

**Emergency Planning Secretariat (EPS)  
Interim Leadership Team Meeting Record of Decisions and Actions (RODAC)  
July 14, 2020  
1:00 PM - 3:30 PM  
Zoom Online**

**Link:** <https://us02web.zoom.us/j/83837682993?pwd=aG53RTVEZEEdlOEpETUg5UksvMnpGQT09>

**Minutes**

**Attendees:**

**EPS ILT:**

Councillor Rick Bailey  
Tribal Chief Tyrone McNeil  
Councillor Murray Ned

**EPS STAFF:**

Gillian Fuss  
Maggie Mazurkewich

**MINUTES PREPARED BY:**

Maggie Mazurkewich

**MEETING**

**Agenda Approval**

**Meeting Minutes and Record of Decisions and Actions (RODAC)**

**Action item:** *Staff to make above edits to the EPS ILT Meeting June 19, 2020 RODAC.*

**Action item:** *Staff to seek presentation for EPS LT from American contacts.*

**Discussion of Urgent Matters/Updates**

**Freshet and Emergency Management BC (EMBC) Update**

**Action Item:** *Staff to create and distribute a report on for the ILT on the items in the Freshet and EMBC update to use as basis for conversation with EMBC and for distribution with communities.*

### **Fraser Basin Council (FBC) Update**

**Action Item:** Staff to confirm portal data ownership and whether it can be hosted for use by First Nation communities in flood planning.

**Action Item:** Staff to include the aforementioned points in a LMFRA feedback report noting that full review will be coming once all communities have had the opportunity for presentation and review.

**Action Item:** Staff to arrange a deadline for Leadership review of the LMFRA feedback for Thursday, July 16, 2020

**Action Item:** Staff to circulate portal link to Leadership Team.

**Action Item:** Staff to draft a letter regarding the gap of First Nations in the development of the LMFRA and strategy under DRIPA.

### **Letter about Indigenous Advisory and Monitoring Committee (IAMC-TMX) Funding**

**Action Item:** Staff to make aforementioned edits to the IAMC funding opportunity letter.

**Action Item:** Staff to set up Zoom meeting with communities to inform IAMC funding opportunity.

**Action Item:** Staff to post Emergency Management training opportunities on the EPS website.

### **ADMIN**

#### **Privacy Policy**

**Action Item:** Staff to make the aforementioned edits to the Privacy Policy

#### **Budget Update**

**Action Item:** Staff to share Services Agreement with LFFA document with Rick Bailey and Harley Chappell.

#### **Scheduling**

**Action Item:** Staff to send out calendar appointments for the remaining fiscal year's meetings.

<b>Item Number</b>	<b>Action Item</b>	<b>Responsible Party</b>	<b>Status</b>
10-2019-5	Draft a policy regarding electronic signature.	Gillian F.	To be completed by March 2020
10-2019-6	Reach out to Tyrone M. about a draft electronic signature policy, and find other examples online	Maggie M.	To be completed by March 2020
11-2019-21	Send all policies to Tyrone M	Gillian F.	To be completed by February 2020
11-2019-21	Make the above edits to the policies	Gillian F.	To be completed by February 2020
12-2019-19	Find out what work communities have done regarding risk assessment	Gillian F.	To be completed by February 2020
03-2020-09	Gillian to determine what level of SLR at 100 years should be used, considering precipitation and temperature increases.	Gillian F.	To be completed April 2020
03-2020-20	Staff to review the Emergency Program Act update	All Staff	To be completed April 2020
03-2020-21	Staff to arrange a time and a briefing note on developing a model of consultation and consent.	All Staff	To be completed April 2020
03-2020-24	Staff to assist communities during the COVID Response period, as well as make notes of what did/what did not work well	All Staff	TBD
03-2020-25	Staff to review Sendai Framework and other research topics previously given, and develop a Sendai Template for response planning for communities	All Staff	To be completed April 2020
04-2020-04	Set up a conference call outreach meeting with L'éqam:mel and EPS, including Tyrone McNeil and enquire about participating in the bank stabilization project meetings.	Maggie M.	Needs assistance from Tyrone M.
04-2020-05	Follow up with L'éqamel Chief Alice Thompson to	Tyrone M.	To be completed September 2020

