

October 29, 2019, 2019

Emergency Planning Secretariat
**Emergency Planning Secretariat
Leadership Committee RODAC
October 8, 2019
6:00pm – 9:00pm
Work Center for Dialogue Room 430
580 West Hastings Street, Vancouver BC V6B 1L6**

Minutes

Attendees:

EPS ILC: Tribal Chief Tyrone McNeil, Councillor Murray Ned

EPS STAFF: Gillian Fuss, Vanessa Serroul, Maggie Mazurkewich

REGRETS: Chief Harley Chappell, Dave Schaepe, Amber Kostuchenko, Mike Goold, Karen Brady

1. Resume Meeting

Related information: EPS LC Meeting Oct 8 2019 DRAFT Agenda, EPS LC Meeting Sept 9 2019 – DRAFT Minutes, EPS LC Meeting Sept 9 – DRAFT RODAC, EPS Oct 6 2019 Workplan, Emergency Planning Secretariat Outreach Draft Oct 6

Approve the Agenda and Meeting Minutes

Action Item: *Vanessa S. to apply the aforementioned edits to the agenda*

Decision: The Interim Leadership Committee approves the agenda

Action Item: *Maggie M. to find Project Schedule for Watershed Watch*

Action Item: *Gillian F. to Draft letter to Province*

Decision: The Interim Leadership Committee accepts the Meeting Minutes for information, and approves the Record of Action Items and Decisions

2. Administrative Considerations

Related information: EPS ILC 20192020 Honoraria Form

Action Item: *Vanessa S. to make sure date of meeting works for ILC*

Action Item: *Vanessa S. to organize the next meeting.*

Action Item: *Maggie M. to review the communications strategy and develop and media strategy*

Action Item: *Vanessa S. to complete and send out the Logo contest flyer, and distribute.*

Action Item: *Vanessa S. to find the preferred email addresses and get the phone numbers of each of the ILC.*

Action Item: *Vanessa S. to apply the above suggestions to future schedule communication.*

Action Item: *Gillian F. to draft a policy regarding electronic signature.*

Action Item: Vanessa S. to reach out to Tyrone M. about a draft electronic signature policy, and find other examples online.

Decision: The Interim Leadership Committee agrees to an honoraria amount of \$500/Day or \$250/half day for Interim Leadership Committee

3. Budget Conversation

Related information: Budget Amendments Oct 2019, Budget Calculations, Budget Sept 12 2019, EPS Dep2013 IS August 2019 draft, EPS Dept2013 GL August 2019 draft, EPS DRAFT Spending Policy Sept 8 2019, EPS Oct 6 2019 Workplan, Quarterly Budget Estimates Oct 6 2019, EPS- LFFA DRAFT Service Agreement Sept 18 2019

Income Statement, General Ledger

Action Item: Gillian F. to draft a spending policy for the EPS

Action Items: Gillian F. to find out if FBC sponsor FNs that attend their meetings.

Action Items: Gillian F to apply the suggestions made above to budget calculations.

Action Item: Gillian F to sit with Neelum to make sure calculations are correct

Action Item: Vanessa S. to look into PA system for use at meetings in Gymnasiums/Large rooms

Action Item: Tyrone M. will review budget and email Gillian F.

Spending Policy

Action Items: Gillian F. to apply the mentioned edits to the Spending Policy

Service contract

Action Item: Gillian F. to apply the aforementioned edits to the Service Contract

Action Item: Vanessa S. to find out what Standard accounting procedures are used

Action Item: Maggie M. to contact Bruce at Waterstone Legal Firm for independent legal advice

Action Item: Maggie M. to create an inventory of consultants that we can work with

Action Item: Maggie M. to look into cost of legal consultant.

Action Item: Maggie M. to look into HR Support options

Action Item: Gillian F. to make amendments to the service contract and circulate by email for signatures

4. Communications

Related information: EMBC Invitation for meeting August 12 2019 DRAFT 1, EMBC Letter August 9 2019 DRAFT 1, Emergency Management Secretariat Communications Strategy DRAFT Sept 3 2019, Emergency Planning Secretariat Orientation Oct 6 2019, Emergency Planning Secretariat Summary July 15 2019, Emergency Planning Secretariat Summary Oct 6 2019

EMBC Documents

Action Item: Gillian F. to pass around EMBC documents by email

Memo going out

Action Item: Gillian F. to make aforementioned edits to outgoing memos

Action Item: Gillian F. to send completed memo to Tyrone in Word format

Action Item: Gillian F. to make a powerpoint to include with the memo

Reaching out – Mainland Coast Salish Communities

Action Item: Gillian F. to reach out to Musqueam to fill empty seat

Action Item: Maggie M. to contact Communities for availability of scheduling meetings/orientations with Leadership and Council for the purpose of putting together a calendar in advance.

