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LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION
Minutes of Meeting Held Thursday, May 16, 2013 at 10:15 a.m.
DND Fire Hall, 1300 Block, Esquimalt Road at Sturdee Street

Present: Stephanie Dunlop, District of Metchosin
Ian Elliott, Capital Regional District
Eileen Grant, District of Oak Bay
Jeri Grant, Juan de Fuca EA
Brock Henson, District of Saanich
Sara Jansen, Capital Regional District (Recorder)
Rob Johns, City of Victoria
Alexis Kraig, City of Victoria
Elaine McCandless, Town of Sidney
Troy Mollin, Town of View Royal
Brigitte Prochaska, Southern Gulf Islands Electoral Area
Steve Sorensen, District of Sooke
Geoff Spriggs, City of Langford
Maegan Thompson, Township of Esquimalt
John Trelford, District of North Saanich
Jim Tweedhope, Town of Sidney
Travis Whiting, Capital Regional District

Regrets: Geoff Amy, City of Colwood
Clare Fletcher, Emergency Management British Columbia (EMBC)
Brett Mikkelsen, Town of Sidney
John Robertson, District of Central Saanich

T. Whiting called the meeting to order at 10:15 am.

- 1) **Welcome and Introductions:** Everyone was welcomed to the meeting.
- 2) **Approval of agenda:** The item of "Business Continuity" was added to the agenda under "New Business."

It was **Moved** by T. Mollin and **Seconded** by J. Trelford 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 (April 18, 2013):**

It was **Moved** B. Henson and **Seconded** by M. Thompson that the minutes from the April 18, 2013 meeting of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as distributed.

Motion Carried

- 4) **MIECM Minutes**

It was **Moved** M. Thompson and **Seconded** by J. Grant that the minutes of the Mid-Island Emergency Coordinators & Managers Commission (MIECM) be received as distributed.

Motion Carried

- 5) **Old Business:**

5a) Tsunami Modelling and Public Information/Messaging: An update was provided. The Tsunami Modelling Report was tabled at the April 24 meeting of the Planning, Transportation, and Protective Services (PTPS) Committee, and will be on the agenda of the May 22 PTPS meeting.

ACTION ITEM for S. Jansen: To coordinate tsunami brochure order and provide pricing for local governments in the CRD.

ACTION ITEM for S. Jansen: To follow up with EMBC regarding updates to tsunami notification protocols, to determine whether an exercise will take place to test the updated process, and arrange for T. Moore to attend the June LG EPAC meeting

ACTION ITEM for LG EPAC members: To provide any feedback on the tsunami modelling project to T. Whiting.

5b) Regional Emergency Communications: A draft Emergency Communications Plan for Tsunami Alerts in the Capital Region was circulated and a tabletop exercise took place to discuss the plan.

ACTION ITEM for LG EPAC members: To send any feedback on the plan to S. Jansen.

ACTION ITEM for S. Jansen: To coordinate Regional Emergency Communications working group meeting to make amendments to the plan.

A draft regional telecommunications survey was presented to the group and the final version will be circulated to members in early June.

ACTION ITEM for S. Jansen: To coordinate Regional Telecommunications working group meeting to finalize survey.

ACTION ITEM for LG EPAC members: To complete the survey and submit to S. Jansen by June 14.

5c) REPAC: B. Henson provided an update on recent correspondence with the Integrated Partnership for Regional Emergency Management in Metro Vancouver (IPREM). Quarterly meetings will take place to share information and ensure collaboration opportunities are realized between the Metro Vancouver and CRD regional groups. Heather Lyle, the IPREM project manager, will present at the August REPAC meeting.

ACTION ITEM for S. Jansen: To confirm presentation from Heather Lyle for the August REPAC meeting.

The Ministry of Transportation and Infrastructure (MoTI) and Western Canadian Marine Response Corporation (WCMRC) are on the agenda to present at the May REPAC meeting. B. Henson will be requesting that working groups create an action plan with timelines on project deliverables from the six working groups.

The exercise working group for the REPAC will collaborate with the LG EPAC working group to draft a regional exercise for the November meeting of the REPAC. S. Jansen will draft the final exercise with feedback from the LG EPAC and REPAC exercise working groups.

ACTION ITEM for S. Jansen: To schedule LG EPAC working group meeting to draft four regional scenarios to present to the LG EPAC for selection at the June LG EPAC meeting.

A SharePoint site for the REPAC has been created and contains a private folder for LG EPAC items. This will enable LG EPAC members to log in to one site and have access to both LG EPAC and REPAC documents.

ACTION ITEM for S. Jansen: To circulate SharePoint login instructions to the LG EPAC as soon as the site is complete.

5d) Media Workshop: T. Whiting is working with CRD Corporate Communications to coordinate a media workshop in June to discuss considerations and recommended procedures during an emergency.

ACTION ITEM for R. Johns and T. Whiting: To follow up with their respective Corporate Communications

departments on progress and report back to the LG EPAC.

6) New Business:

6a) Regional Sustainability Strategy: T. Whiting provided an overview on the Regional Sustainability Strategy (RSS) being undertaken by the CRD. A draft emergency management policy has been developed in relation to the strategy and a workshop is taking place Thursday, May 23 at the Cedar Hill Golf Course. Those who would like to attend are encouraged to contact their local government planning department for information.

ACTION ITEM for S. Jansen T. Whiting: To circulate the RSS emergency management policy and agenda package for the upcoming workshop to the LG EPAC.

6b) Legal Duty to Accommodate: There was discussion regarding a brochure entitled "Creating Safe Communities: Local Governments' Legal Duty to Accommodate People with Disabilities in Emergency Response" that was distributed by the BC Coalition of People with Disabilities to local government emergency programs. There were concerns around the legalities of "duty to accommodate" and to what extent EOC's, reception centres, and emergency programs are able to accommodate people with disabilities, implications to local government, and the role of other Provincial agencies / PREOC in compliance with this duty. Common understanding of the meaning of "duty to accommodate" is necessary.

ACTION ITEM for S. Jansen: To follow up with EMBC and arrange to have questions addressed at the June LG EPAC meeting.

6c) Business Continuity: M. Thompson is planning to deliver business continuity workshops and asked LG EPAC members to share any existing training, presentations, materials or plans they may have.

ACTION ITEM for LG EPAC members: To forward any materials related to business continuity to M. Thompson.

6d) Roundtable: Updates were given.

7) Adjournment: The meeting adjourned at 11:55 AM.

Next Meeting, Thursday, June 20, 2013 at 9:30 am Room 107, CRD