

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION
Minutes of Meeting Held Thursday, March 17, 2016 at 9:30 a.m.
CRD – 625 Fisgard Street – Room #107

Present:

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| Shawn Carby | Capital Regional District (CRD) - <i>Commission Chair</i> |
| Brigitte Prochaska | Southern Gulf Island Electoral Area |
| Clare Fletcher | Emergency Management BC (EMBC) |
| Dave Cockle | Oak Bay |
| Eileen Grant | Oak Bay |
| Frank McDonald | Saanich |
| Ian Foss | CRD - <i>Recording Secretary</i> |
| Jeri Grant | Juan de Fuca Electoral Area |
| Mike Harman | Sidney |
| Peter Ensor | CRD |
| Sara Jansen | Esquimalt |
| Steven Sorensen | Sooke |

Telephone: Stephanie Dunlop Metchosin

1) **Welcome and Introductions:** S. Carby called the meeting to order at 9:34 a.m. Welcome and introductions were made.

2) **Approval of agenda:**

It was **Moved** by S. Jansen and **Seconded** by J. Grant 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:**

It was **Moved** by E. Grant and **Seconded** by J. Grant that the minutes from the **February 18, 2016** meeting of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved.

Motion Carried

5) **Old Business:**

a. Regional Partnerships status – S. Carby

It was **Moved** by B. Prochaska and **Seconded** by F. McDonald that LGEPAC establish a nominations committee to present the candidates for Primary and Secondary LGEPAC Representative on the Regional Emergency Management Partnership Steering Committee.

Motion Carried

AI LGEPAC Nominations Committee: Collect nominations until the 1600 April 1, 2016 and report to LGEPAC at the regular April meeting. (Nominations committee: I. Foss, C. Fletcher & E. Grant)

AI I Foss: Circulate the REMP survey to LGEPAC

AI I Foss: Invite EMBC REMP Manager L. MacDonald to April LGEPAC Meeting.

b. Prepareyourself Workbook update and order – I. Foss

It was **Moved** by S. Jansen and **Seconded** by D. Cockle that LGEPAC use up to \$10000 from surplus budget to ensure the cost of workbooks is not more that \$2 to each LGEPAC member and to ensure the group receives the best bulk price possible.

Motion Carried

AI I Foss: Share Prepareyourself workbook v1.2 with LGEPAC and enquire on wish list of order numbers at \$2 per workbook.

AI I Foss: Share Prepareyourself workbook v1.2 with MIECM to see if there is an interest in anyone in that group purchasing the workbooks.

c. Quake Cottage Island Tour WG update – I. Foss

It was **Moved** by S. Jansen and **Seconded** by M. Harman that LGEPAC use up to \$5000 from surplus budget to cover the remainder of the cost to bring the Quake Cottage to the region.

Motion Carried

AI LGEPAC: Supply vector graphic quality image of community logo to I Foss ASAP to be included in the Quake Cottage advertising campaign.

AI I Foss: Confirm & clarify who can participate with Quake Cottage and what restrictions exist and report back to the committee.

d. Bell Media Partnership WG update – I. Foss

It was **Moved** by S. Jansen and **Seconded** by G. Amy that LGEPAC use up to \$5000 from surplus budget towards the Bell Media Partnership.

Motion Carried

e. Tsunami Week – S. Jansen

AI LGEPAC Members: Work on a coordinated approach with ShakeOut BC and EMBC/PreparedBC to messaging for Tsunami week April 6-10 2016

6) New Business:

- a. Help/Ok signs – S. Jansen

AI I Foss: Include Help/Ok signs in workbook order email mail out.

AI LGEPAC Members: Respond with wish list numbers ASAP to I Foss for inclusion in the workbook order.

- b. Devils Mountain Fault – G. Amy

AI I Foss: Share NRCAN write-up with LGEPAC members.

7) Roundtable

AI I Foss: Ensure LGEPAC Members are notified in advance if there are potential budget items on the agenda.

8) Adjournment: The meeting adjourned at 11:56 a.m.

Next regular Meeting: April 21, 2016 at 09:30 – Room 107, CRD, 625 Fisgard St, Victoria