



DISTRICT OF HIGHLANDS  
MINUTES OF THE  
EMERGENCY PLANNING COMMITTEE MEETING  
Thursday, June 20, 2024 @ 10:00 am  
Highlands Community Hall – 729 Finlayson Arm Road

---

**MEMBERS PRESENT:**

Councillor R. Stanton, Chair  
Mayor K. Williams  
D. Ford, Fire Chief/Emergency Program Coordinator  
L. Hilton, Chief Administrative Officer  
S. Gose, Emergency Support Services Director

**REGRETS:** J. Schuttinga, Deputy Emergency Program Coordinator

---

- 1. APPROVAL OF THE AGENDA**     *Moved Mayor Williams and Seconded Chief Ford*  
That the agenda be approved as presented.

CARRIED

**2. ADOPTION OF MINUTES**

- 2.1     **EMERGENCY PLANNING COMMITTEE MINUTES – February 14, 2024**  
*Moved Mayor Williams and Seconded Chief Ford*  
That the minutes of the February 14, 2024 Emergency Planning Committee be adopted.

CARRIED

**3. UNFINISHED BUSINESS**

- 3.1     **2024 EMERGENCY PROGRAM STRATEGIC PLAN – UPDATE**  
  
Chief Ford provided a verbal update on the 2024 Emergency Program Strategic Plan

**4. NEW BUSINESS**

- 4.1     **REVIEW DRAFT OF DOH BUSINESS CONTINUITY PLAN**  
  
Chief Ford provided an overview of the District's Business Continuity Plan.
- 4.2     **UPDATE ON INDIGENOUS ENGAGEMENT REQUIREMENTS (IER) FUNDING**  
  
Chief Ford provided an overview of the IER grant funding and an update on the progress of the LGEPAC working group as it related to pooling IER funding

4.3

**UPDATE ON NRCAN EARLY EARTHQUAKE WARNING SYSTEM (EEW)**

Chief Ford provided an update on the NRCAN EEW and confirmed that the installation of the EEW sensor at the East Firehall had been completed

4.4

**EMERGENCY SUPPORT SERVICES (ESS) PROGRAM UPDATE**

Sally Gose provided a verbal Emergency Support Services (ESS) Program update, noting various training programs she has completed and highlighting networking opportunities with other ESS Programs in the Capital Region.

**5. NEXT MEETING DATE**

To Be Determined

**6. ADJOURNMENT**

*Moved CAO Hilton and Seconded Mayor Williams*

That the Emergency Planning Committee meeting of June 20, 2024 adjourn at 10:55 am.

CARRIED