

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

**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

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

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

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**

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

Carried Unanimously