

**Emergency Planning Secretariat  
Interim Leadership Committee RODAC  
November 7, 2019  
12:00pm – 4:00pm  
Building #10 Elders Lodge 7201 Vedder Road Chilliwack, BC**

**Attendees:**

**EPS ILC:**

Tribal Chief Tyrone McNeil, EPS Chair  
Councillor Murray Ned  
(Joined via teleconference approx. 12:30pm/Departed at 1:45pm)

**STSA STAFF:**

Amber Kostuchenko  
Mike Goold

**EPS STAFF**

Gillian Fuss  
Vanessa Serroul  
Maggie Mazurkewich

**REGRETS:**

Chief Harley Chappell  
Dave Shaepe  
Karen Brady

**AGENDA VARIED**

*Related information:*

*EPS ILC Meeting November 7, 2019 DRAFT Agenda,  
EPS ILC Meeting October 8, 2019 DRAFT minutes,  
EPS ILC October 8, 2019 DRAFT RODAC*

The order of the agenda was varied throughout the meeting. Items are presented in these minutes in the order in which they were considered and are numbered as printed on the agenda.

**AGENDA REVIEW**

**Review Action Items**

**Action Item:** Amber K to give Peter Dalton's contact info

**Action Item:** Maggie M to look into website developers, costing and formats

**Action item:** Maggie M to remind Tyrone M to get his passport before February

**Action Item:** Gillian F. to complete an Orientation Package for new leadership

**Action Item:** Maggie M. can draft an email and a memo for Harley C. to recruit new leadership

**Action Item:** Tyrone M. will also reach out to Musqueam

**Action item:** Maggie M to contact Tannis Tommy and Andrew Ming

**Action item:** Vanessa S. to make the edits to the above action items

**Action Item:** Maggie M to reach out to Dianne Garner

## OTHER ITEMS FOR DISCUSSION

### A) Terms of Reference

**Action item:** Gillian Fuss to get Castlemain to review FBC committees TOR

### B) Outreach/Communication

- Meeting with FBC

**Action Item:** Tyrone M to talk to FBC leadership committee

**Action Item:** EPS Staff (Gillian & Vanessa) to assist the ILC in their communication with FBC

**Action Item:** Gillian Fuss to talk to get a quote from NRC to run this type of model

- No Dike Scenario

**Action Item:** Gillian Fuss to identify other consultants and get a quote from them

**Action Item:** Gillian F. to confirm with Tyrone that the EPS should attend the STC meeting

- Community Outreach

**Action Item:** Gillian F. to confirm with Tyrone that the EPS should attend the STC meeting

**Action Item:** EPS Staff to plan meetings around Tyrone's Schedule if possible

**Action Item:** EPS Staff to form a close working relationship with Dianne Garner

**Action Item:** Maggie M to make the above edits to the outreach memo

### C) Budget

- Current Budget Calculations

**Action Item:** Gillian Fuss to update the budget amendments after securing a quote for consulting

- Cost recovery for mapping

**Action Item:** Gillian Fuss to contact Dave Shaepe regarding working with Colin Green (availability and cost)

**Action Item:** Gillian Fuss to look into confidentiality agreements in data sharing

### D) Current Policies

**Action item:** Gillian F to send all policies to Tyrone M

**Action item:** Gillian F. to make the above edits to the policies

**E) EMBC Engagement**

**Action Item:** *Maqqie M. to make the above edits to the December 16<sup>th</sup> meeting plan*

**ADMINISTRATIVE CONSIDERATIONS****A) Scheduling Meetings**

**Action Item:** *Tyrone M to talk to Chief of Shxwhá:y Village about Gillian attending Chilliwack dike project meetings*

| <b>Item Number</b> | <b>Action Item</b>  | <b>Responsible Party</b> | <b>Status</b>   |
|--------------------|---|--------------------------|---|
| 03-2019-04         | Contact FNESS or Oil and Gas Commission to see how we can collaborate, and look into potential funding sources? | Gillian F.               | Connected with FNESS, will connect with OGC. Not time sensitive |
| 05-2019-17         | Table website creation topic for 6 months   | Gillian F.               | Tabled to next meeting  |
| 05-2019-21         | Reach out to the Leadership Committee regarding additional funding opportunities for the future                 | Gillian F.               | To be completed on April 1, 2020                                |
| 07-2019-08         | Review all FBC committee structures and TOR and create a summary document                                       | Gillian F.               | To be completed by December                                     |
| 07-2019-09         | Create a summary document of First Nation participation in the FBC  | Gillian F.               | To be completed by December                                     |
| 07-2019-10         | Work with Brent Baron on the modelling of the no-dyke scenario  | Gillian F.               | Requires additional information                                 |
| 07-2019-11         | Create a summary document of qualified consultants who can run the FBC model                                    | Gillian F.               | To be completed by December                                     |
| 07-2019-12         | Reach out to American contacts from Resilient Waters to connect with them                                       | Tyrone M.                | To be completed by February                                     |
| 09-2019-06         | Gather names of technical personnel during roundtables and workshops  | Gillian F.               | To be completed Dec 1, 2019                                     |

