

**LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION**  
**Minutes of Meeting Held Thursday, Oct 27, 2016 at 9:30 a.m.**  
**CRD – 625 Fisgard Street – Room #107**

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|-----------------|-----------------|---|
| <b>Present:</b> | Geoff Amy       | Colwood   |
|                 | Shawn Carby     | Capital Regional District (CRD) - <i>Commission Chair</i> |
|                 | Dave Cockle     | Oak Bay   |
|                 | Ian Elliott     | CRD - <i>Recording Secretary</i>                          |
|                 | Ian Foss        | EMBC  |
|                 | Eileen Grant    | Oak Bay   |
|                 | Jeri Grant      | Juan de Fuca Electoral Area                               |
|                 | Mike Harman     | Sidney  |
|                 | Blair McDonald  | Esquimalt   |
|                 | Tanya Patterson | Victoria  |
|                 | Brittany Schina | EMBC  |
|                 | Maegan Thompson | Saanich   |
|                 | John Trelford   | North Saanich   |
|                 | Elizabeth Zook  | Salt Spring Island  |

1) **Welcome and Introductions:** S. Carby called the meeting to order at 9:30 a.m. Welcome and introductions were made and Brittany Schina (Senior Project Manager for REMP) was introduced to the group.

2) **Approval of agenda:**

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

**Motion Carried**

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

It was **Moved** by J. Grant and **Seconded** by M. Harman that the minutes from the **September 15, 2016** meeting of the LG EPAC be approved as circulated.

**Motion Carried**

4) **Business arising from previous minutes:** the action items were reviewed.

5) **Other Agency Minutes:** CRERCC minutes were distributed by email and received by the Commission.

6) **Regional Emergency Management Partnership (REMP) Update** – S. Carby, D Cockle, B Schina and I. Foss provided an update on current status and recent activities of the REMP Steering Committee.

7) **Working Groups Updates/Status Review Discussion**

a. Regional Emergency Planning Advisory Commission (REPAC) Working Group

Next meeting will be 9:30 am on Thursday, December 8 in the CRD Boardroom.

b. Public Information Working Group (consolidated the Public Service Announcement, LG EPAC Website, and Social Media Working Groups)

M. Thompson gave an update on the Video Public Service Announcement Project, the first 2 videos are complete and ready for sequential release. Discussion ensued

regarding a strategy and schedule for release, M. Thompson to distribute schedule. Also a draft “terms of reference” is currently under consideration

c. Regional Emergency Management Partnership (REMP) Working Group

See item 6, also D. Cockle described the draft “terms of reference” currently under consideration

d. Evacuation Working Group

Next meeting is November 2, a draft “terms of reference” is currently under consideration

**8) Old Business:**

- |                                    |                               |
|------------------------------------|-------------------------------|
| a. LGEPAC membership contact list  | updates/review still underway |
| b. Regional Directory contact list | updates/review still underway |
| c. REPAC contact list              | updates/review still underway |

AI: the lists will be updated twice per year

**9) New Business:**

- a) PENS list, I. Foss has requested that only 2 names per Local Government be included in the list to minimize calling time
- b) EMBC and ESS staff updates, I. Foss gave details of the new staffing at EMBC
- c) Prepare Yourself logo, M. Thompson requested that a version of this image be available on SharePoint
- d) Neighbourhood Emergency Preparedness Program contacts, M. Thompson requested the contact in each LG for Neighbourhood Preparedness
- e) ShakeOut 2016 update, I. Foss, D. Cockle and B. Schina provided a report on another successful campaign. The Commission will move next year’s ShakeOut activities for the CRD into the Public Education Working Group

**10) Roundtable:** General discussion

**11) Adjournment:** The meeting adjourned at 11:50 a.m.

***Next regular Meeting: Thursday Nov 17, 2016 at 09:30 – Room 107, CRD, 625 Fisgard St, Victoria***