

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION

Minutes of Meeting Held Thursday, January 18, 2018 at 9:30AM
CRD HQ, 625 Fisgard Street – Room #107

Present:	Shawn Carby	CRD (<i>Chair</i>)
	Dave Cockle	Oak Bay
	Jowett Wong	Victoria
	Jesse Ferguson	EMBC
	Maegan Thompson	Saanich
	Peter Ensor	CRD (Salt Spring Island)
	Eileen Grant	Oak Bay
	Geoff Spriggs	Langford
	Mike Harman	Sidney
	Lisa Banfield	Central Saanich
	Troy Mollin	View Royal
	Brittany Schina	REMP
	Melodie Hutmacher	REMP (<i>Recording Secretary</i>)
	Sara Jansen	Esquimalt
	Steve Knapp	North Saanich
	Jeri Grant	Juan de Fuca Electoral Area
	Clarence Lai	EMBC

- 1. Welcome and Introductions:** S. Carby called the meeting to order at 9:30AM. Welcome and introductions were made.
- Approval of agenda: It was **Moved** by E. Grant and **Seconded** by M. Thompson that the Agenda be approved as circulated.

MOTION CARRIED

Approval of minutes: It was **Moved** by J. Grant and **Seconded** by M. Thompson that the minutes from the previous meeting held November 16, 2017 be approved as circulated.

MOTION CARRIED

- 3. Business arising from previous minutes:** Review of previous action items. Action Item from September 21 Notes, Item 10.c., that **S. Carby** was to follow up with CRD GIS to obtain nuclear sector maps and put up onto SharePoint if there are no restrictions with sharing. **S. Carby** received some maps from DND; they are different than expected, but will forward if anyone is interested.
- 4. Other Agency Minutes:** None at this time
- 5. EMBC Update:** EMBC update was provided.
- 6. Presentations:** *Planning for Post Disaster Water Supply Across Greater Victoria* by Ted Robbins, CRD, Integrated Water Services (IWS).
- 7. Working Group Updates**
 - a. REMP Update**
 - i. Steering Committee:** D. Cockle gave an overview of the last Steering Committee meeting: discussion on adoption of new REMP Logo (approved); a presentation was provided by S. Jansen and E. Grant on the Royal Roads Student projects for measuring public preparedness. M. Hutmacher presented on how that initiative fits within the REMP Measuring Regional Public Preparedness Project and next steps; Ryan Sharp (EMBC) presented on the "INAC/EMBC Emergency Management Services 10-year Funding Agreement". Next Steering Committee

meeting scheduled for March 12, 2018 in Oak Bay. REMP invited LGEPAC members to send email if interested in hosting a future meeting.

ACTION ITEM: M. Hutmacher to invite Ryan Sharp to present at next REPAC meeting.

- ii. M. Hutmacher led discussion of formation of REMP Working Group for Measuring Regional Public Preparedness.

b. LGEPAC/REPAC Update

- i. There was discussion on the working group structure for the Pub Ed Workbook and the development of the PubEd plan. \$15,000 has been allocated to re-write the workbook. LGEPAC will hold the pen on this through an LGEPAC Working Group and REMP will provide support. There is question of what the publication costs might be, and if the workbook is a duplication of effort since EMBC already has publications available (but it was noted that EMBC uses “72 hours” instead of “7 days” for supplies/water). Such questions will be asked and answered through working group sessions.
- ii. The LGEPAC 2018 meeting schedule was set: April 12, September 13, and November 15, 2018.
- iii. The draft LGEPAC terms of reference was discussed and accepted with the following changes:
 - Change #3 under *Administration* to “REMP staff will produce and circulate minutes and meeting notices for the quarterly meetings”. The rest of *Administration* is good as is;
 - Add “CRD” to the first sentence under *Voting* after ‘three electoral areas’

Motion to adopt the LGEPAC Draft TOR with the changes discussed was **Moved** by D.Cockle and **Seconded** by S. Knapp.

MOTION CARRIED

- iv. The acceptance of the RECAC (REPAC) TOR draft was also discussed.

Motion to adopt the RECAC (REPAC) TOR as stated and approved by RECAC (REPAC) **Moved** by S. Jansen and **Seconded** by E. Grant.

MOTION CARRIED

ACTION ITEM: S. Carby to take TOR changes to the Board if it is necessary.

ACTION ITEM: M. Hutmacher to provide D. Cockle with copy of minutes containing the adoption of original LGEPAC and REPAC Terms of Reference.

8. **Old Business:** None at this time
9. **New Business:** E. Grant provided info on the upcoming Vancouver Island Emergency Preparedness Conference being held June 2018 at UVic.
10. **Roundtable:** general discussion and information.

ACTION ITEM: M. Hutmacher to send out placeholders for next LGEPAC meetings for 2018.

Meeting adjourned.

Next regular meeting, 9:30AM, Thursday April 12, 2018 at CRD HQ, 625 Fisgard Street, Room 107