



MEMBERS PRESENT:

Councillor R. Stanton, Chair
Mayor K. Williams (arrived 2:45pm)
D. Ford, Fire Chief/Emergency Program Coordinator
J. Schuttinga, Deputy Emergency Program Coordinator
L. Hilton, Chief Administrative Officer

1. APPROVAL OF THE AGENDA *Moved CAO Hilton and Seconded Chief Ford*
That the agenda be approved. CARRIED

2. ADOPTION OF MINUTES

2.a **EMERGENCY PLANNING COMMITTEE MINUTES – June 24, 2021**
Moved Chief Ford and Seconded CAO Hilton
That the minutes of June 24, 2021 be adopted. CARRIED

3. UNFINISHED BUSINESS

3.a **COVID 19 VERBAL UPDATE**
The CAO and Fire Chief both provided updates on addressing the COVID-19 pandemic, including that in line with Work Safe BC requirements a communicable disease safety plan was developed to replace the COVID-19 safety plan. It was noted that the plan will be reviewed and updated as necessary.

3.b **EMERGENCY PROGRAM STRATEGIC PLAN UPDATE**
STRATEGIC PLAN WORKSHEET
HRVA HAZARD LIST
Chief Ford provided an update on the implementation of the Strategic Plan. There was discussion regarding which hazards to include (or not) in the Hazards Vulnerabilities Risk Assessment (HVRA), and there was consensus to remove those highlighted in yellow attached to the Chief's memorandum, to allow greater focus on other potential hazards.

3.c **PUBLIC NOTIFICATION SYSTEM UPDATE**
Chief Ford noted that West Shore Alert's switch to the Peasi alert system is complete, noting that all users of the previous alert system have been invited to sign up, and received reminders as well.

Responding to questions, Chief Ford noted the uptake on registering for the new system was still relatively low, and it was agreed that continued work on improving website visibility, community outreach and signage where appropriate should occur to encourage more residents to register.

4. NEW BUSINESS

4.a Fire Risk Suggestions (email sent to mayor and council)

The email was reviewed and following discussion it was agreed that focus on Fire Smart assessments of private properties was likely the best option for fire risk reduction in Highlands. In this regard, opportunities for program funding would be monitored.

4.b Update Re: Atmospheric River Impacts

The Fire Chief provided an overview of the atmospheric river events as they affected the Highlands, noting that our Emergency Operations Centre was opened for the initial event. Emergency repairs were carried out on the driveway to the West Fire Hall as well as along parts of Ross Durrance Road due to being washed out from the very heavy rain fall.

5. NEXT MEETING DATE

It was agreed that the Committee would aim for the next meeting to occur on Thursday, March 17, 2022 at 2pm.

6. ADJOURNMENT

Moved Mayor Williams and Seconded CAO Hilton
That the Emergency Planning Committee meeting of December 9, 2021 adjourn at 2:55pm