

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION
Minutes of Meeting Held Thursday, February 16, 2017 at 9:30 a.m.
CRD – 625 Fisgard Street – #107 (9:30 -12:00)

Present:

Geoff Amy	Colwood
Dave Cockle	Oak Bay
Peter Ensor	CRD (<i>Acting Chair for items #1 & #2</i>)
Ian Foss	EMBC
Jeri Grant	Juan de Fuca Electoral Area
Laurel Hanley	Salt Spring Island Emergency Program
Mike Harman	Sidney
Darren Hughes	Oak Bay
Sara Jansen	Esquimalt
Troy Mollin	View Royal
Tanya Patterson	Victoria
Cindy Patton	CRD (<i>Recording Secretary</i>)
John Robertson	Central Saanich
Brittany Schina	EMBC/REMP
Maegan Thompson	Saanich (<i>Vice Chair</i>)
John Trelford	North Saanich

Guest: Brent Reems Senior Manager, CRD Legislative & Information Services

1. **Welcome and Introductions:** P. Ensor called the meeting to order at 9:31 a.m. Welcome and introductions were made around the room.

2. **Approval of agenda:**

It was **Moved** by D. Cockle and **Seconded** by S. Jansen that agenda Item# 5, Election of Vice-Chair for 2017, be moved up to item #3 on the agenda.

Motion Carried

Quake Cottage was added to the agenda under New Business.

It was **Moved** by S. Jansen and **Seconded** by M. Thompson that the agenda of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as amended.

Motion Carried

3. **Election of Vice-Chair for 2017:** Brent Reems, CRD Legislative & Information Services Senior Manager provided an overview of Bylaw 3828 – CRD Board Procedurals Bylaw. Quorum for this Commission is majority, not ½ of the members. Therefore 9 members present would be considered quorum. Each Municipality, the three Electoral Areas and the Commission Chair get 1 vote.

It is recommended that each Commission member appoint an alternate(s) that can sit in for them in their absence and would be able to vote on behalf of their municipality. In the absence of the Vice-Chair, an alternate can sit in for that municipality but they do not assume the Vice-Chair role. Phone-in voting, only 1 vote would count regardless of how many members called in, hence the recommendation to appoint an alternate that can physically attend the meeting.

Action item: Generate a list of Commission alternate representatives that will be updated yearly.

Action item: Circulate Bylaw 3828 to the members.

Brent Reems did a call for Vice-Chair nominations. Maegan Thompson was the only nomination and was therefore declared Vice-Chair by acclamation.

Maegan Thompson chaired the remainder of the meeting.

4. Approval of minutes from previous meeting:

It was **Moved** by J. Grant and **Seconded** by T. Patterson that the minutes from the **January 19, 2017** meeting of the LG EPAC be approved as circulated.

Motion Carried

5. Presentations:

- a. **LGEPAC/REMP Planning Session report:** February 20 is the next scheduled meeting for the REMP Steering Committee, at which time the draft Strategic Priorities will hopefully be approved.

Action Item: D. Cockle to share REMP updated PowerPoint presentation.

- b. **Overview of First Nations Emergency Planning Workshop:** An overview was provided of the January 31 meeting. At that meeting First Nations indicated one of their main concerns was tsunamis. There is movement toward First Nations having their own Advisory Committee. There was also discussion about getting a First Nations representative on the REMP Committee. Invitations to participate in LGEPAC meetings and listen to subject matter experts should also be extended. It was noted that the LGEPAC could really assist with moving this forward. A CRD rep and a Songhees rep will be sending out letters to the meeting participants asking “what did they think?” as well as asking them to identify primary and secondary contacts for their Bands.

6. Business arising from previous minutes: The group discussed the action items

Action Item: Brittany to follow up the survey from EMBC logistics group.

Action Item: At the next scheduled LGEPAC meeting – ask members if any of them would want to attend the Mid-Island Emergency Manager’s meeting in May.

