

June 9, 2019

Emergency Planning Secretariat
Emergency Planning Secretariat
Leadership Committee Record of Decisions and Actions
June 10, 2019
1:00 PM – 3:30 PM
Elder's Room Resource Centre
7201 Vedder Road, Chilliwack, BC V2R 4G5

Minutes

Attendees:

EPS ILC Tribal Chief Tyrone McNeil, Chief Harley Chappell

EPS/LFFA/STSA STAFF: Gillian Fuss, Dave Scheape, Amber Kostuchenko, Karen Brady, Mike Goold, Jeanne Hughes

REGRETS: Murray Ned

1. Resume Meeting

Related information: EPS LC Meeting June 10 2019 DRAFT Agenda, EPS LC Meeting May 17 2019 – DRAFT Minutes, EPS LC Meeting May 17 2019 – DRAFT Record of Decisions and Action Items

A) Approve the Agenda and Meeting Minutes

Action Item: Gillian F. to apply the above edits to the agenda and future agendas

Decision: The Interim Leadership Committee approves the agenda

A discussion ensued on the formatting.

Action Item: Gillian F. to review the minutes and address the above comments

Action Item: Harley C. to reach out to Squamish Nation to ask if they have an alternate candidate

Action Item: Gillian F. to apply these edits to future agendas

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

2. Review of Recent Activities – Gillian F.

Related information: EPS June 2019 Report, EPS GF – 2018-2019 final, EPS ISO Mar 31 2019 final, EPS Budget Past and Forecast 2018-2021 June 9 2019, EPS- LFFA DRAFT Service Agreement 2019 GF, EPS- LFFA DRAFT Service Agreement_ GF, RE June 17 JPC Agenda Email, EPS Executive Assistant Job Posting 2019, EPS Workshop 1- DRAFT Agenda June 9 2019, EPS Workshop 1 Planning File June 9 2019

A) Report on Recent Activities

a. Review of the Monthly Report

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Emergency Planning Secretariat

Related information: EPS June 2019 Report, EPS GF – 2018-2019 final, EPS ISO Mar 31 2019 final, EPS Budget Past and Forecast 2018-2021 June 9 2019, EPS- LFFA DRAFT Service Agreement 2019 GF, EPS- LFFA DRAFT Service Agreement_ GF, RE June 17 JPC Agenda Email

A discussion on the formatting resumed.

Action Item: Gillian F. to make the above edits to the monthly report to reflect the above comments

Action Item: Gillian F. to discuss with Sumas Finance about finding investing opportunities

Action Item: Gillian F. to create briefing notes on conferences and workshops attended

A discussion on future directions and activities of the secretariat resumed.

Action Item: Gillian F. to add reaching out to Dianne G. and determining our process as agenda items for next meeting

Action Item: Gillian F. to reach out to the ILC regarding organizing a Leadership Committee meeting in regards to FBC

Action Item: Gillian F. to reach out to the FBC and learn more about their process and research methods

Action Item: Gillian F. to include Tyrone M. on emails with FBC from now on.

Action Item: Gillian F. to request the FBC to provide us with their schedule further in advance

Action Item: Gillian F. to review the above notes when preparing material for the upcoming workshops

Action Item: Gillian F. to prepare a community update/memo to send around to communities

Action Item: Gillian F. to set up the Facebook Calendar to share dates and information

Action Item: Gillian F. to draw up a protocols and information gathering sheet for visiting communities

A further discussion on the budget and financials of the EPS resumed

Action Item: All members of the EPS to try and attend, as well as encourage others to attend

Action Item: Tyrone M. to draft a note for Gillian F. to read out at the meeting

b. Review of Hiring

Related information: EPS Executive Assistant Job Posting 2019

Action Item: Gillian F. to apply the above suggested edits to the job posting

Action Item: Gillian F. to send the finalized job posting through the STSA network

Decision: The Interim Leadership Committee accepts the Job Posting in principle, with the above edits

***** Change in Agenda *****

Action Item: Gillian F. to apply the tabled items to the next agenda

Decision: The Interim Leadership Committee accepts changes to the agenda

B) Identification of next steps for the Secretariat

a. Workshop Planning

Action Item: Gillian F. to apply the above suggested edits to the above documents

Action Item: Gillian F. should reach out to the aforementioned communities to request if they are able to host a workshop on the above dates

Action Item: Gillian F. to table the creation of specific documents for a later discussion

Decision: The Interim Leadership Committee sets the dates for the workshops as July 19, Sept 16 and Oct 8/9 2019

3. Administrative Concerns

A) Scheduling Next Meeting

Action Item: Gillian F. to set the next meeting for July 16th ideally held at the STSA

Decision: The Interim Leadership Committee sets the dates for the workshops as July 19, Sept 16 and Oct 8/9 2019

