

**SUMMER VILLAGE OF SILVER SANDS  
SPECIAL COUNCIL MEETING  
AGENDA**

**Thursday, June 15<sup>th</sup>, 2023 Via Zoom  
Commencing at 9:00 a.m.**

**(As per bylaw 286-2018 Council and/or Council Committee meetings may not be  
filmed or voice recorded.)**

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1. Call to order

Treaty 6 Territory Land Acknowledgement

The Summer Village of Silver Sands acknowledges that we are meeting on Treaty 6 Territory and on the homelands of the Metis Nation. We acknowledge all indigenous peoples who have walked these lands for centuries. We acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with indigenous communities in a spirit of reconciliation and collaboration.

2. Agenda                      a)      Thursday, June 15<sup>th</sup>, 2023 Special Council Meeting

*(approve agenda as is, or with amendments, additions or deletions)*

3. Minutes:                      n/a

4. Delegations:                      a)      Dennis Woosley, Director of Emergency Management  
Rick Wagner, Deputy Director of Emergency Management

5. Public Hearings:                      n/a

6. Bylaws:                              n/a

7. Business:                              a)      General discussion on overall Emergency Management program along with specific discussions on the Summer Village's Emergency Management plan, Block Captain implementation and communication with residents for same

*(accept the discussion for information or other some other direction as given by Council at time of meeting)*

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b)

c)

8.     Financial            n/a
  
9.     Councillors' Reports   n/a
  
10.    Administration Reports   n/a
  
11.    Information and Correspondence   n/a
  
12.    Open Floor Discussion with Gallery   (15-minute time limit)
  
13.    Closed Meeting (if required)
  
14.    Adjournment

Next Meetings:

- June 20<sup>th</sup>, 2023 – Regional Municipalities Meeting in AB Beach (LSAC host)
- June 30<sup>th</sup>, 2023 – Regular Council Meeting
- July 21<sup>st</sup>, 2023 – Regular Council Meeting (date moved)
- August 25<sup>th</sup>, 2023 – Regular Council Meeting
- September 29<sup>th</sup>, 2023 – Regular Council Meeting

## Block Captain

Dennis Woolsey

Tue 5/30/2023 12:11 PM

To: Bernie Poulin <berniepoulin@me.com>;Liz Turnbull <lizturnbull@telusmail.net>;Graeme Horne <graemehorne@mail.com>  
Cc: Summer Village Office <administration@wildwillowenterprises.com>;Rick Wagner <rwagner@rwcommunications.ca>

📎 2 attachments (29 KB)

Silver Sands Block Captain.docx; Block Captain details 2023.docx;

Council: Liz, Rick and I have been putting our heads together to create a "Block Captain" position for each street or combination of streets in our Summer Village. The Block Captain concept is being introduced in all summer villages within our SVREM system. Some SV's have had a reasonable start to the program and others have had a program for a number of years to support their community goals. All appear to have their Block Captain operate differently from those in other SV's. The starting point being proposed is to perform the role of supporting our Emergency Management system. To act as a support for protecting the residents on each of our streets by announcing and communicating emergency events as they arise. The specific position description that was previously circulated is attached for your information. In order to develop the Block Captain role into one that is effective and one that better meets the needs of the community, additional duties are being recommended to add to the Block Captain position. Particularly in light of the possibility that emergency events are hopefully few and far between. In order to keep the Block Captain position more effective and to not have it become lost due to non-use, these other roles and functions are believed to be needed to guarantee longevity and integrity for the position. It should also be noted that these simple additions will likely grow and change as they are used by the respective Block Captains and as Council identifies opportunities to make better use of the positions. It is suggested that the reporting system for all of these functions be through Administration to Council. In regards to the Emergency Management role the DDEM/DDEM are required to follow the approved SVREM Plan, SS Evacuation Plan and SS Social Services Plan in the case of an event. They would apply any actions in the case of an event according to these plans and would work with the Block Captains to communicate all actions to their respective residents. In all of the other roles and duties that are set out the relationship and actions are under the auspices of Council and it is suggested that Administration be the primary contact and resource in working with Block Captains in regard to these duties. Attached is the proposed Block Captain description for Emergency Management that I had previously circulated to Council. Also attached is the proposed description of the other duties proposed to be performed by the Block Captain position. In my conversations with Liz she indicated she would like Rick and I to meet with Council in advance of the end of June to discuss this proposal. [REDACTED]

