

**VILLAGE OF PEMBERTON
-EMERGENCY PLANNING and OPERATIONS MEETING AGENDA-**

Agenda for the **Emergency Planning and Operations Committee** of the Village of Pemberton to be held Thursday, October 17, 2019 at 3:00pm in Council Chambers, 7400 Prospect Street. This is meeting No. 005

“This meeting is being recorded on audio tape for minute-taking purposes as authorized by the Village of Pemberton Audio recording of Meetings Policy dated September 14, 2010.”

Item of Business	Page No.
1. CALL TO ORDER In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.	
2. APPROVAL OF AGENDA Recommendation: THAT the agenda be approved as presented.	
3. ADOPTION OF MINUTUES	2
a) Emergency Planning and Operations Committee Meeting No. 004, Thursday, April 2, 2015 Recommendation: THAT the minutes of Emergency Planning and Operations Committee Meeting No. 004, held Thursday, April 2, 2015, be adopted as circulated.	
4. REPORTS	
a) JIBC Rural Disaster Resilience Planning Framework Project	4
Recommendation: THAT the verbal report be received for information.	
5. IN CAMERA	5
THAT pursuant to Section 90 (1) (k) Negotiations related to the proposed provision of a municipal service of the <i>Community Charter</i> , the Emergency Planning and Operations Committee of the Village of Pemberton serves notice to hold an In-Camera Meeting on today's date for the purpose of dealing with matters for which the public shall be excluded from attending.	
6. RISE WITH REPORT	
7. ADJORNMENT	

VILLAGE OF PEMBERTON

- EMERGENCY PLANNING AND OPERATIONS COMMITTEE MEETING MINUTES -

Minutes of the Emergency Planning and Operations Committee meeting held on Thursday, April 2, 2013 at 10:00 a.m. in the Boardroom, White Building, 7400 Prospect Street. This is Meeting No. 004.

COMMITTEE MEMBERS PRESENT: Councillor Jennie Helmer
Nikki Gilmore, Chief Administrative Officer
Robert Grossman, Fire Chief
Pete Neff, Manager of Operations & Development Services
Lisa Teggarty, Manager of Finance & Administration
Bettina Falloon, Executive Assistant/Emergency Program
Coordinator (Chairperson)

STAFF PRESENT: Paige MacWilliam, Legislative Assistant

1. CALL TO ORDER

At 10:10 a.m. Bettina Falloon, Chairperson, called the meeting to order.

Ms. Falloon outlined the role of the Committee, to facilitate emergency preparedness, response and recovery measures for the Village of Pemberton, as outlined in the *Village of Pemberton Emergency Measures Bylaw No. 539, 2004*.

2. APPROVAL OF AGENDA

Moved/Seconded

THAT the agenda be approved as presented.

CARRIED

3. 2015 EMERGENCY MANAGEMENT PROGRAM PLAN OVERVIEW

Ms. Falloon provided an overview of the Emergency Management Program Plan for 2015. Ms. Falloon stated that the focus for the year will be on completing the Emergency Operation Centre (EOC) readiness kits, building resource lists, training staff and organizing a mock EOC exercise in collaboration with the Squamish-Lillooet Regional District.

4. REVISION AND UPDATE OF THE VILLAGE OF PEMBERTON EMERGENCY RESPONSE/RECOVERY PLAN – PLANNING PROCESS OVERVIEW

Ms. Falloon presented a planning process outline and timeline to develop a Comprehensive Emergency Management Plan to replace the existing Emergency Response/Recovery Plan. The Committee discussed the proposed planning process and provided direction to Staff to proceed with the development of a Comprehensive Emergency Management Plan.

Moved/Seconded

THAT the report be received for information;

AND THAT the Emergency Planning and Operations Committee assist with the planning process to review, provide feedback and comments prior to presenting the draft revised Comprehensive Emergency Management Plan report to Council.

CARRIED

5. EMERGENCY SOCIAL SERVICES – CANADIAN RED CROSS PARTNERSHIP

Ms. Falloon provided an overview of the potential of partnering with the Canadian Red Cross for Emergency Social Services (ESS). She stated that the current Emergency Social Services Coordinator supports the potential partnership. The Committee discussed the costs associated, the potential for financial support from the Squamish-Lillooet Regional District and the Committee's interest in learning more about the Red Cross ESS partnership opportunity.

Moved/Seconded

THAT the Red Cross be invited to make a presentation regarding Emergency Social Services partnership to the Emergency Planning and Operations Committee.

CARRIED

6. EMERGENCY MANAGEMENT TRAINING OVERVIEW – 2015

Ms. Falloon reviewed the training schedule for 2015, noting that three new staff members have recently completed the EOC Essential training, a mock EOC exercise is being organized in collaboration with the Squamish-Lillooet Regional District and the Emergency Preparedness & Business Continuity Conference will take place on November 17-19, 2015.

7. EMERGENCY MANAGEMENT PROGRAM POSITIONS

a) Deputy Emergency Program Coordinator – Village of Pemberton

Ms. Falloon noted that the volunteer position of Deputy Emergency Program Coordinator is currently vacant. Discussion took place with respect to posting the position internally within the Village of Pemberton to see if there is a suitable candidate.

