

TOWN OF SIDNEY
MINUTES OF EMERGENCY PLANNING COMMITTEE MEETING

June 16th, 2021 10:00AM

PRESENT: W. Conley, M. Harman, W. Maxwell, B. Mikkelsen, T. O’Keeffe, B. Robinson, A. Verhagen, A. Hicik, C. Newcomb, B. Newcomb, R. Humble, B. DeMaere

ABSENT: J. Joe

1. CALL MEETING TO ORDER

The Chair called the meeting to order at 10:00am.

2. TERRITORIAL ACKNOWLEDGEMENT

3. ADOPTION OF AGENDA

Moved by The Chair, seconded by M. Harman, that the Agenda of the Emergency Planning Committee Meeting of June 16th, 2021 be adopted as circulated.

MOTION CARRIED

4. ADOPTION OF MINUTES

Moved by all The Chair, seconded by Councilor T. O’Keeffe, that the Minutes of the Emergency Planning Committee Meeting of April 21st, 2021 be adopted as circulated.

MOTION CARRIED

5. OLD BUSINESS

a) Senior Care Facilities Update

D/C Harman is still maintaining contact with the Senior Care Facilities. Most Senior Care Facilities have had their second dose of the COVID-19 vaccine or have their appointments scheduled to receive the second dose of the vaccine.

b) UBCM Grant Application for Evacuation Route Planning

M. Harman has had meetings with Jim LaMorte, the RCMP and PEMO SAR and ESS. He will be going to sit down with Sergeant Conley this week to discuss questions that were not answered at the previous meeting. Another meeting has been scheduled for next week to have more planning done with all groups involved. M. Harman says they hope to have a draft by September. Councilor O'Keeffe asked if the District of North Saanich is involved with any of the planning. M. Harman responded saying it is something the group has considered. The District of North Saanich has worked with Jim LaMorte and has an Evacuate Plan in place already. There will be communication with North Saanich to make sure the plans are aligned.

c) Mary Winspear Centre COVID-19 Vaccination Clinic

B. Mikkelsen and M. Harman will go to the vaccination clinic and check in with how things are operating. They are both satisfied with the success of the clinic and how well the volunteers and staff are serving the community. Sidney is one of the top communities on Vancouver Island to be vaccinated. A. Hicik asked if the Mary Winspear Centre is having any other events at their facility. The Chair responded saying they have been using the theater for dance recitals parallel with the Vaccination Clinic and asked if M. Harman had any further information on this topic. M. Harman had no new information and agreed with the Chair.

d) Update on Sidewalk Café/ Off-Street Parking Outdoor Seating Permit Applications

The chair invited A. Verhagen to provide an update. A. Verhagen said there have been no new permit applications and no pending permits either. The Chair asked if the permits needed to be renewed or if they are seasonal. A. Verhagen responded saying it is an annual permit and that business owner would have to renew. C. Newcomb added that the LCLB have extended the liquor licenses. R. Humble commented that some business owners might want to continue with the current seating arrangements. C. Newcomb responded saying that council only approves liquor licenses.

e) Sidney Street Market at Mary Winspear Centre

The Chair stated that they had been to a few of the Sunday Markets and had no issues in regards to egress issues for emergency vehicles. Good directional signage and masks were being worn by all vendors. A. Hicik asked if the market will remain within the Mary Winspear foot print. The Chair responded saying it will be and M. Harman confirmed it will stay in the parking lot. R. Humble asked what the occupancy numbers looked like. The Chair said that there were at least 100 people at the market three weeks ago. Social distancing was maintained, with only groups of small families. R. Humble followed up by asked how many people were wearing their masks. The Chief responded saying that the only people who were not wearing masks were either eating or drinking.

6. NEW BUSINESS

a. Town of Sidney Reopening

The Chair asked the CAO to provide a synopsis on the reopening plan for municipal buildings, easing COVID-19 restrictions and remote working. R. Humble said the EOC Level 1 had had discussions about reopening municipal buildings specifically the Town Hall and that he participated in discussions with other administrators on their respective reopening plans. The first step for Sidney is to look at updating the current COVID-19 Safety Plan by July 1st. Town hall is currently open to the public by appointment only. Town Hall is looking to reopen following the tax period ending on July 5th. Masks would still be required as well as all social distancing practices. Looking ahead to Stage 3 in July councilors will be welcomed back to Council Chamber with limited capacity. The public would be welcomed back to the Council Chamber in September. Remote workers looking to return to municipal buildings in September. The administration group will discuss the continuation of remote working. Mixed reactions but there is a sentiment that work from home is successful and levels of efficiency. At local government levels with union environments and collective agreements the remote working policy needs to be looked at. Remote working does offer the flexibility for unique circumstances such as snow and illness to be able to continue to work. Councilor O’Keeffe shared concerns about adding remote working into the collective agreements that the CAO’s would lose flexibility to the working from home as part of collective agreement is a concern with CAO’s losing flexibility in seeing what was appropriate for their municipality. R. Humble replied saying it would be the responsibility of the unions to bring it forward on behalf of members and it is important to note that is that it has to work for all and make sure it is maintained. A. Hicik added that a clause is also insisted on according to operational needs clause on operational needs and it will be by policy and reasonable control mechanisms so that the organization can meet its operating needs are met. Councilor O’Keeffe asks if retaining some of the practices made for the pandemic such as online services would be beneficial moving forward. R. Humble responded saying there are a lot of positives in certain online services and moving forward that virtual participation at council meetings could be put in place. A. Hicik added that they have been looking to expand their financial online services and that uptake from the COVID-19 implantation was met with positive feedback. B. Robinson asked when or if the COVID-19 signs and extra washroom cleaning will be dropped. R. Humble said it will be reviewed as part of the updated COVID-19 Safety Plans.

b. EPC Emergency Management Tasks/Goals

The Chair referred to a synopsis of the BC Restart Plan Stage 2. The Chair put forward past goals/tasks to work on starting in the Fall/Winter. The projects included the UNDRR Application which is getting closer to a conclusion as we include the Climate Action Coordinator. Emergency drinking water will begin again by working with engineering. Auditor general recommendations that came out of the audit findings. Event planning permissions bylaws has a tiered response needs modernization. Councilor O’Keeffe asks in regard to the after action review if it will be about the lessons learned from the pandemic.

The Chair said a full returned to normalcy should be in place before getting into the after action review. Councilor O’Keeffe added that practices and processes would be a good thing to look back on and questioned R. Humble which we will continue to have in place. R. Humble responded saying that there are elements of what will continue to be in place moving forward to include in the final report. A. Hicik added that it is important to mention that everyone involved in the EOC deserves a break and that burn out needs to be acknowledged.

7. **ROUNDTABLE**

The Chair opened up the discussion to a roundtable.

W. Conley asked about Canada Day events. R. Humble responded that the only Canada Day event is a virtual event at Mary Winspear arranged with Chek News. No other events planned.

The Chair had spoken with ambulance services but they have seen a massive request for emergency services since the easing of restrictions. Sidney has not seen it yet but Vancouver and Victoria have. Internally we want to look at higher than normal call volumes based on the other regions. W. Conley said they have seen spikes in call volumes in certain areas.

8. **NEXT MEETING**

10:00am, July 21st, 2021 via Zoom.

Committee will continue to meet monthly during the COVID-19 pandemic until the committee agrees to resume to the regularly scheduled quarterly meetings.

9. **ADJOURNMENT**

Moved by The Chair, seconded by W. Conley, that the meeting adjourn at 10:49am.

MOTION CARRIED



CHAIR