[REDACTED] Please be aware that one of the primary reasons for a meeting is to decide how to proceed with selecting Block Captains. From our discussions between Liz, Rick and I it is suggested that we consider appointing or asking people from our knowledge who we believe are the best candidates on each street to perform these roles. In doing so we can make contact with these folks to see if they have an interest or if not, if they have suggestions for other folks who might be or that they would be willing to work with as Block Captains. This removes the problem of having no one step up to volunteer or folks that have a lesser talent for doing the job. Please let Rick and I know how you would like to proceed. Dennis (DEM)

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## Summer Village of Silver Sands

### Block Captain Terms of Reference

A primary purpose of the Block Captain role is to assist with preparing for and communicating activities that occur after a State of Local Emergency (SOLE) event has been called in the summer village. To make the position more meaningful and to set the stage for developing good relationships between the residents on each street it is proposed that Block Captains have an expanded role to work with their fellow residents to have strong relationships with one another in support of their safety, common values and strengths.

1. Emergency Management Street Coordinator
  - a. Maintain and share contact information of residents.
  - b. Provide support to street residents on actions being taken when an emergency event is called.
    - i. Notice of event details, Muster Points, expected timelines and action steps.
    - ii. Information on steps to take in preparing for an event.
    - iii. Provide information on steps to return home after an event.
  - c. Provide residents with updates of emergency plans (Evacuation Plan, Social Services Plan).
2. Council Street Contact
  - a. Engage all residents on your street to communicate messages to and from Council to enhance strong relationship between Council and community members.
  - b. Communicate municipal programs and services, and assist in identifying needs for programs and services.
  - c. Share Council announcements – flyers, meetings, etc.
3. Street Booster
  - a. Annual Street Party/Social facilitator – Work with street residents to put together at least one social event each year for all people/residents on your street.
  - b. Maintain contact with all residents to enhance community spirit on street and support the interests of all residents.
  - c. Work with fellow residents to support a safe and secure community.
  - d. Engage Street Lieutenants to make the Block Captain's job easier and more effective.

## Summer Village of Silver Sands

### Block Captain – Emergency Management Roles & Responsibilities

**Purpose:** To act as a support and contact person for a defined area within the Summer Village. Function as a liaison between Council, emergency management officials and local residents. In this function assist with Emergency Management through contacting residents within a defined area and assisting emergency management and first response personnel in duties to promote and ensure the safety of residents and guests of the Summer Village. Further, liaise between Council and community residents to assist with good government and improved services. Other options are to assist in Crime Watch initiatives and to promote Silver Sands Connect and other communication services.

#### **Areas Requiring Block Captains**

Silver Sands East: Silver Sands Drive, Bay Drive, Hillside Crescent, Birch Ave., Golf Course Road., Spruce Ave., Poplar Ave., Conifer Cres., Aspen Ave., Ash Ave., Alder Ave.

Silver Sands West: Willow Ave., Pine Cres., Fir Ave., Hazel Ave., Cedar Ave, Poppy Place.

#### **Specific Duties**

1. Initiate contact with residents within defined area.
2. Develop and maintain contact information with area residents (phone numbers, etc.)
3. At least semi-annually make contact with members of each residence.
4. Distribute emergency management information or provide direction to each residence resident on where information is available on processes to follow in an emergency.
5. Assist emergency management officials with emergency exercises.
6. Assist Council with communicating other programs and services to residents.
7. Provide Council with feedback on citizen needs and/or concerns.

#### **Measures**

1. Attend a least one Block meeting a year.
2. Maintain a contact list for each residence in Block.
3. Attend emergency management exercises as called.