Action Item: All staff to keep the recommendations in mind when engaging with communities in communications

5. Requests/New Projects

Related information: Communications Visit from Ottawa, DRAFT ToR Living Dike roundtable V1_GF, DRDC-CSSP_NatureBasedResilience_Proposal_v1.0, EPS National Research Council Funding Opportunity Oct 6 2019, TPL RFEOI-SOQ -2019-014 Mud Bay Park Nature Based Flood Control Design Professional and Consultant Services v2 (002)

NRC Project First Nations Outreach Request

Action Item: Vanessa S. to organize a meeting with Paula

Request to meet from Duncan Stephen

Action Item: Maggie M. to create a database of contacts, inventories and plans of each community

Action Item: Maggie M. to reach out to Dianne Garner for emergency contacts

1. Terms of Reference Discussion

Related information: Potential Facilitators

Arranging a Terms of Reference for the EPS

Action Item: Vanessa S. to organize a full day meeting with the consultant on December 13, 2019

Decision: Develop Terms of Reference first then Strategic Planning session later

Table of Action Items

Item Number	Action Item	Responsible Party	Status
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 by September 2019
05-2019-17	Table website creation topic for 6 months	Gillian F.	To be completed on November 1, 2019
05-2019-21	Reach out to the Leadership Committee regarding additional funding opportunities for the future	Gillian F.	To be completed on April 1, 2019
07-2019-08	Review all FBC committee structures and TOR and create a summary document	Gillian F.	Requires additional information
07-2019-09	Create a summary document of First Nation participation in the FBC	Gillian F.	Requires additional information
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.	Requires additional information
07-2019-12	Reach out to American contacts from Resilient Waters to connect with them	Tyrone M.	To be completed by Nov 7, 2019
09-2019-06	Gather names of technical personnel during roundtables and workshops	Gillian F.	To be completed Dec 1, 2019
09-2019-10	Engage consultants to determine potential costs of the no-dyke modelling	Gillian F.	To be completed Dec 1, 2019
09-2019-12	Reach out to Rick Bailey and Les Antone	Gillian F.	Contacted Les, still contacting Rick Bailey
10-2019-02	find Project Schedule for Watershed Watch	Maggie M	Requires Follow up
10-2019-03	Draft letter to FBC and cc Province	Gillian F	To be completed Nov 7, 2019
10-2019-04	review the communications strategy and develop and media strategy	Maggie M.	To be completed Nov 7, 2019
10-2019-5	draft a policy regarding electronic signature.	Gillian F.	To be completed Nov 7, 2019

10-2019-6	Reach out to Tyrone M. about a draft electronic signature policy, and find other examples online	Vanessa S	To be completed Nov 7, 2019
10-2019-7	provide pdf exports of the accounting software in the future	Neelum B	To be completed Nov 7, 2019
10-2019-8	draft a spending policy for the EPS	Gillian F	To be completed Nov 7, 2019
10-2019-9	find out if FBC sponsor FNs that attend their meetings	Gillian F	To be completed Nov 7, 2019
10-2019-10	apply the suggestions made above to budget calculations.	Gillian F	To be completed Nov 7, 2019
10-2019-11	sit with Neelum to make sure calculations are correct	Gillian F	To be completed Nov 7, 2019
10-2019-12	look into PA system for use at meetings in Gymnasiums/Large rooms	Vanessa S	initiated
10-2019-13	review budget and email Gillian F.	Tyrone M	To be completed Nov 7, 2019
10-2019-14	apply the mentioned edits to the Spending Policy	Gillian F	To be completed Nov 7, 2019
10-2019-15	apply the aforementioned edits to the Service Contract	Gillian F	To be completed Nov 7, 2019
10-2019-16	find out what Standard accounting procedures are used	Vanessa S	To be completed Nov 7, 2019
10-2019-17	contact Bruce at Waterstone Legal Firm for independent legal advice	Maggie M.	Requires additional information
10-2019-18	create an inventory of consultants that we can work with	Maggie M.	Requires additional information
10-2019-19	look into cost of legal consultant.	Maggie M.	Requires additional information
10-2019-20	look into HR Support options	Maggie M.	To be completed Nov 7, 2019
10-2019-21	make amendments to the service contract and circulate by email for signatures	Gillian F	To be completed Nov 7, 2019
10-2019-22	pass around EMBC documents by email	Gillian F	Requires additional information
10-2019-23	make aforementioned edits to outgoing memos	Gillian F	To be completed Nov 7, 2019
10-2019-24	send completed memo to Tyrone in Word format	Gillian F	To be completed Nov 7, 2019
10-2019-25	make a PowerPoint to include with the memo	Gillian F	To be completed Nov 7, 2019
10-2019-26	reach out to Musqueam to fill empty seat	Gillian F	To be completed Nov 7, 2019

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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	To be completed Nov 7, 2019
10-2019-28	keep the recommendations in mind when engaging with communities in communications	All Staff	Ongoing
10-2019-29	organize a meeting with Paula	Vanessa S	Requires additional Information
10-2019-30	create a database of contacts, inventories and plans of each community	Maggie M	To be completed Nov 7, 2019
10-2019-31	reach out to Dianne Garner for emergency contacts	Maggie M	To be completed Nov 7, 2019
10-2019-32	organize a full day meeting with the consultant on December 13, 2019	Vanessa S.	To be completed Nov 7, 2019