

**Emergency Planning Secretariat (EPS)  
Interim Leadership Team Meeting  
Record of Decisions and Actions (RODAC)  
August 21, 2020  
1:00 PM - 3:30 PM  
Zoom Online**

**Link:** <https://us02web.zoom.us/j/83837682993?pwd=aG53RTVEZEEdlOEpETUg5Uk5vMnpGQT09>

**Minutes**

**Attendees:**

**EPS ILT:**

Chief Harley Chappell  
Tribal Chief Tyrone McNeil  
Councillor Murray Ned

**EPS STAFF:**

Gillian Fuss  
Maggie Mazurkewich

**RODAC PREPARED BY:**

Maggie Mazurkewich

**CALL TO ORDER**

The meeting was called to order at 1:15 pm.

*Related Information:*

*EPS ILT Meeting August 21, 2020, DRAFT Agenda*

*EPS ILT Meeting July 14, 2020 DRAFT Minutes and RODAC*

**MEETING**

**Agenda Approval**

Decision: Agenda is approved with above changes.
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## **Admin**

### **Strategic Planning Session**

**Action Item:** Staff to confirm reservation at Cultus Lake Golf Club for September 22 and 23 for the Strategic Planning Session.

**Action Item:** Staff to request a reduced quote from Castlemain for facilitation services with only one facilitator for two days and increased support from EPS staff.

**Action Item:** Staff to update budget as described above.

**Action Item:** David Schaepe is to be included in the invitation for the Strategic Planning Session.

**Action Item:** Staff are to rename "Total Estimate" to "Income Statement" in the budget.

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

**Action Item:** Staff to circulate Castlemain's report on the Fraser Basin Council Terms of Reference Committees and set up a meeting to review in 2 weeks time.

**Action Item:** Staff to include Tyrone McNeil on meeting invitations for the FBC Technical Working Group

**Action Item:** EPS to review the standards of the model of free, prior and informed consent [Indigenous Peoples Guidebook to Free, Prior and Informed consent](#)

### **Freshet Update/Summary of Quarterly Collaboration Meeting**

**Action Item:** Staff to assist communities in developing emergency plans.

**Action Item:** Staff to circulate 2020 Freshet Response After Action Report with communities for feedback after approval by Leadership Team.

**Action Item:** EPS to host a meeting around Freshet 2020 response to clarify roles, responsibilities and improvements for next year.

### **National Research Council Coastal Resiliency Project**

**Action Item:** Staff to send back roles and budget outline to ISC/CIRNAC.

### **Provincial Flood Strategy**

**Action Item:** *Staff to review the Sendai ISO31000 standards and assist the Province with Community engagement.*

## Presentation

### Coastal Adaptation Lab UBC and Flood Governance Project, Kees Lokman

**Action Item:** *Kees Lokman to connect Maggie Lo, lead of the Community Planning Program, with EPS.*

**Action Item:** *Tyrone to connect UBC Lab Kees Lokman to UBC Indigenous Strategic Plan.*

**Action Item:** *EPS to schedule a follow up meeting with UBC Coastal Adaptation Lab.*

The meeting was closed at 3:30 pm.

Item Number	Action Item	Responsible Party	Status
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	All Staff	TBD

	notes of what did/what did not work well		
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'eqa:mel and EPS, including Tyrone McNeil and enquire about participating in the bank stabilization project meetings.	Maggie M.	Complete – to be addressed by staff.
04-2020-05	Follow up with L'eqamel Chief Alice Thompson to introduce the EPS as needed.	Tyrone M.	Complete – to be addressed by staff
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.	Staff to confirm if assistance is needed
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	Maggie M.	May 2020

	FNESS to purchase for distribution to communities and set up a phone call with Dianne.		
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.	Complete – Gillian to review
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	Gillian F., Maggie M.	Complete

	working in collaboration on a flood mitigation strategy for the region.		
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 Gannt 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	Gillian F., Maggie M.	August 2020

	and for distribution with communities.		
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 LMFRA feedback for Thursday, July 16, 2020	Gillian F.	Complete
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	Maggie M.	Complete

	remaining fiscal year's meetings.		
08-2020-01	Staff to confirm reservation at Cultus Lake Golf Club for September 22 and 23 for the Strategic Planning Session.	Maggie M.	August 2020
08-2020-02	Staff to request a reduced quote from Castlemain for facilitation services with only one facilitator for two days and increased support from EPS staff.	Gillian F.	September 2020
08-2020-03	Staff to update budget as described above	Maggie M.	September 2020
08-2020-04	David Schaepe is to be included in the invitation for the Strategic Planning Session.	Maggie M.	August 2020
08-2020-05	Staff are to rename "Total Estimate" to "Income Statement" in the budget.	Gillian F.	September 2020
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08-2020-07	Staff to include Tyrone McNeil on meeting invitations for the FBC Technical Working Group	Maggie M.	March 2021
08-2020-08	EPS to review the standards of the model of free, prior and informed consent	Staff	September 2020
08-2020-09	Staff to assist communities in developing emergency plans.	Maggie M.	March 2021
08-2020-10	Staff to circulate 2020 Freshet Response After Action Report with communities for feedback after approval by Leadership Team.	Maggie M.	September 2020



08-2020-11	EPS to host a meeting around Freshet 2020 response to clarify roles, responsibilities and improvements for next year.	Maggie M.	September 2020
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08-2020-13	Staff to review the Sendai ISO31000 standards and assist the Province with Community engagement.	Staff	March 2021
08-2020-14	Kees Lokman to connect Maggie Lo, lead of the Community Planning Program, with EPS.	Maggie M.	September 2020
08-2020-15	Tyrone to connect UBC Lab Kees Lokman to UBC Indigenous Strategic Plan	Tyrone M.	September 2020
08-2020-16	EPS to schedule a follow up meeting with UBC Lab	Maggie M.	September 2020