



Making a difference...together

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION
Minutes of Meeting Held Thursday, January 16, 2014 at 9:30 a.m.
Oak Bay Council Chambers, 2167 Oak Bay Avenue

Present: Ian Elliott, Capital Regional District
Eileen Grant, District of Oak Bay
Jeri Grant, Juan de Fuca Electoral Area (EA)
Brock Henson, District of Saanich
Sara Jansen, Capital Regional District (Recording Secretary)
Rob Johns, City of Victoria
Blair McDonald, Township of Esquimalt
Brett Mikkelsen, Town of Sidney
Troy Mollin, Town of View Royal
John Robertson, District of Central Saanich
Steve Sorensen, District of Sooke
Maegan Thompson, District of Esquimalt
David Tomaz, Emergency Management British Columbia (EMBC)
John Trelford, District of North Saanich

Regrets: Stephanie Dunlop, District of Metchosin
Clare Fletcher, EMBC
Alexis Kraig, City of Victoria
Travis Whiting, Capital Regional District

I. Elliott called the meeting to order at 9:34 am.

1) **Welcome and Introductions:** Everyone was welcomed to the meeting. E. Grant from the District of Oak Bay was thanked for hosting the LG EPAC. Blair McDonald was introduced as the new Community Safety Services for the Township of Esquimalt.

2) **Approval of agenda:**

It was **Moved** by M. Thompson and **Seconded** by J. Grant that the agenda of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as distributed.

Motion Carried

3) **Approval of previous meeting minutes (December 21, 2013):**

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

Motion Carried

4) **MIECM Minutes:** No minutes were available to discuss. The LG EPAC agreed to invite the MIECM to attend their meeting and will send an attendee to meetings in Duncan when available.

ACTION ITEM for S. Jansen: To obtain the MIECM meeting schedules and agendas to circulate to the LG EPAC, and inquire with the MIECM for conference call attendance from the LG EPAC. LG EPAC membership attendance for the MIECM will be a standing agenda item and discussed prior to MIECM meetings.

5) **Old Business:**

5a) **Regional Sustainability Strategy (RSS):** A first draft of a policy for Emergencies and Natural

Disasters has been completed. The LG EPAC had an opportunity to review the policy and provide feedback prior to the RSS team providing an overview to the Planning, Transportation, and Protective Services Committee in February.

ACTION ITEM for S. Jansen: Incorporate feedback into draft policy for the RSS team and distribute updated RSS timeline to LG EPAC.

5b) BCERMS: The BCERMS working groups have been meeting regularly and a draft Response framework has been developed and will be for circulated by the end of January. A draft Guiding Principles document has been created and will be circulated to the rest of the BCERMS working groups for comment.

ACTION ITEM for S. Jansen: Follow up with EMBC for updated timeline of BCERMS project and obtain access to the BCERMS SharePoint site for B. McDonald.

5c) 2014 LG EPAC Work Plan: The group went over working groups and projects determined during the December meeting and confirmed membership and projects for 2014. It was noted that the March LG EPAC meeting falls during spring break and is the deadline for several project tasks. The meeting may be changed to ensure adequate attendance and will be addressed at the February meeting.

ACTION ITEM for S. Jansen: Schedule meetings for working groups and send Saanich's Emergency Preparedness Workbook to those in the regional workbook working group.

5d) REPAC: The next meeting date of the Commission is on February 6, 2014 at the CRD. Elections will take place during this meeting. A work plan will be developed at the February meeting following an exercise.

ACTION ITEM for LG EPAC Membership: Send election nominations to the REPAC election committee of S. Jansen or M. Thompson.

It was **Moved** by M. Thompson and **Seconded** by R. Johns that E. Grant be appointed as the LG EPAC Vice-Chair representative of the REPAC.

Motion Carried

5e) LG EPAC Exercise Plan: The three year LG EPAC exercise plan was discussed.

It was **Moved** by E. Grant and **Seconded** by S. Sorensen that LG EPAC three year exercise plan be endorsed and implemented.

Motion Carried

6) New Business:

6a) Tsunami Workshop: D. Tomaz informed the group that EMBC will be providing tsunami workshops for CRD residents in the month of March. A workshop has been confirmed in Sooke. LG EPAC members would like to have two additional evening workshops in the Region. C. Fletcher is the lead contact for workshop information but local governments need to promote workshops to residents.

ACTION ITEM for D. Tomaz and S. Jansen: To follow up with EMBC as to availability of EMBC staff to provide additional workshops and arrange for workshop dates and locations.

6b) Victoria Home Design and Renovation Show: The theme of the 2014 show is Earthquake preparedness. R. Johns inquired whether the LG EPAC would like to have a booth at the show. All members agreed it would be a benefit and would try to find volunteers for the weekend.

ACTION ITEM for R. Johns: To follow up with ShakeOut BC committee for possibility of sponsorship of table and to reserve a table at the show if still available.

6c) Tsartlip Tsunami Awareness Planning Session: S. Jansen received a request from Marc D'Aquino of the First Nations Emergency Services to inform and invite LG EPAC members to a planning session with

First Nations regarding tsunami and emergency preparedness information. Members would like to attend and are willing to present if required.

ACTION ITEM for S. Jansen: To confirm workshop details with M. D'Aquino and circulate information to membership.

7) Roundtable:

7a) LG EPAC Meeting Location: The next LG EPAC meeting will take place in Central Saanich.

ACTION ITEM for M. Thompson and S. Jansen: To circulate Esquimalt volunteer intake package to membership.

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

Next Meeting: Thursday, February 20, 2014 at 9:30 am, 1512 Keating Cross Rd, Central Saanich.