	introduce the EPS as needed.		
04-2020-19	Include in next year's budget an Advisory Leadership Table with 12-15 community representatives meeting quarterly.	Gillian F.	March 2021
05-2020-01	Harley to contact Steven Stark, Councillor Tsawwassen First Nation, to sit on EPS ILT.	Harley C.	To be completed August 2020
05-2020-05	Staff to explore ways to improve social media reach.	Maggie M.	June 2020
05-2020-06	Staff to explore opportunities to use additional video footage for social media and communications purposes.	Maggie M.	June 2020
05-2020-11	Staff to update communications strategy and create an additional communications strategy to ensure we are describing the following relationships 1. EPS and communities 2. EPS and Fraser Basin Council 3. EPS and various partners, agencies and groups	Gillian F., Maggie M.	June 2020
05-2020-13	Staff are to explore connect rocket as an option for FNESS to purchase for distribution to communities and set up a phone call with Dianne.	Maggie M.	May 2020
05-2020-14	Staff are to draft a framework for an ongoing FNESS-EPS relationship.	Gillian F., Maggie M.	June 2020
05-2020-15	Staff to organize and in-person engagement strategy session following an ILT meeting once restrictions lift.	Maggie M.	Complete
05-2020-17	Staff to incorporate the Sendai framework into weekly briefing notes to identify gaps in the planning and response process.	Maggie M.	May-June 2020

05-2020-18	Tyrone to request from his UBC academic contact the draft of the comprehensive position paper on Indigenous rights in times of emergency.	Tyrone M.	To be completed August 2020
05-2020-19	Staff to incorporate Barnston Island diking plan and costing in mainland Coast Salish Flood Management Strategy	Gillian F., Maggie M.	May-December 2020
05-2020-20	Staff to set up community to community dialogue on opportunities for shared learning on erosion control and flood mitigation efforts when top-up funding from ISC becomes available.	Gillian F., Maggie M.	TBD
05-2020-23	Staff to request \$10,000 in funding for delegate participation in flood map meetings through CIRNAC.	Gillian F.	June-August 2020
05-2020-24	Staff to draft a letter of support to apply for communities regionally apply for IAMC Emergency Funding for \$50,000/community as a one-time lump sum payment in order to support working in collaboration on a flood mitigation strategy for the region.	Gillian F., Maggie M.	Complete
05-2020-31	ILT needs to review the TOR at an upcoming meeting and staff are to submit to Castlemain by end June.	Gillian F., Maggie M., Tyrone M., Murray N., Harley C., Rick Bailey	June-July 2020
05-2020-33	Staff are to include in the Communications Strategy briefing notes for leadership to lobby Legislature Chief Session in November.	Gillian F., Maggie M.	November 2020
05-2020-34	Staff are to include more detailed breakdown of dates, objectives and deliverables into the Gantt Chart.	Gillian F., Maggie M.	Complete

05-2020-35	Staff are to substantiate work completed to date to establish our effectiveness with communities.	Gillian F., Maggie M.	June 2020
05-2020-37	Staff are to circulate the Provincial Dike's briefing note and set up a meeting with the ILT to understand how we might work together.	Gillian F.	Complete
06-2020-03	Staff to continue to monitor the EPA modernization work, "What We Heard" Report follow up to the Discussion Paper	Maggie M.	August 2020
06-2020-04	Staff to investigate having an internal audit of EPS performed.	Gillian F.	September 2020
07-2020-01	Staff to make above edits to the EPS ILT Meeting June 19, 2020 RODAC.	Maggie M.	Complete
07-2020-02	Staff to seek presentation for EPS LT from American contacts.	Maggie M.	September 2020
07-2020-03	Staff to create and distribute a report on for the ILT on the items in the Freshet and EMBC update to use as basis for conversation with EMBC and for distribution with communities.	Gillian F., Maggie M.	August 2020
07-2020-04	Staff to confirm portal data ownership and whether it can be hosted for use by First Nation communities in flood planning.	Gillian F.	August 2020
07-2020-05	Staff to include the aforementioned points in a LMFRA feedback report noting that full review will be coming once all communities have had the opportunity for presentation and review.	Gillian F.	Complete
07-2020-06	Staff to arrange a deadline for Leadership review of the	Gillian F.	Complete

	LMFRA feedback for Thursday, July 16, 2020		
07-2020-07	Staff to circulate portal link to Leadership Team.	Gillian F.	Complete
07-2020-08	Staff to draft a letter regarding the gap of First Nations in the development of the LMFRA and strategy under DRIPA.	Gillian F., Maggie M.	Complete
07-2020-09	Staff to make aforementioned edits to the IAMC funding opportunity letter.	Gillian F.	Complete
07-2020-10	Staff to set up Zoom meeting with communities to inform IAMC funding opportunity.	Maggie M.	Complete
07-2020-11	Staff to post Emergency Management training opportunities on the EPS website.	Maggie M.	Complete
07-2020-12	Staff to make the aforementioned edits to the Privacy Policy	Gillian F.	Complete
07-2020-13	Staff to share Services Agreement with LFFA document with Rick Bailey and Harley Chappell.	Gillian F.	Complete
07-2020-14	Staff to send out calendar appointments for the remaining fiscal year's meetings.	Maggie M.	Complete