

Meeting Minutes

Emergency Management Committee

Wednesday, May 22, 2024

1:30 PM

6th Floor Boardroom
625 Fisgard Street

PRESENT

Members: N. Chan, A. Fraser, G. Holman (EP), K. Lorette, K. Morley, T. Robbins, A. Wickheim

Staff: S. Carby, Senior Manager, Protective Services; C. Hauff, Senior Manager, Technology and Digital Transformation; C. Anderson, Manager, Electoral Area Fire and Emergency Programs; J. Carvill, Emergency Management Assistant, Protective Services; J. Dorman, Committee Clerk; T. Pillipow, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: P. Brent, L. Jones

The meeting was called to order at 1:33 pm.

1. Territorial Acknowledgement

Acting Chair Robbins provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Wickheim, **SECONDED** by GM Lorette,
That the agenda for the May 22, 2024 Emergency Management Committee meeting be approved.
CARRIED

3. Adoption of Minutes

3.1. 24-495 Minutes of the December 6, 2023 CRD Emergency Management Committee Meeting

MOVED by Director Wickheim, **SECONDED** by GM Lorette,
That the minutes of the CRD Emergency Management Committee meeting of December 6, 2023 be adopted as circulated.
CARRIED

4. Chair's Remarks

There were no Chair's remarks.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. 24-417 Electoral Areas Program Update - Emergency Support Services

C. Anderson presented Item 6.1. for information.

Discussion ensued regarding using the technology to support, not replace, the workers during an emergency.

6.2. 24-431 Information Technology Response Coordination Tabletop Exercise After Action Report

C. Hauff presented Item 6.2. for information.

Discussion ensued regarding:

- performing drills and larger scale exercises to imitate a real-life environment
- reaching out to consultants who have experience with cyber attacks

6.3. 24-432 Capital Regional District Emergency Dashboard

S. Carby spoke to Item 6.3.

Discussion ensued regarding:

- the process of rolling out to the public
- that the member agency links on the dashboard are authorized through their open data policies
- implementing feedback from the Local Government Emergency Program Advisory Commission
- creating a comprehensive dashboard title
- ensuring there is set criteria to, and security of, the information flowing to this dashboard

**MOVED by GM Lorette, SECONDED by Director Wickheim,
That the Emergency Management Committee approve that Protective Services move forward with implementation of the Emergency Management dashboard and proceed to socialize the resource to the public and all the potential users of the tool.**

**MOVED by CAO Robbins, SECONDED by Director Wickheim,
That the main motion be amended to replace the word "socialize" with the words "develop a communications plan to communicate".
CARRIED**

**The question was called on the main motion as amended:
That the Emergency Management Committee approve that Protective Services move forward with implementation of the Emergency Management dashboard and proceed to develop a communications plan to communicate the resource to the public and all the potential users of the tool.
CARRIED**

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

Director Holman requested that Emergency Services staff reach out to the Salt Spring Island Emergency Management Lead to discuss how best to inform the live-aboard and vulnerable populations in the community of an emergency and of any emergency support services available in the area.

9. Adjournment

**MOVED by GM Lorette, SECONDED by GM Fraser,
That the May 22, 2024 Emergency Management Committee meeting be adjourned
at 3:05 pm.
CARRIED**

CHAIR

RECORDER