

**Emergency Planning Secretariat
Interim Leadership Team Meeting RODAC
May 15, 2020
9:00 am – 12:00 pm
WEB VIDEO CONFERENCE**

Attendees:

EPS ILC:

Tribal Chief Tyrone McNeil, Chair, EPC Chair
Councillor Murray Ned
Chief Harley Chappell
Councillor Rick Bailey

EPS STAFF:

Gillian Fuss
Maggie Mazurkewich

RODAC PREPARED BY:

Maggie Mazurkewich

MEETING

Welcome to Rick Bailey

Action Item: *Harley to contact Steven Stark, Councillor Tsawwassen First Nation, to sit on EPS ILT.*

Action Item: *Maggie M. to edit the agenda order to reflect focus on freshet, EMBC and outreach, then budgeting and funding sources.*

Discussion of Urgent Matters/Updates

Freshet Outlook and Planning

Action Item: *Staff to attend weekly emergency planning meetings with Skwah First Nation and Shxwaa:y Village.*

Communications and Outreach

Action Item: *Staff to recirculate the Leadership Forum outlook calendar invitation to leadership.*

Action Item: *Staff to explore ways to improve social media reach.*

Action Item: Staff to explore opportunities to use additional video footage for social media and communications purposes.

Outreach

Freshet Planning with Thresholds

Action Item: Staff to send checklist to Tyrone in word document form for editing.

Action Item: Staff to edit checklist to reflect phased plan, including setting communities trigger points for flood preparation as community's area of authority rather than EMBC, for review at the Leadership Forum.

Katzie First Nation Flood Concerns

Action Item: Harley to connect Rick with Joanne's contact at Metro Vancouver for access to Tiger Dams.

Communications Strategy during covid-19 and freshet

Action Item: Staff to monitor and review time spent on EMBC calls to ensure communities come first.

Action Item: 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

Action Item: Staff to prepare a letter for leadership review and send requesting Dianne Garner return to her Chilliwack office for freshet response assistance with communities.

Action Item: 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.

Action Item: Staff are to draft a framework for an ongoing FNESS-EPS relationship.

Engagement Strategy Planning

Action Item: Staff to organize and in-person engagement strategy session following an ILT meeting once restrictions lift.

EMBC Update

Action Item: Staff to notify Tyrone of EMBC coordination calls regarding freshet.

Action Item: Staff to incorporate the Sendai framework into weekly briefing notes to identify gaps in the planning and response process.

Action Item: Tyrone to request from his UBC academic contact the draft of the comprehensive position paper on Indigenous rights in times of emergency.

Dike upgrades at Barnston Island

Action Item: Staff to incorporate Barnston Island dike plan and costing in mainland Coast Salish Flood Management Strategy

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Action Item: 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.

Budget and Workplan Update

Action Item: Staff to amend the budget based on the comments.

Action Item: Staff to reduce funds in staff travel and delegate Engagement; and move funds into the Leadership Team portion of the budget.

Action Item: Staff to request \$10,000 in funding for delegate participation in flood map meetings through CIRNAC.

Indigenous Advisory Monitoring Committee One-Time Community Funding Stream

Action Item: 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.

Action Item: Staff to draft an Emergency Management checklist, provide sample plans and connect all of the communities in planning.

Next Meeting Dates

Action Item: Staff to remove the holds on June 1 and June 2 from the Leadership Team calendars.

Action Item: Staff to set the next EPS Interim Leadership Team meeting dates for June 2 following the Leadership Forum at 1:00 – 4:00 pm and on June 19 from 11:00-12:00 am.

Action Item: Staff to set the next EPS Interim Leadership Team meetings for the fiscal at next ILT meeting.

Action Item: Staff are to book 9 meetings for the fiscal year with Leadership Team at next Interim Leadership Team meeting, standing date that works with ILT, ie. 3rd Friday of the month.

Services Agreement with LFFA

Action Item: Tyrone and Murray to have conversation about the role of LFFA in determining EPS policies, including accounting, specifically payment of honoraria to communities not individuals.

Workplans for this fiscal and the need for an operational work plan

Action Item: Staff are to develop an operational work plan for next meeting to include deliverables based on the agreement and proposal with ISC/CIRNAC.

