

Oct 4, 2019

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

## Minutes

### Attendees:

**EPS ILC:** Chief Harley Chappell, Councillor Murray Ned

**EPS/LFFA/STSA STAFF:** Gillian Fuss, Jeanne Hughes

**REGRETS:** Dave Scheape, Mike Goold, Amber Kostuchenko, Karen Brady, Tribal Chief Tyrone McNeil

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### 1. Presentations by Guests

- A) Lina Azeez- Watershed Watch Salmon Society
- B) Jeanne Hughes, Gillian Fuss- Living Dyke Project
- C) Enda Murphy, Marie-Chantal Ross, Andrew Cornett- National Research Council of Canada

### 2. Resume Discussion of Living Dyke

*Related information: Secretariat Support letter – Nature-Based Shore Protection Systems, Potential Program for Coastal Monitoring, Nature-Based Shore Protection Systems v5, EPS National Research Council Funding Opportunity Sept 8 2019*

#### A) Review of our involvement in the Living Dyke Projects and the NRC Proposal

**Action Item:** Gillian F. to apply the aforementioned edits to the letter of support for the Living Dyke Project

**Action Item:** Harley C. to connect with Coastal Communities

**Action Item:** Gillian F. to create a memo describing the Living Dyke project for Coastal Communities

### 3. Resume Meeting

*Related information: EPS LC Meeting Sept 9 2019 DRAFT Agenda, EPS LC Meeting July 16 2019 – DRAFT Minutes, EPS LC Meeting July 16 2019 – DRAFT RODAC*

#### A) Review of Agenda

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

<b><i>Decision: The Interim Leadership Committee approves the agenda</i></b>
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#### B) Review of Meeting Minutes and RODAC

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

**Action Item:** Gillian F. to gather names of technical personnel during roundtables and workshops

**Action Item:** Gillian F. to apply edits to a protocols outline for outreach into communities

**Action Item:** Gillian F. to apply recommendations to an orientation package for incoming ILC

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

**4. Review of Recent Activities – Gillian F.**

*Related information: EPS August 2019 Report, Budget, Emergency Planning Secretariat Sept 6 Meeting, EPS August 21 2019 Workplan, EPS Caucus Planning File August 20 2019, ES Flood Caucus Poster, EPS IS to July 31, EPS National Research Council Funding Opportunity Sept 8 2019, EPS to July 31, EPS Workshop 1 Planning File July 30 2019, EPS Workshop 2 Planning File Aug 30 2019, Fraser Basin Council Flood Advisory Group Meeting Sept 3, Living Dyke Roundtable Meeting Sept 4, Nature-Based Shore Protection Systems v5, Notes Meeting August 14, Potential Program for Coastal Monitoring, Quarterly Budget Estimates, RE Modelling the Lower Fraser Floodplain, RFP-Flood Risk Assessment-Jul 2019-V3, Secretariat Support letter- Nature-Based Shore Protection Systems*

**Action Item:** Gillian F. to engage communities to determine if there are community technicians who are willing to participate in a technical committee

**Action Item:** Gillian F. to engage consultants to determine potential costs of the project

**Action Item:** All I.L.C. to invite Leadership to Roundtables personally

**Action Item:** Gillian F. to reach out to Rick Bailey and Les Antone

**Action Item:** Gillian F. to initiate organization of a November Coastal Roundtable

**5. Communications**

*Related information: Emergency Management Secretariat Communications Strategy DRAFT Sept 3, 2019, Communications Budget Sept 9 2019, Contacts, Copy of FN List, EPS 20192020 Communications Schedule DRAFT Sept 9 2019, Emergency Planning Secretariat Summary July 15 2019, EPS Logo Design July 15 2019, Pamphlet July 9 2019 GF, EPS Tech Needs Price List, EPS Technology Needs*

**Action Item:** Gillian F. to make the aforementioned edits to the presented memo and pamphlet

**Action Item:** Gillian F. to begin the process of purchasing equipment

**Action Item:** Gillian F. to begin the process of obtaining a credit card for the Secretariat

**Decision: The Interim Leadership Committee approves the used of Secretariat funds for technology related to communications and meetings**

