

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION
Minutes of Meeting Held Thursday, April 16, 2015 at 9:30 a.m.
CRD – 625 Fisgard Street – Room #107

Present:	Blair McDonald	Township of Esquimalt
	Geoff Amy	City of Colwood
	Ian Foss	Capital Regional District (CRD) Recording Secretary
	Jeri Grant	Juan de Fuca Electoral Area
	Peter Ensor	CRD
	Rob Johns	City of Victoria
	Travis Whiting	CRD Commission Chair
	Clare Fletcher	Emergency Management BC
	Maegan Thompson	District of Saanich
	Brigitte Prochaska	Southern Gulf Island Electoral Area
	Eileen Grant	District of Oak Bay
	John Treford	District of North Saanich
	Troy Mollin	Town of View Royal
	Steve Sorensen	District of Sooke

Regrets: Sara Jansen Township of Esquimalt

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

2) **Approval of agenda:**

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

Motion Carried

3) **Approval of previous meeting minutes:**

It was **Moved** by G. Amy and **Seconded** by P. Ensor that the minutes from the **March 18, 2015** meeting of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as distributed.

Motion Carried

4) **Other Agency Minutes:** No other agency minutes available

5) **Old Business:**

5a) Regional Partnerships Discussion

Discussion and review on the attached Concept Paper took place

It was **Moved** by J. Grant and **Seconded** by J. Treford that the LG EPAC recommend the Concept Paper (attached) be forwarded to the CRD's CAO for the consideration by the region's CAO's.

Motion Carried

5b) CVRD RDA System (via S. Sanderson)

ACTION ITEM FOR IFoss: Invite S. Sanderson CVRD to attend an LGEPAC Meeting and present to the table on the CVRD System.

5c) Regional Contact List – Polling for interest

ACTION ITEM FOR LG EPAC Members: If there is an interest in the Regional Contacts list, or to receive a digital copy of the list, please forward your contacts to I. Foss for inclusion.

6) New Business:

6a) Invitation to present at the CANUS Symposium for the LGEPAC was presented by C. Fletcher

7) Roundtable:

7a) ACTION ITEM FOR LG EPAC Members: forward inventory of Help/ok cards as well as any number requested for the order to E. Grant.

7b) LG EPAC Meeting Location: The next meeting will take place at the New View Royal Emergency Services Building, May 21, 09:30 at 333 Island Hwy.

8) Adjournment: The meeting adjourned at 10:47 motion by G. Amy.

Next Meeting: May 21, 2015 at 09:30 View Royal Emergency Services Building, 333 Island Hwy

Regional Emergency Management Partnership Framework CRD Concept Paper

Purpose:

- Establish a local/regional/provincial partnership, designed to enhance emergency management across the CRD region

Background and Rationale:

- Priority initiative within EMBC's Strategic plan to establish a consistent strategy for regional emergency management partnership frameworks
- Regional coordination identified as a recommendation in the Earthquake Preparedness Consultation Report (March 2015)
- Greater regional cooperation, coordination, collaboration and communications identified as a priority by Local Governments in recent EMBC survey
- Lessons learned from past emergency events highlight the benefits of greater regional emergency management planning, response and recovery
- IPREM recognizes success in Metro Vancouver includes involvement of senior decision makers in development of solutions and adoption of outcomes

Current Regional Emergency Management Frameworks in CRD:

- In 2008, the CRD adopted Bylaw 3530: Service to provide: *"an information and resource management system to coordinate with Local emergency programs in support of local authorities and strengthens the capacity to manage a multi-jurisdictional emergency event or regional disaster"*, supported by a current budget and staff position.
- Local Government Emergency Program Advisory Commission (LGEPAC) established through CRD Bylaw 3531, and includes Municipal and Electoral Area Emergency Program Representatives
- Regional Emergency Planning Advisory Commission (REPAC) established through CRD Bylaw 3566, and includes Municipal, Electoral Area and Stakeholder Agency Emergency Program Representatives
- LGEPAC provides leadership and direction to REPAC regarding potential initiatives
- Both LGEPAC and REPAC have established Working Groups, including:
 - LGEPAC
 - BCERMS Refresh Working Groups
 - Public Information
 - Regional Telecommunications
 - Regional Emergency Communications for Tsunami

- E-Team
 - Exercise
 - Website/PSA's
 - Survey
 - Regional Emergency Preparedness Workbook (Completed)
- REPAC
 - Educational Facilities
 - Community Disaster Recovery
 - Regional Disaster Transportation (DRR's)
 - Exercises
 - Public Education
 - Situational Awareness
- LGEPAC & REPAC achievements:
 - Regional website
 - Public Education Guide on personal preparedness
 - Tsunami modeling and public education
 - 8 Public Service Announcements
 - Tsunami Communications Plan
 - Draft Conops to address resource sharing
 - Regional EOC telecommunications guide
 - Multi-modal transportation study

Partnership Name: *Regional Emergency Management Partnership*

Vision:

- The Capital Region is a disaster resilient region where all levels of government and stakeholders work collaboratively towards enhanced emergency management.