Action Item: ILT needs to review the TOR at an upcoming meeting and staff are to submit to Castlemain by end June.

Action Item: Staff to research techniques in hand-filling sandbags under COVID-19 restrictions.

Action Item: Staff are to include in the Communications Strategy briefing notes for leadership to lobby Legislature Chief Session in November.

Action Item: Staff are to include more detailed breakdown of dates, objectives and deliverables into the Gantt Chart.

Action Item: Staff are to substantiate work completed to date to establish our effectiveness with communities.

Action Item: Staff are to set aside dates for operational meetings with Tyrone to free up time for high level conversations at ILT meetings.

EPS Meeting with the Provincial Dike Operation and Maintenance

Action Item: 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.

| Item Number | Action Item | Responsible Party | Status |
|-------------|---|-------------------|----------------------------------|
| 07-2019-09 | Create a summary document of First Nation participation in the FBC | Gillian F. | Completed |
| 07-2019-12 | Reach out to American contacts from Resilient Waters to connect with them | Tyrone M. | To be completed by February 2020 |

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| 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 |
| 11-2019-06 | Reach out to Musqueam | Tyrone M. | Complete |
| 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 |
| 11-2019-23 | Talk to Chief of Shxwhá:y Village about Gillian attending Chilliwack dike project meetings | Tyrone M. | Complete |
| 12-2019-08 | Share our intentions with Brent Baron | Tyrone M. | Complete |
| 12-2019-19 | Find out what work communities have done regarding risk assessment | Gillian F. | To be completed by February 2020 |
| 03-2020-06 | Tyrone and Gillian to map out parameters of a project to cast out to post-graduate students to perform a review of the sediment volumes taken out per year/location from the Fraser River by the Province and the effects of sediment volumes coming in today versus historically. | Tyrone M. and Gillian F. | Complete |
| 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 |
| 03-2020-12 | Tyrone to connect with Brent Baron to present at a regional meeting to present the concept and ISC will contribute funding the exercises. | Tyrone M. | To be completed April 2020 |
| 03-2020-15 | Staff to identify 3 locations, coastal, mid-river and up-river, for flood renderings with Eco-Plan | Maggie M | Complete |

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| 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 | To be completed May 2020 |
| 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 |
| 04-2020-02 | Follow up with Chief Robert Gladstone to ensure Gillian's observation of dike meetings is acceptable. | Tyrone M. | Complete |
| 04-2020-03 | Reach out to Chief Robert Gladstone regarding Gillian's observation of the Chilliwack Dike Meetings | Gillian F. | Complete |
| 04-2020-04 | Set up a conference call outreach meeting with L'éqamel 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 introduce the EPS as needed. | Tyrone M. | May 2020 |
| 04-2020-06 | Invite Lori Halls, Deputy of EMBC to next Quarterly Collaboration Meeting. | Maggie M. | Superseded by another meeting |
| 04-2020-12 | Prepare an ISO 31000 based checklist to raise awareness and encourage community participation in the FBC process. | Staff | May 2020 |

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| 04-2020-14 | Set up next Quarterly Collaboration Meeting for end of May. | Maggie M. | Superseded by another meeting |
| 04-2020-15 | Circulate Advanced Planning Unit document for flood preparation with distancing measures to leadership. | Maggie M. | Complete |
| 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. | May 2020 |
| 05-2020-02 | Maggie M. to edit the agenda order to reflect focus on freshet, EMBC and outreach, then budgeting and funding source. | Maggie M. | Complete |
| 05-2020-03 | Staff to attend weekly emergency planning meetings with Skwah First Nation and Shxwax̓ay Village. | Gillian F., Maggie M. | Requires Additional Information |
| 05-2020-04 | Staff to recirculate the Leadership Forum outlook calendar invitation to leadership. | Maggie M. | Complete |
| 05-2020-05 | Staff to explore ways to improve social media reach. | Maggie M. | June |
| 05-2020-06 | Staff to explore opportunities to use additional video footage for social media and communications purposes. | Maggie M. | June |
| 05-2020-07 | Staff to send checklist to Tyrone in word document form for editing. | Gillian F. | Complete |
| 05-2020-08 | Staff to edit checklist to reflect phased plan, including setting communities trigger points for flood preparation as community's area of authority rather than EMBC, | Gillian F., Maggie M. | Complete |