**6. Administrative Concerns**

*Related information: draft TOR for Leadership Cmttee July 16, October 22, 2017 Draft TOR Executive Committee*

**A) The Terms of Reference**

**Action Item:** Gillian F. to produce a list of consultants to edit the Terms of Reference

**B) Hiring**

**Action Item:** Gillian F. to proceed with hiring the candidates for the Executive Assistant position

**Decision: The Interim Leadership Committee recommends the hiring of both candidates for the Executive Assistant position**

**C) Scheduling Next Meeting**

**Action Item:** Gillian F. to arrange a meeting time and space during the flood forum

**Action Item:** Gillian F. to look into First Nations rates at hotels downtown

**Decision: The Interim Leadership Committee sets the date of the next meeting at either Oct 8 or Oct 9, 2019**

**Meeting is adjourned. Other topics are tabled for the next meeting**

**Table of Action Items  
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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.	Superseded by an additional action item
03-2019-06	Review the Terms of Reference of other organizations and create a proposal for Terms of Reference	Gillian F.	Superseded by an additional action item
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.	Superseded by an additional action item
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

06-2019-10	Reach out to the FBC to learn more about their process and research methods	Gillian F.	Completed, requires additional work
06-2019-14	Prepare a community update/memo to send around to communities	Gillian F.	Completed
06-2019-15	Set up an internal Facebook Group and Facebook Calendar to share events and information	Gillian F.	Completed
06-2019-16	Draw up a protocols and information gathering sheet for visiting communities for the ILC's approval	Gillian F.	Completed
07-2019-05	Prepare an orientation binder for new Leadership Committee Members	Gillian F.	Completed
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 Oct 8, 2019
07-2019-14	Create a memo of the coastal dyke opportunity to pass around to communities	Gillian F.	Completed
07-2019-17	Separate income statements in the accounting software by funding agency	Neelum B.	To be completed by Oct 8, 2019
07-2019-18	Draft a spending policy for the EPS	Gillian F.	To be completed by Oct 8, 2019
07-2019-19	Work with Don S. on the aforementioned edits to the Administrative Agreement	Gillian F.	Completed
07-2019-22	Look into honoraria rates for the ILC	All	To be completed by Sept 9, 2019
07-2019-24	Arrange catering for the next meeting	Gillian F.	Complete
09-2019-01	Apply aforementioned edits to the letter of support for the NRC Project	Gillian F.	Complete
09-2019-02	Connect with Coastal Communities	Harley C.	Complete

Oct 4, 2019

Emergency Planning Secretariat

09-2019-03	Create a memo describing the Living Dyke project for Coastal Communities	Gillian F.	Complete
09-2019-04	Apply for aforementioned edits to the agenda and future agendas	Gillian F.	Complete
09-2019-05	Apply for aforementioned comments to the minutes and RODAC	Gillian F.	Complete
09-2019-06	Gather names of technical personnel during roundtables and workshops	Gillian F.	To be completed Dec 1, 2019
09-2019-07	Apply edits to protocols outline for outreach into communities	Gillian F.	Complete
09-2019-08	Apply recommendations to an orientation package for incoming ILC	Gillian F.	Complete
09-2019-09	Engage communities to determine if there are community technicians who are willing to participate in a technical committee	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 Oct 8, 2019
09-2019-11	Invite Leadership to Roundtables personally	All I.L.C.	Completed
09-2019-12	Reach out to Rick Bailey and Les Antone	Gillian F.	To be completed Oct 8, 2019
09-2019-13	Initiate organization of a November Coastal Roundtable	Gillian F.	To be completed Oct 8, 2019
09-2019-14	Make aforementioned edits to the presented memo and pamphlet	Gillian F.	To be completed Oct 8, 2019
09-2019-15	Begin the process of purchasing equipment	Gillian F.	Completed
09-2019-16	Begin the process of obtaining a credit card for the Secretariat	Gillian F.	Completed
09-2019-17	Produce a list of consultants to edit the Terms of Reference	Gillian F.	Completed
09-2019-18	Arrange a meeting time and space during the Flood Forum for an ILC meeting	Gillian F.	Completed
09-2019-19	Look into First Nations rates at hotels downtown	Gillian F.	Completed