



Making a difference...together

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION
Minutes of Meeting Held Thursday, September 18, 2014 at 9:30 a.m.
CRD – 625 Fisgard Street – Room #107

Present: 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, Township of Esquimalt
Rob Johns, City of Victoria
Kulpreet Munde, City of Victoria
John Robertson, District of Central Saanich
Geoff Spriggs, City of Langford
Steve Sorensen, District of Sooke
Maegan Thompson, District of Saanich
Travis Whiting, CRD

Regrets: Geoff Amy, City of Colwood
Stephanie Dunlop, District of Metchosin
Brock Henson, District of Saanich
Blair McDonald, Township of Esquimalt
Troy Mollin, Town of View Royal
Brigitte Prochaska, Southern Gulf Islands Electoral Area
John Trelford, District of North Saanich

1) **Welcome and Introductions:** T. Whiting called the meeting to order at 9:31 am. Welcome and introductions were made.

2) **Approval of agenda:**

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

Motion Carried

3) **Approval of previous meeting minutes (August 21, 2014):**

It was **Moved** by R. Johns and **Seconded** by J. Grant that the minutes from the August 21, 2014 meeting of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as distributed.

Motion Carried

4) **Other Agency Minutes:**

No other minutes were received.

5) **Old Business:**

5a) **Incorporation of Private Practice Health Care in Local Government Response – Next steps:**
Discussion on how private practice health care resources will be incorporated, which is currently being looked at by the Province and whether the LG EPAC should be involved now or wait for a decision by the Province. Clare Flecher to report back next month.

ACTION ITEM FOR T. Whiting: Communicate with Shawn Carby in regard to creating a liaison between the provincial working group and the LG EPAC.

5b) REPAC: Nothing to report.

5c) Regional Telecommunications: Draft Regional Emergency Communications EOC Contact Information document was presented. CRD recording secretary to continue compiling regional communications information and complete the document.

ACTION ITEM FOR J. Dales: Contact each municipality for missing Regional Emergency Communications EOC Contact Information and complete the draft document.

5d) Exercise Plan: CRD recording secretary to contact the Exercise Plan working group (John Telford, Geoff Amy, and Sara Jansen) to facilitate setting up a meeting.

ACTION ITEM FOR J. Dales: Contact the Exercise Plan working group and set up a meeting

5e) CRERCC – Reporting Relationship & Process for Minute Distribution: Travis to report back with a CRECC summary for the October Meeting. Clare to speak on the MIECM minutes.

5f) Resilient Cities: Group Discussion around the application and potential impacts to regional and municipal programs.

ACTION ITEM FOR T. Whiting: Look for connections between the CRD Board strategic priorities and the resilient cities' program outcomes .

6) New Business:

6a) ESS – Terms of Reference Document: The ESS terms of reference document has been reviewed by the ESSD's and is to help guide what is worked on each year. M. Thompson to act as a link and report back to the LG EPAC on ESSD meetings.

6b) ShakeOut: Discussion on what local municipalities are doing for ShakeOut BC Day and the resources available through the Province (magnets, stickers, and t-shirts).

ACTION ITEM FOR J. Dales: Send out an email to the group and collect information as to what is happening within each municipality.

6c) Major Incident Event Planning: Discussion on having EMBC come in and speak for 15-20 minutes on major event planning (what to consider, what to ask, what to look for) for either the October or November meeting.

7) Roundtable:

7a) LG EPAC Meeting Location: The next meeting will take place at the CRD Fisgard Office, Room 107.

8) Adjournment: The meeting adjourned at 10:52 AM motion by S. Sorensen.

Next Meeting: Thursday, October 23, 2014 at 09:30 Room 107, CRD