-being of people, pets and/or livestock, evacuations could be necessary, and in these situations, you could play a key role.

The following questions are designed to help better understand the level of emergency preparedness in our communities today.

3. I feel confident in my ability to evacuate quickly and safely.
  - ☐ Yes
  - ☐ No
  - ☐ I am not sure
4. I have an emergency kit or "grab-and-go bag" prepared with essential supplies (food, water, medication, important documents, etc.) that I could take if I needed to evacuate.
  - ☐ Yes
  - ☐ No
  - ☐ I am not sure
5. I have an emergency contact list that includes phone numbers and addresses for family/close friends/colleagues and local authorities.
  - ☐ Yes
  - ☐ No
  - ☐ I am not sure
6. My household has a designated emergency meeting place to meet during an evacuation.
  - ☐ Yes
  - ☐ No
  - ☐ I am not sure
  - ☐ Not applicable (if you only work in the area)

**7. My workplace has a designated emergency meeting place during an evacuation.**

☐ Yes

☐ No

☐ I am not sure

☐ Not applicable (if you only live in that area)

**8. I know how I can receive emergency alerts (Voyent Alert!) and am aware of how my local government will notify me if I need to evacuate (or be prepared to evacuate).**

☐ Yes

☐ No

☐ I am not sure

### **Evacuating Pets**

During evacuations, pets should be taken with you, along with any food, documentation (like vaccination records), supplies, medications and leashes/leads. Additionally, each animal should evacuate with an appropriate carrier or portable enclosure. Planning to evacuate with your pets will save time and ensure you can find alternative shelter to accommodate your furry, finned, or scaled friends.

**9. I have pets.**

☐ Yes

☐ No (If you answered 'No' please skip to the next section)

**10. I have an emergency plan for how to evacuate with my pets including an emergency pet kit with essential food, documentation, supplies, medications and leashes/leads.**

☐ Yes

☐ Yes, I have a plan but it requires more information or updating

☐ No

☐ I am not sure

11. I have appropriate carriers and/or portable enclosures for each animal in my care.

- ☐ Yes
- ☐ No
- ☐ I am not sure

#### Evacuating Farm Animals and Livestock

Farm animals and livestock pose unique challenges when it comes to planning for emergencies. If you are required to evacuate livestock, planning can save time, reduce stress for owners and animals and ensure safe accommodation can be found for the types of animals in your care.

12. I have livestock and/or farm animals.

- ☐ Yes
- ☐ No (If you answered 'No' please skip to the next section)

13. I have an emergency plan for my livestock and/or farm animals that includes essential supplies, documentation, a method for visually identifying my animals and plans for moving my animals (and their required feed and water) to an alternate location.

- ☐ Yes
- ☐ Yes, I have a plan but it requires more information or updating
- ☐ No
- ☐ I am not sure

14. I have identified alternate locations outside my immediate community that would be able to receive my livestock and/or farm animals in the event of an evacuation.

- ☐ Yes
- ☐ No
- ☐ I am not sure

## **Additional Considerations**

We understand that not all people have the same needs during an evacuation, some may face barriers to evacuating quickly and safely.

The following questions gather information to better support people with additional needs.

**15. I have access to a reliable vehicle that I could use to evacuate, should I be required to do so.**

- ☐ Yes
- ☐ No
- ☐ I am not sure

**16. I know my neighbours and have spoken to them about my plans during an emergency, including any additional needs or requirements for assistance I/we might have.**

- ☐ Yes
- ☐ No
- ☐ I am not sure

**17. Tell us more about the factors that might affect your ability to evacuate quickly. Select all that apply:**

- ☐ Complex health needs in our household
- ☐ Limited mobility or use a mobility aid in our household
- ☐ Reliance on others for transportation
- ☐ No access to a credit card or emergency funds
- ☐ Young children or dependents
- ☐ No close connections or family who could help during an evacuation
- ☐ Pets or livestock/farm animals that are difficult to move
- ☐ Communication challenges (language barriers, hearing/visual, etc.)
- ☐ No cell phone
- ☐ No landline
- ☐ No access to internet