

Meeting Minutes

Emergency Management Committee

Wednesday, September 22, 2021

12:00 PM

6th Floor Boardroom
625 Fisgard Street

Special Meeting

PRESENT

Directors: M. Hicks (Chair)(EP), G. Holman (Acting Chair), P. Brent (for D. Howe)

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; L. Hutcheson, General Manager, Parks and Environmental Services (EP); K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; S. Carby, Senior Manager, Protective Services; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder);

EP - Electronic Participation

Guest(s): Director Mersereau

Regrets: Director D. Howe, Staff T. Robbins

The meeting was called to order at 12:01 pm.

1. Territorial Acknowledgement

Acting Chair Holman provided a Territorial Acknowledgement.

2. Approval of Agenda

**MOVED by Director Hicks, SECONDED by Alternate Director Brent,
That the agenda be amended to add two (2) items of new business.
CARRIED**

**MOVED by Director Hicks, SECONDED by Alternate Director Brent,
That the agenda for the September 22, 2021 Emergency Management Committee
meeting be approved as amended.
CARRIED**

3. Adoption of Minutes

3.1. 21-460 Minutes of the April 14, 2021 Emergency Management Committee Meeting

**MOVED by Alternate Director Brent, SECONDED by Director Hicks,
That the minutes of the Emergency Management Committee meeting of April 14,
2021 be adopted as circulated.
CARRIED**

4. Chair's Remarks

There were no Chair's remarks.

5. Committee Business

5.1. 21-657 CRD Drought Advanced Planning Summary

**Moved by Staff Morley, SECONDED by Alternate Director Brent,
That Director Mersereau be allowed to participate without vote in the
September 22, 2021 Emergency Management Committee meeting.**

CARRIED

S. Carby spoke to Item 5.1.

Discussion ensued on the following:

- drilling test wells in East Sooke, Otter Point and Shirley to track the levels of the aquifer
- water restriction regulations for the smaller water services
- collaborating with private water purveyors
- concern about having blanket restrictions for rural and urban areas
- the status of a request by North Salt Spring Island to lower lake levels beyond those approved

**MOVED by Director Hicks, SECONDED by Alternate Director Brent,
That the CRD Drought Advanced Plan Summary be received for information.**

CARRIED

5.2. 21-659 Residual Treatment Facility Exercise After Action Report

S. Carby spoke to Item 5.2.

**MOVED by Alternate Director Brent, SECONDED by Staff Lapham,
That the Residual Treatment Facility After Action Report be received for
information.**

CARRIED

5.3. 21-660 May 2021 EOC Tabletop Exercise After Action Report

S. Carby spoke to Item 5.3.

**MOVED by Alternate Director Brent, SECONDED by Staff Lapham,
That the After Action Report be received for information.**

CARRIED

5.4. 21-661 Emergency Management Software Implementation

S. Carby spoke to Item 5.4.

Discussion ensued on carrying out an exercise that provides for loss or failure of communication.

**MOVED by Alternate Director Brent, SECONDED by Director Hicks,
That the Emergency Management Software Implementation update be received
for information.**

CARRIED

5.5. 21-662 Emergency Management Grants Update

S. Carby spoke to Item 5.5.

Discussion ensued on the duties of the FireSmart program coordinator.

**MOVED by Alternate Director Brent, SECONDED by Director Hicks,
That the Emergency Management Grants Update report be received for
information.**

CARRIED

5.6. 21-663 Regional Emergency Management Partnership Update

B. Lapham and S. Carby spoke to Item 5.6.

Discussion ensued on the following:

- the role of the Capital Regional District during extreme heat
- clarification as to which authority is responsible for communications during an extreme heat emergency

**MOVED by Alternate Director Brent, SECONDED by Director Hicks,
That the Regional Emergency Management Partnership Update be received for
information.**

CARRIED

6. Notice(s) of Motion

There were no notice(s) of motion.

7. New Business

Director Hicks provided an update on the ambulance staff shortage in the Juan de Fuca electoral area. The Province has now identified three (3) members of the Volunteer Fire Department who are certified to drive the ambulance when BC Ambulance has a staff shortage.

Director Hicks provided an update on the Juan de Fuca Fire Response joining Saanich dispatch. Volunteers are inputting data to the records management system which is not ideal. The Protective Services team is looking at how they can approach this in order to enhance and improve the records management system amongst all departments. The system needs to meet all the regulatory requirements.

8. Adjournment

**MOVED by Alternate Director Brent, SECONDED by Director Hicks,
That the September 22, 2021 Emergency Management Committee meeting be
adjourned at 1:03 pm.
CARRIED**

CHAIR

RECORDER