Action Item: Upload editable LGEPAC – Regional Contact List onto collaborative SharePoint site.

7. Other Agency Minutes: Received five sets of 2016 Mid-Island Emergency Coordinators & Managers (MIECM) minutes which were included in the agenda package. Question was asked “have those minutes been uploaded to the collaborative SharePoint site?”

Action Item: Ensure that the Mid-Island Emergency Coordinators & Managers meeting minutes are uploaded to the SharePoint site.

8. Working Groups Updates:

- a. **REPAC:** There may be changes to the bylaw based on REMP activity. It was noted that there will be an all-day meeting May 18, REPAC meeting in the morning and LGEPAC in the afternoon.

It was **Moved** by D. Cockle and **Seconded** by G. Amy that the Term of Reference for the REPAC Working Group be approved.

Motion Carried

- b. **Public Information Working Group:** In the process of trying to disseminate the remaining 2nd Edition Workbooks. Any comments/suggestions for the new edition should be directed to a working group member. Amendments will be proposed to the group for approval/acceptance. CRD Corporate Communications is aware of the coming amendments. Ideally aiming to have the new workbook ready for Emergency Preparedness Week in May.

It was **Moved** by D. Cockle and **Seconded** by J. Grant that the Term of Reference for the Public Information Working Group be approved.

Motion Carried

- c. **REMP Working Group:**

It was **Moved** by D. Cockle and **Seconded** by M. Harman that the Term of Reference for the REMP Working Group be approved.

Motion Carried

- d. **Evacuation Working Group:**

It was **Moved** by D. Cockle and **Seconded** by G. Amy that the Term of Reference for the Evacuation Working Group be approved as amended.

Motion Carried

9. Old Business:

- a. **Regional Directory contact list:** will be uploaded to SharePoint
- b. **Regional Resource Directory:** Still waiting for input from Commission members
- c. **REPAC contact list:** has been updated from Feb 2 meeting info

Action Item: Upload editable LGEPAC/Regional Directory/REPAC contact lists onto SharePoint site.

- d. **Printing order for Prepare Yourself Workbooks:** Hoping to have order numbers collated by March 20-24.

10. New Business:

- a. **Quake Cottage:** D. Cockle currently waiting for an answer/update in regards to the potential timeframes.

11. Roundtable:

- a. **Victoria:**
 - i. HRVA currently being done

- ii. Working on debris removal plan (including source separation before shipment to landfill)
- iii. Seismic Vulnerability Assessment was presented to Council

Action Item: T. Patterson to circulate a copy of the Seismic Vulnerability Assessment to LGEPAC members

Action Item: T. Patterson to provide an update on the HRVA that is being completed

b. Salt Spring Island:

- i. Continue to conduct many community based activities (Neighbourhood Program and Neighbourhood Damage Assessments)

c. Central Saanich:

- i. New Fire Chief (Chris Vrabel), who intends on attending the LGEPAC meetings

d. CRD:

- i. I. Elliott was hoping to get a paragraph of activities from each working group
- ii. Langford is hosting an EOC Essentials course
- iii. P. Ensor created a Mission Statement for our Communications Centres (amateur), as well as creating position descriptions for Emergency Radio Coordinator (ERCs/DERCs) and Deputy Emergency Radio Coordinators.

e. Oak Bay:

- i. HRVA is on the list of things to do

f. Colwood:

- i. 10th Annual Emergency Preparedness Fair being held May 7, which will have live demos

g. Sidney:

- i. Staff are currently getting EOC training, then they will get scenario based training

h. North Saanich:

- i. Jim LaMorte is assisting with creating a training plan for staff
- ii. Getting a new EOC

i. EMBC:

- i. 2017 Training calendar has been published
- ii. EMBC does support the Disaster Mutual Aid and it doesn't preclude reimbursement

j. Saanich:

- i. EOC Training occurring 1st week in April
- ii. Working on the corporate initiative – Crisis Communications Plan (name still being decided)
- iii. Implementing a volunteer management database software called Better Impact