



DISTRICT OF HIGHLANDS
MINUTES OF THE
EMERGENCY PLANNING COMMITTEE MEETING

Thursday, March 7, 2019 2:00 pm
District Office, 1980 Millstream Road

MEMBERS PRESENT:

Councillor R. Stanton, Chair
Mayor K. Williams
D. Ford, Fire Chief/Emergency Program Coordinator
J. Schuttinga, Deputy Emergency Program Coordinator
L. Hilton, Chief Administrative Officer

IN ATTENDANCE:

Jim Lamorte, Smart Risk Control Inc.

1. APPROVAL OF THE AGENDA

Moved Mayor Williams and Seconded D/ EPC Schuttinga
That the agenda be approved as amended: ADD CEPF Grant application update and CRD Public Alert System under New Business. **CARRIED**

2. UNFINISHED BUSINESS

2.1

EMERGENCY PROGRAM STRATEGIC PLAN

Mr. Lamorte provided an overview of the Strategic Plan he had prepared, drawing attention to annual activities and one time projects for 2019 and beyond. Mr. Lamorte advised the Committee of Council's legal requirements in respect to the District's Emergency Program, which would be addressed through the Strategic Plan, and noted it would also move the Program forward to be in line with community expectations in terms of the District's plan for emergency preparedness and response.

Moved Mayor Williams and Seconded D/ EPC Schuttinga

That it be recommended to Council:

That Council endorse the Emergency Program Strategic Plan 2019 – 2023, and further, that the estimated required funding be incorporated into the Five Year Financial Plan for consideration.

Mr. Lamorte left the meeting at this point.

3. NEW BUSINESS

3.1

CEPF GRANT APPLICATION

It was agreed that staff would seek a proposal (or proposals) to undertake the Evacuation Route Planning project and bring forward a contract award recommendation to Council.

3.2

CRD PUBLIC ALERT SYSTEM

The Deputy Emergency Program Coordinator noted that Highlands has signed onto the Public Alert Notification System through the CRD in conjunction with Langford, Colwood and View Royal. This system will allow Alerts to be sent in life endangering emergencies informing them of evacuation alerts, evacuation orders and shelter in place orders and provide information on evacuation routes, location of reception centers and any other information deemed important. This system allows alerts to be sent to cell phones, landlines, email, and fax systems, and be tracked in real time to view reception of the message. Alerts can be sent to entire municipalities, selected groups (I.E. residents, HELP Group leaders, council) and geographical areas.

4. NEXT MEETING DATE

It was agreed that the next meeting would occur on June 6, 2019 at 2pm.

5. ADJOURNMENT

Moved Mayor Williams and Seconded D/ EPC Schuttinga
That the meeting adjourn at 3:11 PM..

CARRIED