



Making a difference...together

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION
Minutes of Meeting Held Thursday, June 20, 2013 at 9:30 a.m.
CRD – 625 Fisgard Street – Room #107

Present: Geoff Amy, City of Colwood
Dave Cockle, District of Oak Bay
Stephanie Dunlop, District of Metchosin
Ian Elliott, Capital Regional District
Clare Fletcher, Emergency Management British Columbia (EMBC)
Eileen Grant, District of Oak Bay
Jeri Grant, Juan de Fuca EA
Sue Hallett, Capital Regional District
Brock Henson, District of Saanich
Sara Jansen, Capital Regional District (Recorder)
Alexis Kraig, City of Victoria
Ralph Mohrmann, EMBC
Troy Mollin, Town of View Royal
Teron Moore, EMBC
Brigitte Prochaska, Southern Gulf Islands Electoral Area
John Robertson, District of Central Saanich
Steve Sorensen, District of Sooke
Maegan Thompson, Township of Esquimalt
John Trelford, District of North Saanich
Travis Whiting, Capital Regional District

Regrets: Rob Johns, City of Victoria
Brett Mikkelsen, Town of Sidney

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:** The item of “ShakeOut Tsunami Working Group” was added to the agenda under “New Business.”

It was **Moved** by J. Trelford and **Seconded** by D. Cockle 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 (May 16, 2013):**

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

Motion Carried

- 5) **First Nations Relationships and Emergency Planning:** Discussion took place regarding successes and challenges in First Nations relationships and emergency management. It was agreed that a survey would be drafted and circulated so the information can be compiled to share best practices.

ACTION ITEM for S. Hallett and T. Whiting: To create and circulate a survey to the LG EPAC membership regarding existing emergency management plans and agreements in place with First Nations in the CRD.

ACTION ITEM for LG EPAC: To complete the survey once it is circulated.

ACTION ITEM for C. Fletcher: To contact J. Drew from the Regional District of Nanaimo to obtain copies of First Nations emergency management agreements for circulation to the LG EPAC.

6) Old Business:

6a) Tsunami Modelling Update: An update was provided. The Tsunami Modelling Report was tabled at the May 22 meeting of the Planning, Transportation, and Protective Services (PTPS) Committee, and will be on the agenda of the June 26 PTPS meeting.

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

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

6b) Regional Emergency Communications: The draft Emergency Communications Plan for Tsunami Alerts in the Capital Region has been tabled contingent on the updated tsunami notification process from EMBC.

i) EMBC Tsunami Notification Process Update: T. Moore provided an update on the EMBC tsunami notification process.

ACTION ITEM for LG EPAC members: To send any feedback on the updated plan to T. Moore.

ii) EMBC roles and responsibilities for media communications during an emergency: C. Fletcher provided an update on roles and responsibilities. Local government is responsible for media monitoring and correcting misinformation, however, the PREOC may be contacted if local EOCs require assistance.

ACTION ITEM for C. Fletcher: To clarify the roles responsibilities of the Public Information Officer in the PREOC and the ECC.

6c) REPAC: The Ministry of Transportation and Infrastructure (MoTI) and Western Canadian Marine Response Corporation (WCMRC) presented at the May 30 REPAC meeting. The six working groups created an action plan with timelines on project deliverables for 2013.

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. All LG EPAC documents will now be available on the SharePoint site.

6d) Media Workshop: T. Whiting and R. Johns met with their respective Corporate Communications representatives. The group is considering circulating a survey to media regarding their business continuity plans during an emergency, or to coordinate a workshop for media with presentations from media representatives from other recent events.

6e) Regional Sustainability Strategy (RSS): T. Whiting provided an update of the RSS strategy and will continue to circulate information to the group.

6f) Legal Duty to Accommodate: C. Fletcher provided an update on the pamphlet that was circulated to EPCs regarding legal duty to accommodate those with disabilities. She was told that it was an educational tool and has suggestions as to what "might" be done, and no consultation was made with emergency management stakeholders.

ACTION ITEM for C. Fletcher: To circulate the email response regarding the pamphlet to the LG EPAC.

7) New Business:

7a) Greater Vancouver Regional Emergency Planning Committee (REPC) Information Sharing: B. Henson provided an overview of a presentation to the REPC regarding the LG EPAC and REPAC. The REPAC is interested in potential collaboration and has requested to receive the LG EPAC and REPAC minutes, and that the Chairs of each group attend one meeting per year of their respective counterparts.

It was **Moved** by D. Cockle and **Seconded** by G. Amy that the LG EPAC share minutes with the REPC and the Chair of the Commission attend one REPC meeting per year.

Motion Carried

B. Henson provided an update on a quarterly conference call with IPREM and DRRs.

ACTION ITEM for S. Jansen: To post the IPREM organizational diagram on the SharePoint site.

7b) Emergency Responsibilities in Regional Parks: T. Whiting will follow, pending a discussion with Regional Parks staff

7c) Medical Planning: S. Dunlop inquired if the group had any plans in place for smaller local governments without hospitals in their jurisdiction during an emergency.

ACTION ITEM for I. Elliott: To forward relevant information to S. Dunlop.

7d) LG EPAC Meeting Location: It was suggested that the LG EPAC meeting location rotate so member have the opportunity to tour other local government EOCs.

7e) July Meeting: The group will have a July meeting.

7f) ShakeOut Tsunami Working Group: ShakeOut is focusing on tsunami messaging for 2013 and has suggested changes to the CRD FAQs. The working group will meet to discuss changes.

ACTION ITEM for S. Jansen: To schedule a meeting with the tsunami public messaging working group and to update document with changes for discussion.

7g) Roundtable: Updates were given.

8) Adjournment: The meeting adjourned at 12:01 PM.

Next Meeting, Thursday, July 18, 2013 at 9:30 am Room 107, CRD