Objectives:

- Confirm emergency management roles & responsibilities of Local Authorities, Regional District, Provincial and Federal Governments and key Stakeholder Agencies, optimizing opportunities for integration and coordination before, during and after an emergency event
- Engage senior decision makers (CAO's) in emergency management activity
- Promote increased coordination, cooperation, collaboration, capacity and integration between the levels of government during all phases of emergency management: planning/preparedness; response; recovery and mitigation
- Provide oversight and accountability on "regional" issues, developing common plans, regional strategies, operational redundancies, while enhancing regional capabilities and capacity

- Address emergency events that cross municipal boundaries or have impacts or demands for response and recovery that are beyond one Local Authority's ability to handle, or require a coordinated multi-jurisdictional plan of action
 - *Definition for Regional Emergency: A major event that has (or has the potential to have) an extraordinary level of risk to lives, property, environment, social and/or economic wellbeing across jurisdictional boundaries in the region, which could require one or more of the following:*
 - *Non routine levels of coordination*
 - *Sharing of situational awareness information*
 - *Joint decision making*
 - *Prioritizing resources*
 - *Allocating resources*
 - *Response by multiple stakeholders (agencies and jurisdictions)*
- Establish a regional concept of operations to support enhanced regional situational awareness, regional priority setting, resource sharing, joint public messaging and decision making on regional issues --- ensuring that local autonomy is respected and maintained, and the regional concept of operations is applicable regardless of a local or provincial declaration of state of emergency being issued
 - *Issue: Municipalities inside the CRD are not able to provide services from one community to the next, unless there is a Council to Council Agreement with the existing Disaster Mutual Aid Agreement (1999) in place --- reference Community Charter*
Under a provincial declaration, the Province can request the support and deploy to requesting community
- Enhance emergency preparedness public education and common public messaging for each of the key hazards the region may face
- Strengthen regional information sharing and communications, and joint planning, training and exercising
- Foster Local Government participation and engagement with EMBC in policy development and other collaborative emergency management activities

Geographic Area of Interest:

- Size: 2,341 square kilometers
- Population: 360,000
- Capital Regional District participants defined as Local Authorities by the *Emergency Program Act*:
 - Capital Regional District
 - 3 Electoral Areas: Juan de Fuca; Salt Spring Island; Southern Gulf Islands
 - 13 Municipalities: North Saanich; Sidney; Central Saanich; Saanich; Oak Bay; Victoria; Esquimalt; Metchosin; Sooke; Colwood; Langford; View Royal; and Highlands

- Other Local Governments within the region as defined by the Act:
 - 10 First Nations and Reserves: Tsatlip First Nation; Tsawout First Nation; Pauquachin First Nation; Tseycum First Nation; Malahat First Nation; Songhees First Nation; Esquimalt First Nation; T'Sou-ke First Nation; Scia'new (Beecher Bay) First Nation; Pacheedaht First Nation
 - 8 First Nations with portions of geographic overlap into CRD region

Structure & Membership of the Proposed Model:

- Capital Regional District participants defined as Local Authorities by the *Emergency Program Act*
- Provincial Government --- Ministry of Justice (EMBC), plus provincial ministry reps from the Inter-Agency Emergency Preparedness Council (IEPC), including: MoTI, MoH, MoE, FLNRO, MoEd
- Connection to First Nations to be determined
- *Bylaw*: The current service establishment bylaw (Bylaw 3530) provides for the Board to direct service levels and to partner with EMBC on the proposed model.
- *Steering Committee*: 8-12 Members for effective management and stewardship of the regional partnership:
 - Provincial representatives:
 - Senior Decision Makers (minimum Executive Director level)
 - Local Government representatives:
 - Senior Decision Makers (CAO's)
 - A minimum of one Emergency Manager (LGEPAC rep)
- *Integrated Working Groups*: to be established to support each project/initiative based on geographic and knowledge areas of interest. Working Groups should also encourage representation from the Partnership Membership plus relevant Stakeholder Agencies
 - Each Working Group to have a minimum of 1 CAO & 1 Local Government EPC as members
- *Stakeholder Linkages*:
 - CRD Board
 - Province: EMBC; IEPC
 - Local Authorities: Mayors, CAO's
 - LGEPAC
 - REPAC
 - Other Regional Partnerships such as: IPREM

- *Resource Support:*
 - Staffing:
 - New: Partnership --- Regional Emergency Planner (funded by EMBC)
 - Current: CRD:
 - Regional Emergency System's Coordinator(funded by CRD)
 - Program Admin (funded by CRD)
 - Office Space / Equipment (location of staff to be determined: EMBC/CRD)
 - Funding & In-Kind Support:
 - Annual Budget
 - Designated EMBC Liaison

