

June 9, 2019

Emergency Planning Secretariat  
**Emergency Planning Secretariat  
Leadership Committee RODAC  
July 16, 2019  
9:00 AM – 12:00 PM  
Third Floor Boardroom Resource Centre  
7201 Vedder Road, Chilliwack, BC V2R 4G5**

## Minutes

### Attendees:

**EPS ILC** Tribal Chief Tyrone McNeil, Chief Harley Chappell, Councillor Murray Ned  
**EPS/LFFA/STSA STAFF:** Gillian Fuss, Amber Kostuchenko, Karen Brady, Jeanne Hughes  
**REGRETS:** Dave Scheape, Mike Goold

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### 1. Resume Meeting

*Related information: EPS LC Meeting July 16 DRAFT Agenda, EPS LC Meeting June 10 2019 – DRAFT Minutes, EPS LC Meeting June 10 2019 – DRAFT RODAC*

#### A) Approve the Agenda and Meeting Minutes

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

**Decision: The Interim Leadership Committee approves the agenda**

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

**Action Item:** Gillian F. to forward the requested information to Harley C., and prepare a draft email.

**Action Item:** Harley C. to reach out to the leadership from Coastal First Nations to determine if they would like to participate

**Action Item:** Gillian F. to prepare an orientation binder for new Leadership Committee Members

**Action Item:** Gillian F. to use Youtube and other methods to create a calendar on the Facebook group

**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, RE June 17 JPC Agenda, RE Modelling the Lower Fraser Floodplain, EPS CWRA 2019 Report, CWRA 2019 Program Final, EPS Resilient Waters 2019 Report, Copy of EPS inc stmt to June 30, GL July 5 2019, EPS Accounting Budget 2019-2020 July 5, 2019, Potential Program for Coastal Monitoring, RE Action Required New Opportunity Funded Green Infrastructure for Coastal Communities*

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

**Action Item:** Gillian F. to review all FBC committee structures and Terms of Reference and create a summary document

**Action Item:** Gillian F. to create a summary document of First Nation participation with the FBC

**Action Item:** Gillian F. to work with Brent Baron on the modelling of the no-dyke scenario

**Action Item:** Gillian F. to create a summary document of qualified consultants for the hydrological modelling

**Action Item:** Tyrone M. to reach out to American Contacts to see if we can connect with them

**Action Item:** Gillian F. to organize to bring the National Science Council/Living Dyke Project to present at the next meeting

**Action Item:** Gillian F. to create a memo of the coastal dyke opportunity to pass around to communities

**Action Item:** Gillian F. to review cumulative impacts work throughout the area, and find a professor who can speak to indicators

**A) Budget Conversation**

*Related information: EPS Accounting Budget 2019-2020 July 5 2019, Copy of EPS inc stmt to June 30, GL July 5 2019, EPS Budget Projection to 2018-2023, EPS LC Budget Meeting July EPS-LFFA Service Contract-Agreement June 25 2019,*

**Action Item:** Neelum B. to provide pdf exports of the accounting software in the future

**Action Item:** Neelum B. to separate the income statements in the Accounting software by the funding agency

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

**Action Item:** Gillian F. to work with Don S. on making the aforementioned edits to the Administrative Agreement

**B) Upcoming Workshops**

*Related information: EPS Workshop 1 Planning File July 15 2019, EPS Workshop 2 Planning File July 15 2019*

**Action Item:** Gillian F. to arrange for no facilitator for the next event, and reach out to Saul M.

**Action Item:** Gillian F. to change the honoraria dates

**Action Item:** Gillian F. and All Members to look into honoraria rates for the ILC

**Action Item:** Gillian F. to send Karen B. the RSVP list so far

**Decision: The Interim Leadership Committee agrees to an honoraria amount of \$300/Day or \$150/half day for Roundtable Attendees**

**C) Administrative Concerns**

**A) Appointing a Chair**

**Decision: Tyrone McNeil is appointed as the Chair of the Interim Leadership Committee for the Emergency Planning Secretariat**

