

THE TOWN OF OKOTOKS
EMERGENCY ADVISORY COMMITTEE MEETING
AGENDA

Wednesday, May 12, 2021
1:00 PM
via livestream

Pages

1. CALL TO ORDER

2. ADOPTION OF AGENDA

2.1. Additions/Deletions/Changes

MOTION REQUESTED: That the agenda for the May 12, 2021
Emergency Advisory Committee Meeting be adopted as presented.

3. MINUTES OF PREVIOUS MEETING

3.1. Emergency Advisory Committee - May 3, 2021

3

MOTION REQUESTED: That the minutes of the Emergency Advisory
Committee Meeting held May 3, 2021 be adopted as presented.

4. BUSINESS ITEMS

4.1. Situational Assessment of Provincial Restrictions

Trevor Brice, Director of Emergency Management, will provide a verbal
update on the weekly situational briefing and a situational assessment of
the current Provincial restrictions.

MOTION REQUESTED: That the Situational Assessment of Provincial
Restrictions update be received as information.

5. IN CAMERA ITEMS

(This portion of the meeting may be closed to the public if a matter to be
discussed is within one of the exceptions to disclosure in Division 2 of Part I of
the *Freedom of Information and Protection of Privacy (FOIP) Act*.)

6. NEXT MEETING

The next meeting of the Emergency Advisory Committee will be at the call of the
Chair.

7. ADJOURNMENT

MOTION REQUESTED: That the May 12, 2021 Emergency Advisory Committee Meeting adjourn at p.m.

**UNADOPTED MINUTES
OF THE EMERGENCY ADVISORY COMMITTEE
HELD ON MONDAY, MAY 3, 2021 AT 3:00 P.M.
VIA VIDEO CONFERENCE**

COMMITTEE MEMBERS PRESENT Mayor Robertson, Chair
Councillor Heemeryck
Councillor Sands
Councillor Thorn
Councillor Watrin

COMMITTEE MEMBERS ABSENT Councillor Christophers
Councillor Rockley

STAFF PRESENT Elaine Vincent, Chief Administrative Officer
Trevor Brice, Director of Emergency Management
Janice Storch, Legislative Services Administrator

1. CALL TO ORDER

Mayor Robertson called the meeting to order at 3:10 p.m.

2. ADOPTION OF AGENDA

2.1 Additions/Deletions/Changes

MOTION: By Councillor Thorn that the agenda for the May 3, 2021 Emergency Advisory Committee Meeting be adopted as presented.
Carried Unanimously

3. MINUTES OF PREVIOUS MEETING

3.1 Emergency Advisory Committee - May 19, 2020

MOTION: By Councillor Heemeryck that the minutes of the Emergency Advisory Committee Meeting held May 19, 2020 be adopted as presented.

Carried Unanimously

3.2 Emergency Advisory Committee - April 28, 2021

MOTION: By Councillor Watrin that the minutes of the Emergency Advisory Committee Meeting held April 28, 2021 be adopted as presented.
Carried Unanimously

4. BUSINESS ITEMS

4.1 Community Emergency Management Program Annual Review and Update

Trevor Brice, Director of Emergency Management, provided a verbal report regarding the Community Emergency Management Program (CEMP) Annual Review and Update.

The Director reviewed the Provincial Acts, Legislation, and local bylaws governing the Emergency Management Agency, Emergency Advisory Committee and the Director of Emergency Management.

The annual review and update regarding the CEMP included information on the flood preparedness activities currently underway. The new Transit business centre is actively working on its emergency preparedness plan, which will be added to the overall Program. The Director reported that this year's snow pack is considered a low risk of flooding, however, June's long-range forecast of heavier than normal rains will be monitored and reported on.

The Director provided an update on the recent changes to the Provincial Disaster Recovery Program (DRP) and the implication of those changes on homeowners, property owners and the municipality. A leaflet is being developed with updated flood messaging as well as outlining the changes to the DRP, the leaflet will be delivered to all property owners in flood prone areas.

The accomplishments under the CEMP in 2020 were the ongoing work regarding the COVID-19 pandemic and a review of the business continuity plan. The Director outlined what the 2021 priorities would be: continued pandemic response; development of a three (3) year work plan for emergency management excellence; development of staffing redundancy and resilience beyond 36 hours; identifying key positions, staff, succession planning and training; review and updating of the program, plans, and risk assessments; and development of a council orientation for post-election training.

5. IN CAMERA ITEMS

None

6. NEXT MEETING

The next meeting of the Emergency Advisory Committee will be Wednesday, May 12, 2021 at 1:00 p.m.

7. ADJOURNMENT

MOTION: By Councillor Sands that the May 3, 2021 Emergency Advisory Committee Meeting adjourn at 3:41 p.m.

Carried Unanimously