Moved/Seconded

THAT recruitment for the Deputy Emergency Program Coordinator position be conducted internally within the Village of Pemberton.

CARRIED

8. ADJOURNMENT

Moved/Seconded

THAT the meeting be adjourned at 11:10 a.m.

CARRIED

September 30, 2019

Ms. Nikki Gilmore, Chief Administrative Officer
Village of Pemberton
PO Box 100, 7400 Prospect Street
Pemberton, BC, V0N 2L0
Email: ngilmore@pemberton.ca

Dear Ms. Gilmore,

Re: JIBC Project Proposal for a Rural Disaster Resilience Planning Framework was Successful

The Justice Institute of British Columbia (JIBC) is pleased to announce that our application for funding for the Rural Disaster Resilience Planning (RDRP) project from the Vancouver Foundation Systems Change Scale Grant was approved! Additionally, we are very excited to inform the Village of Pemberton that you are one of the successful communities invited to collaborate on the project. The Village of Pemberton will play a vital role in the project as the RDRP Framework is revised.

The grant program seeks to fund social innovations in British Columbia that have the potential to influence societal, environmental or cultural systems. As described by the Vancouver Foundation, the disruptive impacts of these social innovations benefit society as a whole and can draw on or adapt traditional Indigenous or other cultural knowledge and practices.

As outlined in the invitation letter from October 2018, the project aims to update, pilot and share results of a new version of JIBC's RDRP Framework through its implementation in and consultation with the Village of Pemberton.

The first stage of the project, which is currently underway, involves JIBC comparing the Aboriginal Disaster Resilience Planning (ADRP) framework with the goal of enhancing and updating the RDRP. This process entails the development of new content that reflects most recent lessons learned on disaster planning in BC and Canada, as well as the ADRP process, a more integrated presentation package of various tools and components, and adapting the ADRP's step-by-step process within a community context that combines both Indigenous and non-Indigenous knowledge and experience. The project team anticipates this process to be completed by April/May of 2020. At this time, the team will then reach out to the community stakeholders (prior and subsequent to implementation) and pilot the new RDRP version for a needs assessment and to integrate changes.

At this stage is where the majority of the involvement will be required from the community. A contract will be drawn up to ensure all parties are aware of the involvement. The engagement over the next 1 – 1.5 years will require the team to meet with the community stakeholders a few times to train, review and provide guidance and support as the community works through key milestones in testing the RDRP framework.

In the last year of the project, JIBC will share the results of this research with other communities, policymakers, emergency and first responder professionals and volunteers, and other stakeholders in Canada. Public engagement will be achieved through workshops, online media and reports, online and face-to-face focus groups, and new curriculum taught at JIBC. The project is estimated to be complete by October/November 2021.

The project team will be connecting with you in the new year to finalize details and schedules.

Should the Village of Pemberton have any questions concerning this project, we would request that you kindly communicate with Bettina Williams, Program Manager, JIBC Emergency Management Division, School of Public Safety at 604-528-5563 or at bwilliams@jibc.ca.

Sincerely,



Sarah Wareing
Dean, School of Public Safety

cc. Ms. Sarah Toews, Emergency Program Coordinator (email: stoews@pemberton.ca)

Frequently Asked Questions:

1. Does the community need to contribute anything financially?

There is no direct financial obligation/contribution requirement from the Village, except for the time to engage with the process. The project budget allows for the community involved to receive \$15,000 to support a community facilitator (typically this is the EPC). The community facilitator's role would involve being the champion on behalf of the community. This individual will take the lead to administer, organize and facilitate to ensure key deliverables are met. The funding for the community will be associated to deliverable-based reporting (key deliverables outlined on a schedule associated to the usability of the RDRP tools and final report (template provided). Additional contribution would involve possible input by other key department heads – for example: Fire Chief or Planner to assist when discussing hazards in the valley, others who may be able to support accessing the community overall health and wellbeing.

2. How much time will be required by the community to commit to the project?

If the project receives approval, the community would be engaged in the second year (estimated time May /June of 2020). The involvement would be:

- a. 4 x 1-day workshops over 1.5 years
 - i. Workshop #1: Community Launch: Introduction to the Rural Disaster Resilience Plan, review and introduction to the web-based tools within the RDRP, community mapping activity.
 - ii. Workshops #2-4: JIBC Facilitator to meet with Community Facilitator/others to review next key deliverable, introduce new step in the process, work through the three tools on the site and to support the community with any follow up from the previous workshop.
 - iii. Between workshops, communities are encouraged to complete work on the key deliverables in testing the framework and tools.
- b. Deliverable Reporting: tied to the workshops there would be some reporting elements – e.g., submitting completed examples of some of the steps in the RDRP.
- c. Final Report: community's feedback on the process and usability of the RDRP tool. (Strengths, challenges, lessons learned, next steps, etc.).

3. When will the project begin/end?

The community's involvement is anticipated in the second half of the second year of the three year project. This would be approximately May/June 2020 and go until October/November 2021.