**B) Scheduling Next Meeting**

**Action Item:** Gillian F. to arranging for catering to be brought in for the next meeting

**Decision: The Interim Leadership Committee sets the date of the next meeting at Sept. 9, 2019**

**Meeting is adjourned. Other topics are tabled for the next meeting****Table of Action Items**

<b>Item Number</b>	<b>Action Item</b>	<b>Responsible Party</b>	<b>Status</b>
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
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
05-2019-14	Apply the mentioned edits to the communications strategy	Gillian F.	To be completed by July 31, 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.	Completed, but may require additional work
05-2019-28	Look into organizing Secretariat-specific expense forms	Gillian F.	To be completed by July 31, 2019
06-2019-06	Reach out to Sumas Finance in regards to high interest investing	Gillian F.	To be completed July 16, 2019
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
06-2019-12	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
07-2019-01	Apply to given edits to the agenda and future agendas	Gillian F.	To be completed by Sept 9, 2019
07-2019-02	Review the minutes and address the above comments	Gillian F.	To be completed by Sept 9, 2019
07-2019-03	Forward requested information to Harley C. and prepare a draft email	Gillian F.	To be completed by July 29, 2019
07-2019-04	Reach out to other leadership from Coastal First Nations to determine if they would like to participate	Harley C.	To be completed by Sept 9, 2019
07-2019-05	Prepare an orientation binder for new Leadership Committee Members	Gillian F.	To be completed by Sept 9, 2019
07-2019-06	Use Youtube and other methods to create a calendar for the Facebook Group	Gillian F.	To be completed by Sept 9, 2019
07-2019-07	Make aforementioned edits to the monthly report to reflect the above comments	Gillian F.	To be completed by Sept 9, 2019
07-2019-08	Review all FBC committee structures and TOR and create a summary document	Gillian F.	To be completed by Sept 9, 2019
07-2019-09	Create a summary document of First Nation participation in the FBC	Gillian F.	To be completed by Sept 9, 2019
07-2019-10	Work with Brent Baron on the modelling of the no-dyke scenario	Gillian F.	To be completed by Sept 9, 2019
07-2019-11	Create a summary document of qualified consultants who can run the FBC model	Gillian F.	To be completed by Sept 9, 2019
07-2019-12	Reach out to American contacts from Resilient Waters to connect with them	Tyrone M.	To be completed by Sept 9, 2019
07-2019-13	Organize to bring the National Science Council/Living Dyke	Gillian F.	To be completed by Sept 9, 2019

	Project to present at the next meeting		
07-2019-14	Create a memo of the coastal dyke opportunity to pass around to communities	Gillian F.	To be completed by Sept 9, 2019
07-2019-15	Review cumulative impacts work throughout the area and find a professor who can speak to indicators	Gillian F.	To be completed by Sept 9, 2019
07-2019-16	Provide pdf exports of the accounting software in the future	Neelum B.	To be completed by Sept 9, 2019
07-2019-17	Separate income statements in the accounting software by funding agency	Neelum B.	To be completed by Sept 9, 2019
07-2019-18	Draft a spending policy for the EPS	Gillian F.	To be completed by Sept 9, 2019
07-2019-19	Work with Don S. on the aforementioned edits to the Administrative Agreement	Gillian F.	To be completed by Sept 9, 2019
07-2019-20	Arrange to have no facilitator for the next event, and reach out to Saul M. for facilitation in the future	Gillian F.	To be completed by Sept 9, 2019
07-2019-21	Make the aforementioned edits to the honoraria forms and budget	Gillian F.	Complete
07-2019-22	Look into honoraria rates for the ILC	All	To be completed by Sept 9, 2019
07-2019-23	Send Karen B. the RSVP list	Gillian F.	Complete
07-2019-24	Arrange catering for the next meeting	Gillian F.	To be completed by Sept 9, 2019