



Making a difference...together

**CRD Emergency Management Committee (EMC)  
Minutes of Meeting Held Wednesday, October 04, 2017 at 11:30 am  
CRD – 625 Fisgard Street – Room #333**

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**Present:** Mike Hicks, JDF Director (*Chair*)  
Andrea Mills, SGI Alternate Director  
Robert Lapham, Chief Administrative Officer (CAO)  
Shawn Carby, Protective Services - Emergency Manager  
Ted Robbins, GM Integrated Water Services (IWS)  
Larisa Hutcheson, GM Planning & Protective Services  
Nelson Chan, GM Finance & Technology  
Peter Ensor, Manager Electoral Area Fire and Emergency Programs  
Cindy Patton, Protective Services (recording secretary)

**Conference Call:** Wayne McIntyre, SSI Director

- 1) Approval of agenda:** UBCM Sea Level Rise Debrief, Port Renfrew Tsunami Siren Update & JDF Initiative (BC Wildfires) were added to the agenda under New Business.

It was **Moved** by B. Lapham and **Seconded** by S. Carby that the agenda of the Emergency Management Committee (EMC) be approved as amended.

**Motion Carried**

- 2) Adoption of August 02, 2017 EMC Minutes:**

It was **Moved** by S. Carby and **Seconded** by B. Lapham that the August 02, 2017 minutes of the Emergency Management Committee (EMC) be approved as distributed.

**Motion Carried**

- 3) Adoption of September 22, 2017 Emergency Coordinating Committee (ECC) Minutes:**

It was **Moved** by B. Lapham and **Seconded** by S. Carby that the September 22, 2017 minutes of the Emergency Coordinating Committee (ECC) be approved as distributed.

**Motion Carried**

- 4) Auditor General for Local Government Audit of CRD Emergency Management:**

An overview was provided. Appendix B of the Auditor General was circulated which provides background information, as well as outlining the Audit Objectives. The Auditors have already met with the CAO, CFO and the GM's. Their first week here they will be conducting 1:1 interviews with various division managers, emergency program coordinators and two external agencies. End the end of their time, they will provide a preliminary report which will outline gaps in the systems which will allow us to enhance our programs. They are also looking for what we're doing well as an organization.

## 5) Regional Emergency Management Partnerships (REMP) – Strat Plan and Update:

An overview was provided. REMP Business Plan was circulated. This partnership works on regional initiatives such as collective messaging, resource sharing, hazard analysis or multi-jurisdictional incidents.

11:58 Nelson Chan entered meeting

- 6) **CRD Emergency Notification System – Overview:** Number of actual registrants was provided. Test message to Lyle Harbour/Boot Cove was discussed and it was reiterated only those people who have registered with the ENS system that live in the Lyle Harbour/Boot Cove would receive the ENS message. We want to be very selective with the messaging we do issue so we don't create a spam issue. This system may be useful for people in potential dam breach areas – again, residents near a dam would have to register for the system, we cannot arbitrarily add them to it.
- 7) **Advanced Planning Unit (APU)/After Action Review (AAR) Process – Overview:** Overview of both processes were explained. Protective Services has used the APU process for a few IWS projects and could easily be used for other departments/divisions. AAR's are useful for identifying gaps in plans, processes (training, etc...) and will include recommendations.
- 8) **CRD Incident Coordination Calls:** Coordination calls (consisting of various department heads and stakeholder agencies) have been utilized over the last year or so, which provides a corporate level of awareness for incidents/events that are occurring. This also assists with consistent messaging coming out of the CRD for any given incident. It was agreed they have been working well and will continue to be used going forward.
- 9) **CRD Regional Incident Management Team:** Looking to create a team of approx. 24 people that would act as a support team for incidents around the region (ie: departmental incidents, Electoral Area incidents, etc...). We would focus emergency management training on these individuals while ensuring there would be low impact/little disruption to operations.
- 10) **CRD EOC Access Agreement with External Agencies:** The City of Victoria and Victoria Harbour Authority have expressed interest in using our EOC in the event of an incident/emergency. Agreements with various parties would include cost sharing for any EOC supplies/restocking supplies.
- 11) **UBC – Sea Level Rise – Discussion:** The Federal Government established the National Disaster Mitigation Program (NDMP) to assist with building safer and more resilient communities. The grant program is administered through the Provincial Government. Flood protection being one of the main objectives of the grant program. There may be opportunity to take advantage of these funds. UBCM has a suite of funding programs (Community Emergency Preparedness Fund {CEPF}) intended to enhance the resiliency of local governments and their residents in responding to emergencies. Protective Services will be applying for two grants, one for Emergency Operations Centre (EOC) training (deadline for grant submission February 2, 2018) and the other one for Emergency Social Services (ESS) training (deadline for grant submission November 17, 2017).
- 12) **Port Renfrew Tsunami/Earthquake Warning System – Update:** An update was provided. October 16, 2017 phase 1/pole installation will occur. P. Ensor currently working with UBC seismologist on determining earthquake early warning timing. Thresholds for Tsunamis have been set but earthquake thresholds to be determined.

**13) JDF Initiative:** JDF and the Emergency Program initiated a system to help BC wildfire evacuees. The system was not utilized so disbanding the idea is on the table but before that occurs staff should query if the Province would utilize this system in future years/future evacuations.

**14) EMC Meeting Frequency:** It was agreed that there will be two EMC meetings a year to take place in March and October.

**15) Adjournment:** 12:53 pm