

**LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION**  
**Minutes of Meeting Held Thursday, January 21, 2016 at 9:30 a.m.**  
**CRD – 625 Fisgard Street – Room #107**

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<b>Present:</b>	Shawn Carby	Capital Regional District (CRD) - <i>Commission Chair</i>
	Dave Cockle	Oak Bay
	Doug Carey	Victoria
	Eileen Grant	Oak Bay
	Geoff Amy	Colwood
	Geoff Spriggs	Langford
	Ian Elliott	CRD - <i>Recording Secretary</i>
	Jeri Grant	Juan de Fuca Electoral Area
	John Trelford	North Saanich
	Maegan Thompson	Saanich
	Mike Harman	Sidney
	Peter Ensor	CRD
	Ralph Mohrmann	Emergency Management BC
	Sara Jansen	Esquimalt
	Steven Sorensen	Sooke
	Troy Mollin	View Royal
<b>Guest:</b>	Todd Scaber	CRD

1) **Welcome and Introductions:** S. Carby called the meeting to order at 9:32 a.m. Welcome and introductions were made.

2) **Approval of agenda:**

It was **Moved** by G. Amy and **Seconded** by J. Trelford 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 E. Grant and **Seconded** by J. Grant that the minutes from the **October 22, 2015** meeting of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as distributed.

**Motion Carried**

4) **Other Agency Minutes:** MIECM September 2015; CRCRCC September 2015 & October 2015

5) **Action Items:**

a. **G. Amy:** Send Pet Evacuation team information to P. Ensor (**Carried forward**)

6) **Presentation:** Todd Scaber CRD Integrated Water Services - Public works approach to repair work, mutual aid and communications.

**AI - I. Foss:** distribute IWS protocol with minutes

7) **Old Business:**

a. Regional Partnerships status – S. Carby

- b. Prepareyourself.ca website update

**AI All LGEPAC Members:** More photos needed for the Prepareyourself website update

**AI I.Foss:** check that we still have the domain name for Prepareyourself.ca

- c. Shake Cottage working group update – S. Jansen

(WG D. Cockle, E. Grant, G. Amy, S. Jansen, J. Trelford, I. Foss, K Hansen –HEMBC,  
Sybille Sanderson – MIEMC)

- d. EP Week ideas – M. Thompson

**AI All LGEPAC Members:** discuss collaborative messaging during February meeting for regarding information on for Tsunami Week on Prepareyourself.ca

- e. Report on School District coordination meeting (Dec 16, 2015) – T. Mollin

- f. Status update on Prepareyourself workbook version 1.2 – M. Thompson

(WG E. Grant, J. Grant, S. Jansen, I. Foss & M. Thompson)

It was **Moved** by S. Jansen and **Seconded** by T. Mollin that the changes brought forward by the WG be accepted.

**Motion Carried**

- g. REPAC Elections Committee will accept nominations until 09:30 on that February 4, 2016.

S. Jansen & M. Thompson

**8) New Business:**

- a. *Emergency Program Act.* update – S. Jansen

**AI All LGEPAC Members:** have a coordination call for the Emergency Program Act Update.

- b. Regional EA/CRD Communications – Priority, methodology and transition - P. Ensor

- c. CRD Board Exercise – S. Carby

**AI S. Carby:** distribute CRD Board Exercise when available.

**9) Roundtable**

- 10) Adjournment:** The meeting adjourned at 11:59 a.m.

**Next regular Meeting: February 18<sup>th</sup>, 2016 at 09:30 – Room 107, CRD, 625 Fisgard St, Victoria**