- *Provincial Role:*
 - Leadership
 - Funding
 - Staffing
 - Facilitate collaboration now before disaster strikes
 - Understanding everyone's parameters
 - Champion in the region
 - Sharing best practices
 - Facilitate transfer of project information between the different regional partnerships – IPREM & CRD
 - Each regional partnership could work on different projects and exchange results
 - Regular reporting and greater exchange of information

Guiding Principles:

- Local Authority Commitment
- Local Authorities Maintain Autonomy & Local Responsibilities
- Utilize Existing Structures to Achieve Regional Coordination
- Utilize and Coordinate Existing Resources (including use of mutual aid agreements)
- Pro-active Leadership and Communications
- Consistent yet Scalable, Flexible and Layered Approach
- Focus on Process(es) to Determine Outcomes
- Collaborative Decision Making
- All Hazard Preparedness, Planning, Training and Exercising
- Continual Improvement

Regional Issues – Possible Project Initiatives/Deliverables:

- HRVA --- already a great deal of work has been accomplished
- Resource sharing protocol/agreement
- Collaborative communications – when EOC's activated to address sharing situational awareness and common public messaging
- Regional training and exercises

- Debris Management
- Rapid Damage Assessment
- Regional critical infrastructure resilience (ie. Water, Solid Waste)
- Catastrophic Earthquake Plan
- Updated Disaster Emergency Management Agreement (Disaster Mutual Aid Agreement - 1999)

Partnership Communication:

- Communication regarding the Partnership with other levels of government, stakeholders, the media and public will be consistent with protocols established by the Partners ---- partnership doesn't speak for any one Local Authority but rather the regional partnership as a whole
- Partnership Steering Committee will provide direction on consistent messaging that can be shared through the Partnership Manager

Regional Emergency Management Partnership Framework

Membership:

- 2 Members:
 - CRD Chair, Minister of Justice

Responsibilities:

- Receives updates from the Steering Committee prior to presentation to the CRD Board/Province
- Sets Policy direction, recommends regulatory or legislative changes.
- Ratifies the business plan and budget.
- Liaises with other elected officials as appropriate.

Regional Bylaw 3530
 Service established to “provide an information and resource management system to coordinate with Local emergency programs in support of local authorities and strengthens the capacity to manage a multi-jurisdictional emergency event or regional disaster.”

Communication between Steering Committees ensures consistency, eliminates duplication and provides ability to best support each other

- Provincial endorsement for EMBC initiatives
- Reports out to all other government ministries

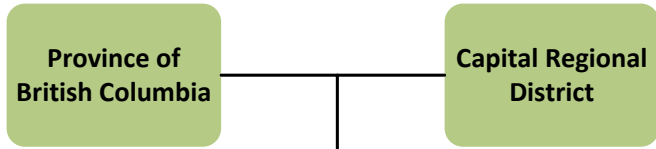
- Support from this level of leadership helps achieve action
- Appoints CAO rep to Steering Committee and WGs

Membership:

- 8-12 Members – 3-4 meetings per year
- Balanced between Provincial and Local Authority Members
- Senior Decision Makers
- Provincial reps: Executive level
- Local reps: Senior (CAOs) level plus emergency manager (LGE PAC) rep

Responsibilities

- Strategic Policy Development
- Endorses WG output/projects
- Forwards WG recommendations to Policy Group for final approval and presentation to CRD Board, Province
- Collective decision making on priorities, resources and policy recommendations
- Develop and administer the business plan and budget
- Liaise with other senior appointed officials
- Report partnership activities out to member agencies



Local Government Emergency Program Advisory Commission

- Recommendations on potential WG topics to Steering Committee for endorsement
- Supplies a minimum of one representative to each WG’s
- Continues to work on common Local Government initiatives (outside of WG’s)

IPREM Steering Committee or other regional partnership steering committees

Inter-Agency Emergency Preparedness Council

Local Authority CAOs

Policy Group

Steering Committee

LGE PAC

Regional Emergency Planning Advisory Commission

- Emergency stakeholders from across the region (current)
- Continues specific REPAC initiatives defined by its members (working with the LGE PAC)



- WG topics determined by Steering Committee
- Each WG has at least one Local Government CAO and one EPC
- Filled out with SME and members from REPAC or other stakeholder groups.

Partnership Support staff

- Regional Emergency Planner (EMBC)
- Regional Emergency Systems Coord (CRD)
- Protective Services Admin (CRD)

Responsibilities:

- Team coordination and support of approved regional emergency planning initiatives
- Establish and manage integrated working groups
- Conduct stakeholder consultation
- Research and analysis
- Program development
- Program administration (budget, website, & bulletin).