



Making a difference...together

**LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION**  
**Minutes of Meeting Held Thursday, December 19, 2013 at 9:30 a.m.**  
**CRD – 625 Fisgard Street – Room #107**

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**Present:** Geoff Amy, City of Colwood  
Ian Elliott, Capital Regional District  
Eileen Grant, District of Oak Bay5  
Jeri Grant, Juan de Fuca EA  
Brock Henson, District of Saanich  
Sara Jansen, Capital Regional District (Recording Secretary)  
Alexis Kraig, City of Victoria  
Maegan Thompson, District of Esquimalt  
John Trelford, District of North Saanich  
Travis Whiting, Capital Regional District

**Regrets:** Clare Fletcher, Emergency Management British Columbia (EMBC)  
Rob Johns, City of Victoria  
Troy Mollin, Town of View Royal  
Brigitte Prochaska, Southern Gulf Islands Electoral Area

T. Whiting called the meeting to order at 9:36 am.

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

2) **Approval of agenda:**

It was **Moved** by J. Trelford and **Seconded** by G. Amy 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 (November 21, 2013):**

It was **Moved** by J. Grant and **Seconded** by A. Kraig that the minutes from the November 21, 2013 meeting of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as distributed.

**Motion Carried**

4) **MIECM Minutes:**

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

**Motion Carried**

5) **Old Business:**

**5a) Regional Sustainability Strategy (RSS):** The policy template has been completed and circulated to LG EPAC membership.

**ACTION ITEM for Membership:** To send any feedback on the policy template to S. Jansen.

**5b) BCERMS:** The BCERMS working groups have been meeting regularly and the Response pillar will have a draft document for circulation in January. The province will be taking a leadership role in the development of the overall document, and a draft should be completed in the spring.

**5c) REPAC:** The next meeting date of the Commission will be February 6, 2014 at the CRD. Elections will

take place during this meeting and a selection committee was formed during the December REPAC meeting consisting of M. Thompson and S. Jansen. A work plan will be developed at the February meeting following an exercise.

**6) New Business:**

**6a) 2014 LG EPAC Work Plan:** The group went over existing working groups and projects and determined that the following will be undertaken in 2014:

- Tsunami emergency communications exercise (March)
- Endorse and implement LG EPAC exercise plan
- Review of the REPAC terms of reference and creation of new bylaw to replace RECAC bylaw
- E-team – T. Whiting will arrange a demonstration of the MASAS map viewer and S. Jansen will provide an overview of the custom E-Team map viewer.
- The public information group will create a work plan for the year, including updating the PrepareYourself.ca website, a media plan, follow up on media workshop, and incorporate Emergency Preparedness Week and ShakeOut BC activities to ensure a coordinated approach
- The regional telecommunications group will complete an overview document that contains EOC contact information for the Region as well as recommendation for best practices in EOCs
- The group will use the emergency preparedness template provided by B. Henson to create a regional emergency preparedness booklet for use by all local governments

**ACTION ITEM for S. Jansen:** To provide a summary of existing working groups and projects, confirm membership of working groups, and distribute to the LG EPAC for discussion at the January meeting.

**6b) 2014 Recommendations to REPAC work plan:** All existing working groups will continue into 2014 with the exception of the social media group which will have their project finished in February 2014. The public messaging group will focus on emergency preparedness week and ShakeOut BC and collaborate with the LG EPAC public messaging working group. A separate group may be formed to create an emergency preparedness booklet for vulnerable populations. Additional projects may arise from the table top exercise.

**6c) EMBC Sponsored Training Courses:** A list of potential training courses has been circulated to the group.

**ACTION ITEM for Membership:** To email their top 5 course priorities, an estimate of the number of people expected to attend from that particular local government, and whether the local government can host the course, to S. Jansen by January 13, 2014.

**6d) REPAC Membership:** M. Thompson received a request from the general public regarding REPAC membership. The terms of reference state that membership is for representatives of an invited organization directly involved in emergency management.

**7) Roundtable:**

**7a) LG EPAC Meeting Location:** The next LG EPAC meeting will take place in Oak Bay.

**8) Adjournment:** The meeting adjourned at 11:56 PM on motion by M. Thompson.

**Next Meeting: Thursday, January 16, 2014 at 9:30 am, Oak Bay Municipal Hall, 2167 Oak Bay Ave, Council Chambers.**