

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

Present: Shawn Carby Capital Regional District (CRD) (*Chair*)
Peter Ensor CRD
Jeri Grant Juan de Fuca Electoral Area
Eileen Grant Oak Bay
Mike Harman Sidney
Sara Jansen Esquimalt
Tanya Patterson Victoria
Jenny Reid CRD (*Recording Secretary*)
John Robertson Central Saanich
Geoff Spriggs City of Langford
Maegan Thompson Saanich (*Vice Chair*)
Chris Vrabel Central Saanich

Phone: Elizabeth Zook Salt Spring Island Emergency Program
Brigitte Prochaska Southern Gulf Islands Emergency Program

Guest: Gerry Delorme Health Emergency Management BC (HEMBC)

Regrets: Geoff Amy City of Colwood
Brittany Schina EMBC
Ian Foss EMBC
Stephanie Dunlop Metchosin

1. **Welcome and Introductions:** S. Carby called the meeting to order at 9:33 a.m. Welcome and introductions were made around the room.

2. **Approval of agenda:**

ERMS on Prepare Yourself Website was added to the agenda under New Business.

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

Motion Carried

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

It was **Moved** by M. Thompson and **Seconded** by S. Jansen that the minutes from the **February 16th, 2017** meeting of the LG EPAC be approved as circulated.

Motion Carried

4. **Presentations:**

- a. G. Delorme presented on the roles, organization, and priorities of HEMBC, including overviews on their EOC, hospital, and community priorities.

Action Item: S. Carby to send G. Delorme the CRD radio training schedule

5. **Business arising from previous minutes:** Review of previous action items

Action Item: P. Ensor to follow up with EMBC logistics on Water Supply Distribution Survey

Action Item: J. Reid to email members and ask any of them would want to attend the Mid-Island Emergency Manager's meeting on May 17th 2017

Action Item: S. Carby to investigate feasibility of updating the Regional Emergency Contact List

6. **Other Agency Minutes:** No other agency minutes

7. **Working Groups Updates:**

a. **REPAC:** Waiting on more information on the procedures for the dissolution of REPAC to be discussed further next meeting

b. **Public Education Working Group:** Two options presented for editing the Prepare Yourself Workbook 3rd Edition; Option A: May Rollout with only text edits for an estimated cost of \$2,250-3,150; or Option B: June/July Rollout with a comprehensive update to content and design for an estimated cost of \$7,650-9,450.

It was **Moved** by E. Grant and **Seconded** by J. Grant that the Public Education Working Group proceed with Option A to update the Prepare Yourself Workbook with the associated deadlines and LGEPAC to allocate from the budget up to \$3,500 for these edits.

Motion Carried

M. Thompson reviewed some of the more significant changes to the 3rd Edition. All feedback on edits must be received as soon as possible as deadline for edits to CRD Corporate Communications is March 24th. M. Thompson also expressed that she would like to step down as chair from this working group.

Action Item: J. Reid to distribute edits to the members

Action Item: J. Reid/I. Elliott to reach out to any LG EPAC members who have not placed orders for Workbooks

Action Item: I. Elliott to reach out to First Nations to inquire about possibly ordering Workbooks

c. **REMP Working Group:** Steering Committee met on Feb 20th and reviewed the REMP Terms of Reference and Strategic Plan and approved it to move forward to the Policy Group. Policy group will be meeting today. As well, REMP staff and LG EPAC representatives met to begin development of the Work Plan. S. Carby also advised that the CRD will be putting up informational material on REMP on the website.

Action Item: S. Carby to bring the 2016 budget to the next LG EPAC meeting

Action Item: Confirm the REMP Terms of Reference and Strategic Plan have been distributed to the members

d. **Evacuation Working Group:** Making good progress on a series of documents and will hopefully present these at the next meeting following approval of working group members

8. **Old Business:**

a. **LG EPAC Annual Report Review**

Action Item: Distribute report to membership for review and provide any feedback by April 7th.

- b. **Printing order for Prepare Yourself Workbooks:** Please submit any final orders to J. Reid
- c. **Quake Cottage:** Quake Cottage will be potentially available between June 12th-August 31st and again between October 7th-31st. IBC will sponsor ShakeZone events bringing the operating costs down to \$1500 a day. M. Thompson will liaise with D. Cockle and the Public Education Working Group to coordinate and request preferred dates, as well investigate potential collaborative partners for funding.

9. New Business:

- a. **Refugee Preparedness –** M. Thompson: Saanich has received many inquiries for preparedness materials in Arabic. Other municipalities expressed that they have as well. Saanich is planning on having a voice-over translation done for their NEPP program videos. At this time, the Public Education Working Group does not have the capacity to take on further projects, but would appreciate continued updates on this project. Any members are welcome to contact M. Thompson for more information or potential collaboration opportunities.
- b. **ERMS on Prepare Yourself Website-** J. Reid inquired about the potential to use Prepare Yourself Website to host the self-registration link for the Electoral Area Mass Notification System. The membership was concerned that there may be unexpected consequences and presented alternative options.

10. Roundtable:

Action Item: E. Grant to distribute contact information for potential students from the University of Victoria

Action Item: P. Ensor to distribute break-down of Province's recent investment in emergency preparedness

It was **Moved** by S. Jansen and **Seconded** by T. Patterson that the meeting be adjourned at 12:05.

Motion Carried