Table of Action Items

Item Number	Action Item	Responsible Party	Status
03-2019-03	Look into short-term, high-interest savings accounts to increase the amount of interest for money that won't be spent in this fiscal year.	Leadership Committee	Superseded by a new action item
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
03-2019-05	Get appropriate names of individuals from communities for technical committee from Tyrone and Murray.	Gillian F.	To be completed by July 31, 2019
03-2019-06	Review the Terms of Reference of other organizations and create a proposal for Terms of Reference	Gillian F.	To be completed by July 31, 2019
03-2019-07	Follow up with Dave S. to share decision-making chart.	Gillian F.	Completed
05-2019-02	Reach out to the entire leadership committee to collect names and contact information of who can participate in FBC and EPS committees	Gillian F.	To be completed by July 31, 2019
05-2019-03	Reach out to Karen B. regarding her experience on FBC committees	Gillian F.	Completed
05-2019-05	Reach out to Dave S. about Gillian being included on STSA	Gillian F.	Completed

	meeting agendas and attending meetings		
05-2019-09	Reach out to Colin at STSA regarding mapping and Mitchell Ham regarding LIDAR	Gillian F.	Completed
05-2019-10	Share information regarding Resilient Waters workshop	Gillian F.	Completed
05-2019-11	Email EMBC in regards to Gillian F.'s receiving EMBC emails and being included in EMBC workshops/activities	Mike G.	Completed
05-2019-14	Apply the mentioned edits to the communications strategy	Gillian F.	To be completed by July 31, 2019
05-2019-16	Provide a contact for Niska Youth Boot Camp	Karen B.	Completed
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.	Completed, but may require additional work
05-2019-23	Reach out to Dave S. and Amber K. regarding Bri's job advertisement	Gillian F.	Deemed not necessary
05-2019-26	Respond to the doodle polls	Leadership Committee	Deemed not necessary
05-2019-27	Arrange a poster for the July workshop	Gillian F.	Completed
05-2019-28	Look into organizing Secretariat-specific expense forms	Gillian F.	To be completed by July 31, 2019
06-2019-01	Apply the aforementioned edits to the agenda and future agendas	Gillian F.	Completed
06-2019-02	Review the meeting minutes and apply the aforementioned edits	Gillian F.	Completed
06-2019-03	Reach out to the Squamish Nation to ask if they have an alternate delegate for the ILC	Harley C.	To be reminded by Gillian F.
06-2019-04	Apply additional aforementioned edits to future agendas	Gillian F.	Completed
06-2019-05	Apply aforementioned edits to the monthly report	Gillian F.	Completed
06-2019-06	Reach out to Sumas Finance in regards to high interest investing	Gillian F.	To be completed July 16, 2019
06-2019-07	Create briefing notes for each workshop and conference attended	Gillian F.	Completed

06-2019-08	Add reaching out to Dianne G. and determining our process to the agenda for the next meeting	Gillian F.	Completed
06-2019-09	Reach out to the ILC in regards to organizing a Leadership Committee meeting with FBC	Gillian F.	To be completed July 16, 2019 (requires clarification)
06-2019-10	Reach out to the FBC to learn more about their process and research methods	Gillian F.	Completed, requires additional work
06-2019-11	Include Tyrone M. on emails with FBC from now on	Gillian F.	Completed
06-2019-12	Request that FBC provide us with their schedule further in advance	Gillian F.	To be completed July 19, 2019
06-2019-13	Review the aforementioned notes when preparing materials for the workshop	Gillian F.	To be completed by July 19, 2019
06-2019-14	Prepare a community update/memo to send around to communities	Gillian F.	To be completed by July 16, 2019
06-2019-15	Set up an internal Facebook Group and Facebook Calendar to share events and information	Gillian F.	To be completed by July 19, 2019
06-2019-16	Draw up a protocols and information gathering sheet for visiting communities for the ILC's approval	Gillian F.	To be completed by July 16, 2019
06-2019-17	Try to attend the FBC JPC and encourage others to attend as well	Entire ILC	Completed
06-2019-18	Draft a note for Gillian F. to read at the JPC	Tyrone M.	Incomplete
06-2019-19	Apply the suggested edits to the job posting	Gillian F.	Completed
06-2019-20	Send the finalized job posting through the STSA network via Bri S.	Gillian F.	Completed
06-2019-21	Apply the tabled agenda items to the next meeting's agenda	Gillian F.	Completed
06-2019-22	Apply the suggested edits to the workshop planning document and workshop draft agenda	Gillian F.	Completed
06-2019-23	Reach out to the suggested communities (Katie, Kwantlen, Seabird, Matsqui) to see if they are able to host the workshops	Gillian F.	Completed
06-2019-24	Organize a following meeting for July 16 th ideally held at STSA	Gillian F.	Completed