

**SALT SPRING ISLAND ELECTORAL AREA EMERGENCY PROGRAM ADVISORY  
COMMISSION (SSIEAEPAC)  
June 16, 2011 - 12:30 P.M.  
School Board Office at 112 Rainbow Road**

Present Commissioners: Chair T. Graham, S. Leichter, J. Newton, G. Hendren, A. Gamley,  
D. Murphy, I. Elliot, M. Beardsmore, C. Hamilton, B. Francis

Others: E. Zook (SSI Emergency Coordinator), Trevor Hutton (Deputy  
Coordinator), I. Elliott (Area Program Emergency  
Coordinator), Kate Merry (Recorder)

The Chair called the meeting to order at 12:35 PM and declared a quorum.

**1. Agenda: Motion 13.19**

Moved by B. Francis, seconded by J. Newton that the agenda be adopted as  
circulated. **CARRIED**

**2. Minutes: Motion 13.20**

Moved by D. Murphy, seconded by J. Newton that the minutes of the meeting of May  
30, 2011 be adopted as circulated. **CARRIED**

**3. Chair's Report**

The Chair gave a verbal report, noting that many items are covered in the agenda.  
He sought assistance with the financial information and its distribution and  
understanding. S. Leichter volunteered to assist.

He noted that a draft of the ESS Director's position is under consideration today; he  
also noted that combining evacuation plans is a complex undertaking and not one  
that can be done as part of anyone's other responsibilities.

**4. Draft of ESSD Job Description**

E. Zook has insured that centres are prepared for fire season. It was suggested that  
this position be offered an honorarium. E. Zook noted that the proposed job  
description was based on one from the province. She also noted that presently there  
are some interested individuals who may be well suited as ESSD. I Elliott clarified  
that this would be an annual posting and on December 31 of each year it can be  
reviewed or terminated. I. Elliott will determine if the position can be advertised  
only internally or also externally.

**Motion 13.21:** Moved by M. Beardsmore, seconded by A. Gamley that the  
Commission accept this job description, subject to changes as necessary following  
discussion with the coordinator and modify to remuneration as deemed appropriate  
in the future. **CARRIED**

**Motion 13.22** It was moved by J. Newton, seconded by G. Hendren that a \$3000  
honorarium as reflected in other jurisdictions be considered for this position.  
**CARRIED**

E. Zook and I. Elliott will redraft the job description removing the reference to vendors and the word "must" and adding other duties as assigned. In the financial discussion of the position, it was noted that the budget work must be done for September and that a special meeting may be required.

#### **5. Development of comprehensive evacuation plan**

This was discussed as a possible special project. While there are funds in the budget that could be reallocated, a caution was expressed about expending the remaining discretionary funds. Questions were raised about the ownership of any such plan. D. Murphy noted that VIHA is the custodian of several plans with specific chapters going to experts. They maintain and keep track of such plans only.

It was noted that SSIEAEPAC does hold responsibility for the POD program. It was queried that if the Commission creates a plan, will the CRD support it. I. Elliott noted that the report must meet local needs and that it is crucial that it be customized. He noted that each agency has the legislated responsibility to have a plan. The EPC's role is to collate, ensure that plans are consistent and non-contradictory and identify gaps.

It was queried if there could be additional funds for such a project. G. Hendren noted that such a project could be included in the 2012 budget.

**Motion 13.23** Moved by T. Graham, seconded by G. Hendren that the Commission task I. Elliott and E. Zook to create a schedule with deliverables and necessities and that such a schedule use a CRD template to pull the existing documents together and build upon them. **CARRIED**

The time line is the July meeting

#### **6. Budget Finance Procedure**

This must be done over the next two months.

#### **7. Emergency Program Operation Plan/Strategic Planning**

I. Elliott spoke to the overview that provides a discussion paper. Parameters must be established by August, 2011. It was suggested that a meeting be dedicated to reviewing the documents. I. Elliott agreed to circulate a document indicating which items are required and which are discretionary. This will be sent to the Chair by Friday, June 17th.

#### **8. Matters Arising**

a. Letter from VIHA

**Motion 13.24** Moved by B. Francis, seconded by S. Leichter that the letter from the Vancouver Island Health Authority dated May 9, 2011 from Howard Waldner, President and Chief Executive Officer be received. **CARRIED**

#### **9. Adjournment**

**Motion 13.35:** Moved by S. Leichter that the meeting adjourn at 2:29 PM. **CARRIED**