



Making a difference...together

**LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION**  
**Minutes of Meeting Held Thursday November 15, 2012 at 09:30 a.m.**  
**CRD – 625 Fisgard Street – Room #333**

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**Present:** Geoff Amy, City of Colwood  
Stephanie Dunlop, District of Metchosin  
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  
Alexis Kraig, City of Victoria  
Ralph Mohrmann, Emergency Management British Columbia (EMBC)  
Troy Mollin, Town of View Royal  
Maegan Thompson, Township of Esquimalt  
John Trelford, District of North Saanich  
Travis Whiting, Capital Regional District

**Regrets:** Dave Cockle, District of Oak Bay  
Geoff Spriggs, City of Langford  
Elizabeth Zook, Salt Spring Island EA

T. Whiting called the meeting to order at 9:32 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 J. Grant and **Seconded** by M. Thompson 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 (August 23, 2012):**

It was **Moved** by S. Dunlop and **Seconded** by G. Amy that the minutes from the August 23, 2012 meeting of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved.

**Motion Carried**

4) **MIECM Minutes:** No minutes to review.

5) **Old Business:**

**5a) Tsunami Modelling Update:** An update was given on the tsunami incident that occurred as well as on the modelling project. A debrief was held with local governments in the CRD that resulted in recommendations to add information to the PrepareYourself.ca website. The Province has offered to have a debrief of the incident on Friday November 23 in the afternoon for the LG EPAC.

**ACTION ITEM for T. Whiting:** To circulate tsunami debrief notes from local government meeting.

**ACTION ITEM for C. Fletcher and R. Mohrmann:** To circulate an invitation and agenda for the tsunami debrief to be held at EMBC.

T. Whiting gave an update regarding the modelling project, and the working group needs to be brought together to answer a few questions from the consultant. December 13 has been proposed as a date for the consultant to present the results of the modelling to the LG EPAC and key staff. The public messaging group will meet to finalize materials.

**5b) REPAC – B. Henson:** A discussion paper was circulated outlining options to improve the current REPAC format. It has been suggested that the LG EPAC take a larger role in leadership of the group, and determine priority tasks for the participants work on during the year. Concerns were addressed regarding potential duplication with IPREM initiatives.

It was **Moved** by R. Johns and **Seconded** by B. Henson to engage IPREM in the work of the REPAC and to request to attend or participate in their meetings.

**Motion Carried**

**ACTION ITEM for LG EPAC members:** Send any potential tasks/projects to B. Henson or S. Jansen by the next LG EPAC meeting.

**ACTION ITEM for R. Mohrmann:** To follow up with Heather Lyle of IPREM for potential invitations of LG EPAC members to IPREM meetings and/or join working groups.

**5c) Working Group overviews/updates:**

- **BCERMS working group:** The group is supposed to re-engage in January 2013
- **Regional Telecommunications:** Nothing new to report.
- **Rapid Damage Assessment (RDA):** Steven Bibby is developing new RDA documents and members of the LG EPAC have requested inclusion in the development of them or any associated workshops. It was also noted that there may be two streams of critical infrastructure – local government and Provincial.

**ACTION ITEM for R. Mohrmann:** To follow up with Cam Filmer of EMBC and give the LG EPAC an update as to where RDA is going from a provincial standpoint.

- **LG EPAC website:** S. Jansen to update PrepareYourself.ca website with additional tsunami information that was suggested during incident debrief. These may include tidal times, forecasts, and a scrolling collection of twitter feeds from local emergency programs and other trusted sources.
- **Public Service Announcements (PSA's):** No news to report
- **E-Team:** Nothing new to report
- **Exercises:** Nothing new to report
- **CRMAA/ConOps:** Nothing new to report.

**6d) Mass Carcass Disposal Exercise:** The exercise took place on November 2 with involvement from Central Saanich, North Saanich, Saanich, local and provincial stakeholders. The exercise was a success and resulted in identifying small gaps in the Farmed Animal Mass Carcass Disposal plan that will be addressed.

**6e) ShakeOut BC:** The group reported on ShakeOut BC activities.

**6) New Business:**

**6a) Regional Emergency Communications Plan:** The group expressed a need for a regional emergency communications plan following the tsunami incident that occurred on October 27, and will make this a priority for the commission. The plan will focus on communications between EOC's as well as the media.

**ACTION ITEM For T. Whiting and S. Jansen:** To draft and circulate terms of reference for the plan as well as a scope document by the next LG EPAC meeting.

**6b) 2013 Compassionate Resource Warehouse:** M. Thompson gave the group information on this warehouse that is volunteer based, and has warehouse and logistical capacity, and can manage donations, all of which will be helpful in a major emergency or disaster.

**ACTION ITEM for M. Thompson or R. Johns:** To circulate the letter of understanding to the LG EPAC once it has been vetted.

**6c) Earthquake House:** S. Dunlop offered to donate an earthquake house that was built and used for educational purposes to the CRD or the commission, may require funding to make it operational.

**ACTION ITEM for T. Whiting and S. Dunlop:** To create and circulate a discussion paper on the subject.

**6d) Emergency Preparedness Pamphlets:** Metchosin has a need for emergency preparedness pamphlets since Public Safety Canada is no longer providing printed copies. The group was asked whether they had plans to print any soon as there are economies of scale to be had in a larger group.

**ACTION ITEM for S. Jansen:** To circulate pricing for printing of pamphlets to group.

**6e) Hazus Mapping:** R. Johns provided an update regarding the Hazus mapping project being undertaken by a student at SFU. The project involved assembling various GIS datasets and inputting an earthquake scenario, which then outputs potential damage. The student would like to find out who can benefit from the study, and have a decision made as to which scenarios should be used for his project.

**6f) LG EPAC Meetings:** The two prior LG EPAC meetings have been cancelled due to lack of quorum, and the group decided they should still meet regardless of quorum. It was noted that an election for a vice-chair has not been held as per the terms of reference, so will occur at the December meeting.

**6g) Roundtable:** Updates were shared.

- Victoria is holding an EOC exercise on November 29 and interested participants can contact R.Johns.
- Esquimalt is holding a winter storm tabletop exercise November 28, interested participants can contact M. Thompson
- G. Amy will inform group of a time for the Colwood Hazmat incident debrief
- C. Fletcher informed the group that the emergency management training deadline is December 31.

**7) Adjournment:** The meeting adjourned at 11:42 PM.

***Next Meeting, Thursday, December 20, 2012 at 9:30 am View Royal Fire Hall***