

**SALT SPRING ISLAND  
EMERGENCY MANAGEMENT COMMISSION MEETING  
January 17, 2011  
GANGES FIRE HALL**

**Present Commissioners:** Chair P. Donnelly, Vice Chair T. Graham, Treasurer M. Beardsmore, (Acting) Recorder S. Leichter, B. Francis, J. Newton, G. Hendren, A. Gamley, T. Bremner, D. Murphy

**Others:** Ian Elliott (CRD), G. Treewater (Alternate commissioner)  
**Regrets:** E. Zook (SSI Emergency Coordinator), Trevor Hutton (Deputy SSI Emergency Coordinator), C. Hamilton

**Call to order: 10:01 a.m.**

1. **Approval of Agenda:** With addition to New Business: Letter of Thanks - Moved by J. Newton, seconded by D. Murphy
2. **Adoption of Minutes of December 13, 2010: Motion #13.1** Moved by T. Graham, seconded by D. Murphy. **MOTION CARRIED**
3. **Treasurer's Report:** M. Beardsmore presented. Some expenditures have been made for equipment for EOC modernization project. While an explanation for last month's unknown expenditures (items 501040, 502030, 530010 and 547040) has been received, the Treasurer has not yet had time to review it.. Two line items (100361) for CREST in amount of \$457.88 were questioned. Ian Elliott indicated that it was for CREST handheld radios and CREST pager. CREST radios and pager were not on the EOC modernization list, were never discussed by the Commission, and expenditure was questioned as there is already CREST capability in the EOC.
4. **Chair's Report:** P. Donnelly presented. Donna Murphy, representing VIHA, was introduced as a new commissioner.
5. **Commission Matters:**
  - a) **Bylaw Working Group Report**  
Bylaw Working Group presented suggested changes and additions to the proposed entitled "*Bylaw To Manage, Operate And Administrate The Salt Spring Island Electoral Area Emergency Program*"

**Motion # 13.2:** To recommend the acceptance of the proposed bylaw as presented to the Commission at November 17, 2010 meeting; moved by S. Leichter, seconded by J. Newton  
**MOTION FAILED** – No vote cast by D. Murphy and M. Beardsmore

**Motion #13.3:** To recommend adoption of Bylaw Working Group changes and additions to proposed bylaw with the following changes: 1) Remove notation in heading to bylaw 3749 (leave blank for appropriate bylaw number); 2) Item 4(a)(i), remove word “management”; 3) Item 4(a)(x) change “within” to “with”; 4) Item 3(f), remove the apostrophe from the word “member’s”; and 5) Remove all comments; moved by S. Leichter, seconded by B. Francis. **MOTION CARRIED**

**Motion #13.4:** To authorize the Chair to forward to Bob Lapham, Travis Whiting and any other appropriate person the Working Group’s suggested changes to the proposed bylaw; moved by S. Leichter, seconded by T. Graham. **MOTION CARRIED**

*Action Item: Chair to prepare cover letter and forward to CRD as authorized*

**b) Commission Communication Plan**

The Chair presented a draft Emergency Management Commission Communications Policy. After discussion the draft Plan, “Media” section, Item 1 was amended to state: 1) A Media spokesperson will be assigned by and from the Commission on an annual basis.”

**Motion #13.5:** To accept, as amended, the Emergency Management Commission Communications Policy; moved by D. Murphy, seconded by S. Leichter. **MOTION CARRIED**

**c) Commission Recorder**

I. Elliott reported that the name of Kate Merry was put forward as Commission Recorder, she has agreed, and will start next meeting. G. Hendren advised that the Commission that the proposed agreement with Ms. Merry leaves open the possibility that she may be able to take on other duties and functions as may be deemed necessary from time to time.

**6. Emergency Coordinator’s Report:**

Emergency Coordinator was not present due to illness.

**a) Liability and Insurance**

The Emergency Coordinator provided a copy of a written explanation of the CRD insurance as relates to Commissions. It was noted that previously there had been some information that there were age restrictions on the insurance. I. Elliott will investigate and provide further information at the next meeting.

*Action Item: I. Elliott will get further information regarding insurance and any limitations*

**b) Proposed Job Description for ESS Director**

The item was tabled until next meeting.

**7. Old Business:**

**a) POD Working Group – Criminal Records Check**

After investigating the matter, the POD Working Group came to the conclusion that criminal records checks should no longer be necessary for POD Volunteers and will be discontinued

**b) Letter of Thanks**

The Chair presented a draft letter of thanks to former commissioner and former Salt Spring RCMP Detachment Sergeant, Danny Willis. It was noted that Sgt. Willis now held the rank of Staff Sergeant and the draft letter was duly amended.

*Action Item: The Chair will send the amended letter of thanks to S. Sgt. Willis with copies to other appropriate persons as deemed desirable.*

**8. New Business**

**a) Lady Minto Hospital Surgery Closure**

This matter is tabled until next meeting.

**9. Matters Arising:** I. Elliott advised the Commission about proposed changes to BC Ferries Route 9 (Long Harbour) and potential impacts on island safety and response.

*Action Item: This matter to be put onto agenda for next meeting*

**10. Adjourn:** Moved by A. Gamley, seconded by D. Murphy at 11:40 p.m.  
Next Meeting: Monday, February 21, 2011 at new time of 10:30 a.m.  
Location to be announced.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_