



Making a difference...together

**LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION**  
**Minutes of Meeting Held Thursday, July 17, 2014 at 9:30 a.m.**  
**CRD – 625 Fisgard Street – Room #107**

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**Present:** Geoff Amy, City of Colwood  
Stephanie Dunlop, District of Metchosin  
Peter Ensor, Capital Regional District (CRD)  
Clare Fletcher, Emergency Management British Columbia (EMBC)  
Eileen Grant, District of Oak Bay  
Jeri Grant, Juan de Fuca Electoral Area  
Sara Jansen, CRD, recording secretary  
Blair McDonald, Township of Esquimalt  
Troy Mollin, Town of View Royal  
Brigitte Prochaska, Southern Gulf Islands Electoral Area  
John Robertson, District of Central Saanich  
Maegan Thompson, District of Saanich  
Travis Whiting, CRD

**Regrets:** Rob Johns, City of Victoria  
Geoff Spriggs, City of Langford  
Steve Sorensen, District of Sooke  
John Trelford, District of North Saanich

T. Whiting called the meeting to order at 9:33 am.

- 1) **Welcome and Introductions:** Welcome and introductions were made.
- 2) **Approval of agenda:** “Regional Sustainability Strategy (RSS) Update” will be added under “Old Business.”

It was **Moved** by S. Dunlop and **Seconded** by M. Thompson 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 (June 19, 2014):**

It was **Moved** by G. Amy and **Seconded** by J. Grant that the minutes from the June 19, 2014 meeting of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as distributed.

**Motion Carried**

- 4) **Other Agency Minutes:**

It was **Moved** by G. Amy and **Seconded** by J. Grant that the minutes from the REPC be received as distributed.

**Motion Carried**

It was **Moved** by T. Mollin and **Seconded** by M. Thompson that the minutes from the MIECM be received as distributed.

**Motion Carried**

- 5) **Old Business:**

**5a) Tsunami Communications:** The CRD tsunami notification protocols were approved by the Executive Leadership Team. There was discussion regarding the difference between felt and distant earthquakes and the actions necessary for each one, as well as the need for public education and consistency in public messaging.

**ACTION ITEM FOR C. Fletcher:** To follow up with K. Fournier regarding visitor signage in tsunami hazard areas.

**5b) BCERMS Update:** The difference sections of the document have been submitted to the project leadership team for compilation into one consistent document. It will be circulated for review by the BCERMS working groups, then to other stakeholders in the fall for feedback.

**5c) REPAC:** The next meeting may be postponed due to summer scheduling conflicts. Membership will be notified during the week of July 28 if rescheduling is necessary.

**5d) Regional Telecommunications:** A draft document will be circulated next week for validation.

**ACTION ITEM FOR S. Jansen:** To follow up with P. Breen to obtain telecommunications information compiled by the Capital Region Emergency Radio Coordinating Committee.

**5e) Mass Notification Systems:** The working group met and discussed the need and potential uses for a mass notification system in the region. The group suggested that the development of a regional emergency application for smart phones may address short term notification needs while geographical cellular tower technology is being addressed by the Federal government. The initial requirements for the application would be to only push emergency notifications that require action from residents, such as evacuations or shelter-in-place. The membership felt that the working group should move forward with the concept of an application and that the larger mass notification system would be a secondary consideration.

**ACTION ITEM FOR S. Jansen:** To forward examples of current emergency applications and mass notification research that has been completed to date.

**5f) RSS Update:** A draft document and staff report has been circulated to the Planning, Transportation, and Protective Services Committee. Any questions or feedback on the document can be directed to S. Jansen.

**ACTION ITEM FOR S. Jansen:** To circulate RSS document and staff report to the LG EPAC membership.

**ACTION ITEM FOR LG EPAC Membership:** Feedback on the draft document should be forwarded to S. Jansen by July 30 for compilation and submission to CRD Planning for July 31.

**6) New Business:**

**6a) ICS Canada:** ICS Canada is seeking to standardize ICS training so it is transferable and recognized across Provincial boundaries.

**ACTION ITEM FOR C. PATTON:** To circulate re-worked questions from the Southwest to LGEPAC members, once received from C. Fletcher.

**7) Roundtable:**

**7a) LG EPAC Meeting Location:** The next meeting will take place at the CRD.

**8) Adjournment:** The meeting adjourned at 10:44 AM on motion by S. Dunlop.

***Next Meeting: Thursday, August 21, 2014 at 09:30 Room 107, CRD***