

**LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION**  
**Minutes of Meeting Held Thursday, June 15, 2017 at 9:30 a.m.**  
**CRD – 625 Fisgard Street – #107**

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**Present:**

Shawn Carby	Capital Regional District ( <i>Chair</i> )
Maegan Thompson	Saanich ( <i>Vice Chair</i> )
Brittany Schina	EMBC
Dave Cockle	Oak Bay
Geoff Amy	City of Colwood
Ian Elliott	CRD ( <i>Recording Secretary</i> )
Peter Ensor	CRD voting for SSI
Ian Foss	EMBC
Jeri Grant	Juan de Fuca Electoral Area
Blair McDonald	Esquimalt
Troy Mollin	View Royal
Tanya Patterson	Victoria

**Phone:** Stephanie Dunlop Metchosin (voting)

1. **Welcome and Introductions:** S. Carby called the meeting to order at 9:30 a.m. Welcome and introductions were made.

2. **Approval of agenda:**

It was **Moved** by M. Thompson and **Seconded** by J. Grant that the agenda of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as amended. Add10c, Sharing LGEPAC approved minutes with REPAC, M. Thompson

**Motion Carried**

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

It was **Moved** by G. Amy and **Seconded** by D. Cockle that the minutes from the **May 18, 2017** meeting be approved as circulated.

**Motion Carried**

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

5. **Other Agency Minutes:** no additional minutes at this time

6. **Presentation:** P. Ensor gave an overview of the Community Wildfire Preparedness Mapping System as developed for Hinton Alberta.

**Action Item:** Distribute PowerPoint and Digital Map via email

7. EMBC, update of response activities this spring, wildfire 2017 outlook, Policies 5.11 deployment, 5.12 temporary dykes, 4.02 sandbagging. Description of new flood response devices and machines. Quick summary of TEAMS deployments this spring. Thanks to all Local Governments that have sent personnel to support affected communities.

8. **Working Groups Updates:**

- a. **REPAC:** I. Elliott on behalf of the REPAC Executive gave an overview of the proposed outline for the next mini-conference. Discussion ensued and recommendations were made to go ahead with an Earthquake theme to support ShakeZone and ShakeOut. Meeting date to be Thursday September 7, 0900-1200 hrs in the Boardroom at CRD HQ.

**Action Item:** Bring a refined proposal and draft agenda to the next LGEPAC meeting for review.

**Action Item:** Send out a placeholder invitation to the REPAC Membership for September 7, 2017.

**Action Item:** Include a reminder for agencies to sign up for ShakeOut 2017 (include link)

- b. **Public Education Working Group:** An update was given on the new Vic-Alert system recently rolled out. Also briefing on the ShakeZone Project regarding scheduling, insurance and costs. Also, clarification was given regarding the Workbook Edition 4 Project.

**Action Item (holdover):** I. Elliott to research editorial cost to create an Edition 4 (full editorial and format review) and report back to the Commission.

**Action Item:** Send out request to confirm participant logos for promotional materials for ShakeZone 2017.

- c. **REMP Working Group:** D. Cockle gave an update of the recent Steering Committee Meeting on June 12, where approval of the 2017 workplan was achieved.

**Action Item:** I. Elliott to send out approved 2017 REMP plan to the membership

- d. **Evacuation Working Group:** Documents housed in SharePoint for membership access.

#### 9. Old Business:

- a. **Opportunities to participate in HEMBC radio training:** I. Elliott gave an update of this program including ongoing integration into CRERCC and WARA.

**Action Item:** Detailed overview of project development to be provided at next meeting.

- b. **Regional Emergency Contact List updating:** I. Elliott gave a presentation on the final trial format. A “Public Works” tab will be added as suggested, then the document will be populated and placed in SharePoint for further member review.

#### 10. Roundtable: general discussion and information.

12:02 pm: meeting adjourned.

**Next regular meeting, 9:30 am, Thursday July 20, 2017 at CRD HQ, 625 Fisgard Street, Room 107**