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|------------|---|------------|---|
| 09-2019-10 | Engage consultants to determine potential costs of the no-dyke modelling  | Gillian F. | Requires additional information                       |
| 09-2019-12 | Reach out to Rick Bailey and Les Antone   | Gillian F. | Contacted Les, still contacting Rick Bailey           |
| 10-2019-04 | review the communications strategy and develop and media strategy   | Maggie M.  | Requires additional information                       |
| 10-2019-5  | draft a policy regarding electronic signature.  | Gillian F. | To be completed December                              |
| 10-2019-6  | reach out to Tyrone M. about a draft electronic signature policy, and find other examples online  | Vanessa S  | To be completed December                              |
| 10-2019-8  | draft a spending policy for the EPS   | Gillian F  | Expense policy  |
| 10-2019-11 | sit with Neelum to make sure calculations are correct   | Gillian F  | To be completed December                              |
| 10-2019-12 | look into PA system for use at meetings in Gymnasiums/Large rooms   | Vanessa S  | initiated   |
| 10-2019-17 | Contact Bruce at Waterstone Legal Firm for independent legal advice   | Maggie M.  | Requires additional information                       |
| 10-2019-19 | Look into cost of legal consultant.   | Maggie M.  | Requires additional information                       |
| 10-2019-22 | Pass around EMBC documents by email   | Gillian F  | Requires additional information                       |
| 10-2019-24 | Send completed memo to Tyrone in Word format  | Gillian F  | To be completed December                              |
| 10-2019-25 | Make a PowerPoint to include with the memo  | Gillian F  | To be completed December                              |
| 10-2019-26 | Reach out to Musqueam to fill empty seat  | Gillian F  | Requires additional information (Orientation Package) |
| 10-2019-27 | Contact Communities for availability of scheduling meetings/orientations with Leadership and Council for the purpose of putting together a calendar in advance. | Maggie M   | Requires additional information                       |
| 10-2019-28 | Keep the recommendations in mind when engaging with   | All Staff  | Ongoing   |

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|            | communities in communications  |            |                                 |
| 10-2019-29 | Organize a meeting with Paula Santos                                   | Vanessa S  | Requires additional Information |
| 10-2019-30 | Create a database of contacts, inventories and plans of each community | Maggie M   | In Progress                     |
| 10-2019-31 | Reach out to Dianne Garner for emergency contacts                      | Maggie M   | Complete, following up          |
| 10-2019-32 | organize a full day meeting with the consultant on December 13, 2019   | Vanessa S. | Initiated                       |
| 11-2019-01 | Peter Dalton's contact info  | Amber K    | To be completed by December     |
| 11-2019-02 | Look into website developers, costing and formats                      | Maggie M   | Initiated                       |
| 11-2019-03 | Remind Tyrone M to get his passport before February                    | Maggie M.  | Completed                       |
| 11-2019-04 | Complete an Orientation Package for new leadership                     | Gillian F  | To be completed by December     |
| 11-2019-05 | Draft an email and a memo for Harley C. to recruit new leadership      | Maggie M.  | To be completed by December     |
| 11-2019-06 | Reach out to Musqueam  | Tyrone M.  | To be completed by December     |
| 11-2019-07 | Contact Tannis Tommy and Andrew Ming                                   | Maggie M.  | To be completed by December     |
| 11-2019-08 | Make the edits to the above action items                               | Vanessa S. | To be completed by December     |
| 11-2019-09 | Reach out to Dianne Garner   | Maggie M   | To be completed by December     |
| 11-2019-10 | Get Castlemain to review FBC committees TOR                            | Gillian F  | To be completed by December     |
| 11-2019-11 | Talk to FBC leadership committee                                       | Tyrone M   | To be completed by December     |
| 11-2019-12 | EPS Staff to assist the ILC in their communication with FBC            | EPS Staff  | To be completed by December     |
| 11-2019-13 | Talk to get a quote from NRC to run this type of model                 | Gillian F  | To be completed by December     |
| 11-2019-14 | Identify other consultants and get a quote from them.                  | Gillian F  | To be completed by December     |
| 11-2019-15 | Form a close working relationship with Dianne Garner                   | EPS Staff  | To be completed by December     |

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| 11-2019-16 | Make the above edits to the outreach memo  | Maggie M   | To be completed by December |
| 11-2019-17 | Updated the budget amendments after securing a quote for consulting                        | Gillian F  | To be completed by December |
| 11-2019-18 | Contact Dave Shaepe regarding working with Colin Green (availability and cost)             | Gillian F  | To be completed by December |
| 11-2019-19 | Look into confidentiality agreements in data sharing                                       | Gillian F  | To be completed by December |
| 11-2019-20 | Confirm with Tyrone that the EPS should attend the STC meeting                             | Gillian F. | To be completed by December |
| 11-2019-21 | Send all policies to Tyrone M  | Gillian F. | To be completed by December |
| 11-2019-22 | Plan meetings around Tyrone's Schedule if possible   | EPS Staff  | To be completed by December |
| 11-2019-21 | Make the above edits to the policies   | Gillian F. | To be completed by December |
| 11-2019-22 | Make the above edits to the December 16 <sup>th</sup> meeting plan                         | Maggie M.  | To be completed by December |
| 11-2019-23 | Talk to Chief of Shxwhá:y Village about Gillian attending Chilliwack dike project meetings | Tyrone M.  | To be completed by December |