



Making a difference...together

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION
Minutes of Meeting Held Thursday, November 21, 2013 at 9:30 a.m.
Colwood Municipal Hall, 3300 Wishart Road

Present: Geoff Amy, City of Colwood
Eileen Grant, District of Oak Bay
Jeri Grant, Juan de Fuca EA
Brock Henson, District of Saanich
Sara Jansen, Capital Regional District (Recording Secretary)
Brett Mikkelsen, Town of Sidney
Troy Mollin, Town of View Royal
Tom Pearse, District of Oak Bay
Steve Sorensen, District of Sooke
David Tomaz, Emergency Management BC (EMBC)
John Trelford, District of North Saanich
Travis Whiting, Capital Regional District

Regrets: Stephanie Dunlop, District of Metchosin
Ian Elliott, Capital Regional District
Clare Fletcher, Emergency Management British Columbia (EMBC)
Rob Johns, City of Victoria
Alexis Kraig, City of Victoria
Brigitte Prochaska, Southern Gulf Islands Electoral Area
John Robertson, District of Central Saanich
Geoff Spriggs, City of Langford
Maegan Thompson, District of Esquimalt

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

- 1) **Welcome and Introductions:** Everyone was welcomed to the meeting and David Tomaz was introduced as the EMBC representative.
- 2) **Approval of agenda:** "Region Wide Database of EOC Trained Staff," "Emergency Preparedness Booklet," and "EMBC Update" were added to the agenda under "New Business."

It was **Moved** by J. Grant and **Seconded** by T. Mollin 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 (October 24, 2013):** It was noted that G. Amy's name appeared in the minutes and was not present at the meeting, and that the date for the next REPAC meeting needed to be changed to December 12 instead of December 14.

It was **Moved** by G. Amy and **Seconded** by J. Grant that the minutes from the September 19, 2013 meeting of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as amended.

Motion Carried

- 4) **MIECM Minutes:** No minutes were available to discuss.

- 5) **Old Business:**

5a) Regional Sustainability Strategy (RSS): A workshop took place on November 19 with participants from the LG EPAC membership. The workshop solicited input on how emergency management may affect

or impact the other 11 policy areas, and potential solutions to issues in the region. Notes will be collated and sent to the membership so those that were unable to attend have an opportunity to provide feedback. The information will be used to draft a policy for Emergencies and Natural Disasters in the RSS. The LG EPAC will have an opportunity for feedback once the draft policy has been completed.

5b) BCERMS: The Governance working group will have a draft of the guiding principles completed in December for review. The Response working group is developing the Response Structure, Incident Command, and Command and Management sections of the Response Pillar content, and expect a draft to be completed in December. An overall draft BCERMS / BCEMS document is expected for spring of 2014. LG EPAC members can log in to the BCERMS SharePoint site to comment on documents being developed.

ACTION ITEM for S. Jansen: To recirculate information on BCERMS SharePoint site and provide the LG EPAC with EMBC contact information for access.

5c) REPAC: The next meeting date of the Commission will be December 12 at the Esquimalt Council Chambers. Elections will take place at the February meeting and a selection committee will be formed at during the December REPAC meeting. The group will be advised that work plan development will take place during the February meeting.

5d) LG EPAC Meeting Location: The December meeting will be held at the CRD.

6) New Business:

6a) PrepareYourself.ca: The CRD has moved to a new software program and the PrepareYourself.ca website will be transitioned. The site will have a similar look and feel, but it offers the opportunity to review content and reorganize the site if necessary. The public information working group will meet to discuss the website review. This will be discussed at the December meeting along with the 2014 work plan.

ACTION ITEM for S. Jansen: To organize a meeting of the public information working group to review the PrepareYourself.ca website.

6b) 2014 Work Plan: The LG EPAC will consider projects for 2014 during the December meeting.

ACTION ITEM for S. Jansen: To provide a summary of existing working groups and projects to the LG EPAC for discussion at the December meeting.

ACTION ITEM for LG EPAC membership: To send 2014 project ideas to S. Jansen.

6c) Region Wide Database of EOC Trained Staff: The group discussed the possibility of maintaining a regional database of EOC trained staff. This will be added to the 2014 project list for discussion at the December LG EPAC meeting.

6d) Emergency Preparedness Booklet: B. Henson asked the group about the possibility of bulk printing for emergency preparedness booklets. The group discussed creating a common work book specific to the Capital Region, and B. Henson is willing to share what Saanich has completed currently. This item will be added to the 2014 project list for discussion at the December LG EPAC meeting.

6e) EMBC Update: EMBC is in the process of scheduling ESS and emergency management training courses for 2014, and there will be an opportunity for the membership to provide feedback.

7) Roundtable: Updates were given.

8) Adjournment: The meeting adjourned at 11:01 PM on motion by J. Treford

Next Meeting, Thursday, December 19, 2013 at 9:30 am, Room 107 at the CRD