

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION
Notes of Meeting Held Thursday, August 18, 2016 at 9:30 a.m.
CRD – 625 Fisgard Street – Room #107

Present: Peter Ensor Capital Regional District (CRD) - *Commission Vice-Chair*
Ian Elliott CRD - *Recording Secretary*
Ian Foss CRD
Eileen Grant Oak Bay
Ralph Mohrmann EMBC
Sara Jansen Esquimalt
Tanya Patterson Victoria
Maegan Thompson Saanich
Jowett Wong Victoria
Elizabeth Zook Salt Spring Island

Telephone: Brigitte Prochaska Southern Gulf Islands

NO QUORUM: MEETING NOTES ONLY

- 1) **Welcome and Introductions:** P. Ensor called the meeting to order at 9:34 a.m. Welcome and introductions were made.
- 2) **Approval of agenda:** no motion or vote
- 3) **Approval of previous meeting minutes:** no motion or vote
- 4) **Business arising from previous minutes were reviewed**
- 5) **Other Agency Minutes:** the CRERCC minutes were distributed by email
- 6) **Working Group Updates:**
 - a. S. Jansen gave a presentation of the Neighbourhood Damage Assessment for the members
 - b. Prepare Yourself workbook printing issue – spot checks complete
- 7) **Regional Emergency Management Partnership (REMP),** an update was provided.
- 8) **Old Business**
 - a. ShakeOut 2016, an update was given.
 - b. Regional Directory Contact List updates – an update will be undertaken in September
 - c. REPAC Contact List updates (as per REPAC TOR) – the list will be reviewed through the REPAC executive to LGEPAC in September
 - d. EMBC/PENS Contact List update process, members are to contact EMBC directly to update
 - e. LGEPAC Membership updates will be incorporated into the revised contact list
- 9) **New Business:**
 - a. Regional Emergency Program Advisory Commission (REPAC) fall meeting and presentation ideas, discussion ensued with a preliminary review of membership and some ideas for presentations: REMP Update, Coastal Response discussion, ShakeOut BC 2016 Update, Fort McMurray response discussion, Status of Working Groups and next steps
 - b. School District 61 Emergency Exercise – S. Jansen gave an overview of the upcoming exercise planned to coincide with ShakeOut.

New Action Items: 8 Items

I Elliott: Ensure that all members have access to SharePoint Collaborative Sites

LGEPAC: Membership to assist with updates for Regional Resource List (in process)

I Elliott: Share Regional Emergency Contact List with the membership and request updates

I Elliott: Distribute REPAC agency membership list to the LGEPAC members for review

I Elliott: Send out meeting reminder for September all day session REPAC am and LGEPAC pm

LGEPAC: Membership contact list updates review by membership at next meeting

I Elliott: Regional Directory Contact List updates underway

10) Roundtable: general discussion, mention of World Tsunami Day, November 5th, 2016, and EOC Essentials hosted by Saanich September 21-22.

11) Adjournment: The meeting adjourned at 11:47 a.m.

**Next regular Meeting: September 15, 2016 at 01:00 p.m. – Note new meeting time
Room 107, CRD, 625 Fisgard St, Victoria**