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| | for review at the Leadership Forum. | | |
| 05-2020-09 | Harley to connect Rick with Joanne's contact at Metro Vancouver for access to Tiger Dams. | Harley C. | Complete |
| 05-2020-10 | Staff to monitor and review time spent on EMBC calls to ensure communities come first. | Gillian F., Maggie M. | May-June |
| 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 |
| 05-2020-12 | Staff to prepare a letter for leadership review and send requesting Dianne Garner return to her Chilliwack office for freshet response assistance with communities. | Gillian F., Maggie M. | May |
| 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 |
| 05-2020-14 | Staff are to draft a framework for an ongoing FNESS-EPS relationship. | Gillian F., Maggie M. | June |
| 05-2020-15 | Staff to organize and in-person engagement strategy session following an ILT meeting once restrictions lift. | Maggie M. | TBD |
| 05-2020-16 | Staff to notify Tyrone of EMBC coordination calls regarding freshet. | Maggie M. | Complete |
| 05-2020-17 | Staff to incorporate the Sendai framework into weekly briefing notes to | Maggie M. | May-June |

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| | identify gaps in the planning and response process. | | |
| <i>05-2020-18</i> | Tyrone to request from his UBC academic contact the draft of the comprehensive position paper on Indigenous rights in times of emergency. | Tyrone M. | May |
| <i>05-2020-19</i> | Staff to incorporate Barnston Island diking plan and costing in mainland Coast Salish Flood Management Strategy | Gillian F., Maggie M. | May-December |
| <i>05-2020-20</i> | 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 |
| <i>05-2020-21</i> | Staff to amend the budget based on the comments. | Gillian F. | Complete |
| <i>05-2020-22</i> | Staff to reduce funds in staff travel and delegate Engagement and move funds into the Leadership Team portion of the budget. | Gillian F. | Complete |
| <i>05-2020-23</i> | Staff to request \$10,000 in funding for delegate participation in flood map meetings through CIRNAC. | Gillian F. | June-August |
| <i>05-2020-24</i> | 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. | June |
| <i>05-2020-25</i> | Staff to draft an Emergency Management checklist, provide sample plans and connect all of the communities in planning. | Gillian F., Maggie M. | May-June |

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| 05-2020-26 | Staff to remove the holds on June 1 and June 2 from the Leadership Team calendars. | Maggie M. | Complete |
| 05-2020-27 | Staff to set the next EPS Interim Leadership Team meeting dates for June 2 following the Leadership Forum at 1:00 – 4:00 pm and on June 19 from 11:00-12:00 am. | Maggie M. | Complete |
| 05-2020-28 | Staff to set the next 9 EPS Interim Leadership Team meetings for the fiscal at next ILT meeting. | Gillian F., Maggie M., Tyrone McNeil, Murray N., Harley C., Rick Bailey | June |
| 05-2020-29 | Tyrone and Murray to have conversation about the role of LFFA in determining EPS policies, including accounting, specifically payment of honoraria to communities not individuals. | Tyrone M, Murray N. | June |
| 05-2020-30 | Staff are to develop an operational work plan for next meeting to include deliverables based on the agreement and proposal with ISC/CIRNAC. | Gillian F., Maggie M. | June |
| 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 |
| 05-2020-32 | Staff to research techniques in hand-filling sandbags under COVID-19 restrictions. | Maggie M. | May |
| 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 |
| 05-2020-34 | Staff are to include more detailed breakdown of dates, objectives and deliverables into the Gantt Chart. | Gillian F., Maggie M. | June |
| 05-2020-35 | Staff are to substantiate work completed to date to | Gillian F., Maggie M. | June |

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| | establish our effectiveness with communities. | | |
| 05-2020-36 | Staff are to set aside dates for operational meetings with Tyrone to free up time for high level conversations at ILT meetings. | Tyrone M., Gillian F., Maggie M. | Complete |
| 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. | May |

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