

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION
Minutes of Meeting Held Thursday, Dec 15, 2016 at 9:30 a.m.
CRD – 625 Fisgard Street – Room #107

Present:	Geoff Amy	Colwood
	Shawn Carby	Capital Regional District (CRD) - <i>Commission Chair</i>
	Ian Elliott	CRD - <i>Recording Secretary</i>
	Peter Ensor	CRD
	Ian Foss	EMBC
	Jeri Grant	Juan de Fuca Electoral Area
	David Hewson	EMBC Critical Infrastructure Portfolio
	Darren Hughes	Oak Bay
	Sara Jansen	Esquimalt
	Don MacLeod	Capital Region Emergency Radio Coordinators Committee
	Troy Mollin	View Royal
	Tanya Patterson	Victoria
	Jenny Reid	CRD
	John Robertson	Central Saanich
	Brittany Schina	EMBC
	Maegan Thompson	Saanich

1) **Welcome and Introductions:** S. Carby called the meeting to order at 9:33 a.m. Welcome and introductions were made. At the call there was not a quorum present, so the meeting continued as information and discussion only. Quorum was achieved at 9:50 a.m. at which time items needing a motion were addressed.

2) **Approval of agenda:**

It was **Moved** by S. Jansen and **Seconded** by T. Mollin 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 G. Amy and **Seconded** by D. Hughes that the minutes from the **November 17, 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:** No additional minutes

6) **Presentations**

- a. Critical Infrastructure Assessment Tool, EMBC David Hewson
- b. Capital Region Emergency Radio Coordinators Committee (CRERCC) Don MacLeod

Action Item: D. Hewson to consider creating a 3 hour CIAT Champions course for EPCs

Action Item: I. Elliott to distribute EMBC CI Matrix web-link with draft minutes

Action Item: I. Elliott to see how we may use the EMBC CI categories format to help with the Regional Resource Catalogue Project

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

S. Carby reviewed ongoing discussions to promote integration of CRD/EMBC/REMP support initiatives for First Nations emergency planning. Next meeting set for January 31st, 2017

Action Item: I. Elliott to share First Nations meeting agenda when available with membership by email.

8) Working Groups Updates/Status Review Discussion

a. Regional Emergency Planning Advisory Commission (REPAC) Working Group - next meeting February 2nd, 2017

b. Public Information Working Group

M. Thompson and S. Jansen gave a final update on the “Get Your Kit Together” Video Public Service Announcement Project. It has been very well received and the Commission offered it’s thanks to the Working Group.
Draft TOR was presented

c. Regional Emergency Management Partnership (REMP) Working Group

B. Schina gave a briefing on the “task team” compiling the draft strategic plan which will be presented to the Steering Committee on February 20th, 2017. A draft copy will be available to the membership for the January 19th planning session as a guide on upcoming potential REMP initiatives.
Draft TOR was presented.

d. Evacuation Working Group

Working group met and have a general agreement on the approach going forward but no material has been finalized yet. Group will meet again early in 2017 to continue the project.
Draft TOR was presented

9) Old Business:

a. LGEPAC membership contact list revised draft is complete and will be uploaded to the collaboration SharePoint site (add EPC cell #s to list and 24/7 #s if available).

b. Regional directory contact list updates/review still underway

c. REPAC contact list updates/review still underway, to be finalized on Feb 2

10) New Business:

a. Capital Region Disaster Response Transportation – S. Carby gave an overview of a recent meeting with MoTI, designed to restart the Disaster Response Routes review process. A presentation to LGEPAC will be arranged for next meeting to discuss.

b. EMBC sponsored training for 2017 – as was done last year, LGEPAC will create a combined training request.

Action Item: I. Elliott to gather training requests from the membership, collate and forward to EMBC before the January deadline.

c. Family Doctor assistance in times of disaster program – G. Amy and S. Carby described an initiative designed to bring Family Doctors into the support efforts after a disaster event. More

information to follow at next meeting.

Action Item: S. Carby to contact HEMBC and arrange a presentation to LGEPAC

11) **Roundtable:** General discussion

12) **Adjournment:** The meeting adjourned at 11:55 a.m.

Next regular Meeting: January 19, 2017 at 09:30 a. m. – Room 107, CRD, 625 Fisgard St, Victoria

Extraordinary Meeting: January 19, 2017 at 1:00 p. m. – Room 107, CRD, 625 Fisgard St, Victoria