

**TOWN OF SIDNEY**  
**EMERGENCY PLANNING COMMITTEE MEETING**  
**AGENDA**

**March 17<sup>th</sup>, 2021 10:00AM – 11:00AM**

*Meetings are video recorded and posted on the Town's website.*

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1. Call to Order
2. Territorial Acknowledgement
3. Adoption of Agenda
4. Adoption of February 17<sup>th</sup>, 2021 Meeting Minutes
5. Old Business
  - a. Senior Care Facilities Update
  - b. Mass Emergency Notification Service Provider
  - c. UBCM Grant Application for Evacuation Route Planning
  - d. Partnership with UVIC for Introduction to Emergency Management for Business Continuity Course
6. New Business
  - a. PHO Gatherings and Events Order Revision and Town Park Use Permits
  - b. Mary Winspear Centre COVID-19 Vaccination Clinic
7. Roundtable
8. Next Meeting: 10:00am April 21<sup>st</sup>, 2021
9. Adjournment

**TOWN OF SIDNEY**  
**MINUTES OF EMERGENCY PLANNING COMMITTEE MEETING**

**February 17, 2021 10:00AM**

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**PRESENT:** R. Humble; Chief Mikkelsen; Deputy Chief Harman; Councillor T. O’Keeffe;  
Staff Sergeant Conley; CPL Harding; A. Hicik; A. Verhagen; W. Maxwell;  
B. DeMaere; B. Robinson; D. Barner; L. Witzer

**ABSENT:** Sergeant Cook; C. Newcomb; S. Nelson; J. Joe; S. Jones

**1. CALL MEETING TO ORDER**

Chief Mikkelsen, Chair, called the meeting to order at 10:02.

**2. TERRITORIAL ACKNOWLEDGEMENT**

**3. ADOPTION OF AGENDA**

Moved by D/C Harman, seconded by Staff Sergeant Conley, that the Agenda of the Emergency Planning Committee Meeting of February 17, 2021 be adopted as circulated.

**MOTION CARRIED**

**4. ADOPTION OF MINUTES**

Moved by D/C Harman, seconded by B. DeMeare, that the Minutes of the Emergency Planning Committee Meeting of January 27, 2021 be adopted as circulated.

**MOTION CARRIED**

**5. OLD BUSINESS**

**a. Senior Care Facilities Update**

D/C Harman reported that all residents that wanted to be vaccinated now have been. Approximately 80% of staff in facilities have received vaccine. Chair reiterated how pleased the fire department is with this progress.

Councillor O’Keeffe and D/C Harman clarified the Town’s role in coordinating vaccines. Senior Care Facilities work with Island Health; Town is not involved. Town did provide EMBC a list of potential vaccination sites in Sidney that will be passed on to VIHA.

***B. Robinson and W. Maxwell joined at 10:05.***

**b. Mass Emergency Notification Service Provider**

D. Barner reported that progress is still ongoing behind the scenes of transitioning to a new provider. Still on track, will start to see some messaging end of this month and early March.

**c. UBCM Grant Application for Evacuation Route Planning**

The Chair reported that the Town of Sidney received confirmation of a successful application for a \$21,000 grant for evacuation route planning through UBCM. Evacuation route planning has been an overdue “wish list” project for emergency management staff. Next step will be to contract Smart Risk Control to facilitate planning. Anticipates minimal impact to staff time; but a valuable deliverable. D/C Harman advised that the LGEPAC is currently working on a regional plan that Sidney will also participate in.

**d. Action item from January 27<sup>th</sup>, 2021: A. Verhagen to confirm that signs appropriately articulate the service the Town is currently offering.**

A. Verhagen confirmed that the signage is appropriate. May want to consider speaking with staff to ensure emails display consistent messaging. Will confirm that Town website is also consistent.

**6. NEW BUSINESS****a. Partnership with UVIC for Introduction to Emergency Management for Business Continuity Course**

The Chair shared that the Town has been selected to collaborate with the University of Victoria to assist with a business continuity course. Students will be analyzing business continuity practices within two businesses, a not-for-profit organization, and the Town of Sidney as a local government. The students will provide a report on current practices and offer recommendations. The Town will also serve a facilitator between the students and the selected businesses and not-for-profit organization. There is a great benefit to receiving input from external sources and feels there is significant value to participating in this project.

D. Barner added that the Town has worked with Professor Pearce previously and utilized the provided report from Royal Roads University students to establish our emergency program goals for several years. UVIC has pre-identified ideal businesses and a not-for-profit organization they are hoping to study. D. Barner has reached out to the SBIA and not-for-profit organization to confirm interest. Businesses will offer a variety in profiles and will not be targeted specifically to the downtown core.

Committee discussed status of outstanding business continuity project with Smart Risk Control. Was put on hold with COVID; there was significant value in waiting for face to face interactions.

7. **ROUNDTABLE**

Committee discussed Councillor O’Keeffe’s role as the Council Liaison. Committee agreed that given the current frequency of the EPC meetings due to the ongoing pandemic, it may be more appropriate to update Council on a quarterly basis. If items arise that seem suitable to update Mayor and Council more frequently; Councillor O’Keeffe will discuss with R. Humble and Chief Mikkelsen and will update at her discretion. Providing relevant and valuable updates to the community may provide comfort to the public that the Town remains thoroughly engaged throughout the pandemic.

The Chair thanked B. Robinson and B. DeMeare for the coordination of staff keeping the roads clear over the past weekend’s snow storm.

R. Humble thanked Staff Sergeant Conley and RCMP staff for taking extra precautions with the vulnerable group camping at Iroquois Park during the cold weather. RCMP did advise the vulnerable population of both youth and adult extreme weather shelters that were available throughout the CRD.

8. **NEXT MEETING**

10:00am, March 17<sup>th</sup>, 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 A. Verhagen, seconded by R. Humble, that the meeting adjourn at 10:28.

**MOTION CARRIED**

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CHAIR