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**LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION**  
**Minutes of Meeting Held Thursday August 23, 2012 at 09:30 a.m.**  
**CRD – 625 Fisgard Street – Room #333**

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**Present:** Stephanie Dunlop, District of Metchosis  
Ian Elliott, Capital Regional District  
Clare Fletcher, Emergency Management British Columbia (EMBC)  
Eileen Grant, District of Oak Bay  
Jeri Grant, Juan de Fuca Electoral Area  
Brock Henson, District of Saanich  
Sara Jansen, Capital Regional District (Recorder)  
Rob Johns, City of Victoria  
Troy Mollin, Town of View Royal  
Cindy Patton, CRD Protective Services (recording secretary)  
Brigitte Prochaska, Southern Gulf Island Electoral Area  
Steve Sorensen, District of Sooke  
Maegan Thompson, Township of Esquimalt  
John Trelford, District of North Saanich  
Travis Whiting, Capital Regional District

**Regrets:** Dave Cockle, District of Oak Bay  
Jim Tweedhope, Town of Sidney  
Geoff Spriggs, City of Langford  
Geoff Amy, City of Colwood  
Elizabeth Zook, Salt Spring Island EA  
Ralph Mohrmann, Emergency Management British Columbia (EMBC)

T. Whiting called the meeting to order at 9:35 am.

1) **Welcome and Introductions:** Everyone was welcomed to the meeting.

2) **Approval of agenda:**

Mass carcass disposal was added to the agenda under New Business.

It was **Moved** by R. Johns and **Seconded** by S. Dunlop that the agenda of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as amended.

**Motion Carried**

3) **Approval of previous meeting minutes (July 19, 2012):**

It was **Moved** by J. Trelford and **Seconded by** T. Mollin that the minutes from the July 19, 2012 meeting of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved.

**Motion Carried**

4) **MIECM Minutes:** The May minutes were received and circulated.

5) **Tsunami Modelling Public Messaging:** The draft Tsunami Communications Strategy was discussed. It was agreed that T. Whiting would act as the primary project spokesperson for the LG EPAC, with R. Johns as the secondary spokesperson. It was also agreed that there should be a template created for Tsunami information signs. DND is installing tsunami sirens and the group discussed inviting DND (Lft. Ince) to the next meeting to provide them with information.

**ACTION ITEM FOR LG EPAC MEMBERS:** To provide S. Jansen with feedback on the draft exercise plan and the draft Tsunami Communications Strategy by the end of next week (August 31, 2012).

**ACTION ITEM FOR S. JANSEN:**

1. To contact the Institute of Ocean Sciences about the potential effects of the Oregon Coast Fault Line to our region.
2. To circulate "Lessons learned from Japan Tsunami" report to LG EPAC members.
3. To send the working group a meeting date to develop next steps concept.

**ACTION ITEM FOR S. DUNLOP:** To forward pictures of the Tsunami signs they have.

**ACTION ITEM FOR M. THOMPSON:** To send pictures of DND's Tsunami signage.

**ACTION ITEM FOR C. FLETCHER:** To send pictures of EMBC's Tsunami signage

**ACTION ITEM FOR T. WHITING:**

1. To create a communications strategy staff report and circulate to LG EPAC members.
2. To ask the consultants working on the project if there is a visual video of the tsunami model that can be used as a training aid.

**6) Old Business:**

**6a) Working Group overviews/updates:**

- **BCERMS working group:** Nothing new to report. T. Whiting to speak with D. Cockle upon his return from vacation.
- **Regional Telecommunications:** Nothing new to report.
- **Rapid Damage Assessment (RDA):** Nothing new to report.
- **LG EPAC website:** Nothing new to report.
- **Public Service Announcements (PSA's):** The last two PSA's filmed are almost complete. Strategies for promoting the PSA's to the media and local news channels were discussed. The PSA working group is to create a schedule for the release of PSA's to coincide with events during the year.

**REMINDER: To register for Shakeout BC**

- **E-Team:** Nothing new to report
- **Exercises:** The group is working on creating an outline and developing the inputs for a severe weather tabletop exercise.

**ACTION ITEM FOR S. JANSEN:** To schedule a date in September for the tabletop exercise.

**NOTE:** The RCMP and the Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) National Response Team are conducting a national exercise here in the region and they would like the Hazmat team to take part. Details are still being finalized.

- **CRMAA/ConOps:** Nothing new to report.

**6b) Contact Lists:** Project is in progress.

**6c) Regional Emergency Planning Advisory Commission (REPAC):** November 22, 2012 is the next

scheduled REPAC meeting and will be held in the Esquimalt Council chambers. Discussion occurred around inviting the CBRNE technicians that will be in town for the Hazmat exercise meeting to provide overview on what they do was discussed.

B.Prochaska, M. Thompson, S. Jansen, T. Whiting, B. Henson and I. Grant formed a group that will review the REPAC's draft Terms of Reference (ToR), and identify 3-4 initiative choices that each working group may choose to task themselves with in 2013. This group will meet twice before the November REPAC meeting. The revised ToR and initiative choices will be presented at the next REPAC meeting.

**7) New Business:**

**7a) Mass Carcass Disposal:** The Federal Government has approached the Capital Regional District (CRD) to exercise our current Mass Carcass disposal plan. The Federal Government will pay for the cost of a consultant to conduct the exercise.

**ACTION ITEM FOR T. WHITING:** To circulate information from the Federal Government and to obtain a list of the stakeholders for this exercise.

**7b) Roundtable:** Updates were given

**8) Adjournment:** The meeting adjourned at 12:00 PM.

***Next Meeting, Thursday, September 20, 2012 at 9:30 am at the CRD, Room 107, Main Floor***