

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION

Minutes of Meeting Held Thursday, September 12, 2019 at 9:30 AM CRD HQ, 625 Fisgard Street – Room #488

Present:	Shawn Carby	CRD (Chair)
	Jeri Grant	Juan de Fuca Electoral Area
	Ian Foss	Emergency Management BC
	Geoff Amy	Colwood
	Jonathan Reimer	CRD Electoral Areas
	Jason Schuttinga	Highlands
	Eileen Grant	Oak Bay
	Brittany Schina	REMP
	Carol Hall	Victoria Foundation
	Ken Mount	Sooke
	Mike Harman	Sidney Fire Dept
	Maegan Thompson	Saanich
	Sara Jansen	Esquimalt
	Alison Roberts	REMP (recording secretary)
	Lisa Banfield	Central Saanich
	Tanya Patterson	City of Victoria

Phone: Stephanie Dunlop Metchosin Fire Dept.

1. **Welcome and Introductions:** S. Carby called the meeting to order at 9:30am. Welcome and introductions were made around the room and over the phone. Jonathan Reimer was introduced, and the Manager of Electoral Areas Fire and Emergency Programs (CRD).

2. Approval of agenda:

G. Amy suggested the addition of an Alert Pamphlet under New Business (11a)

It was **Moved** by I. Foss and **Seconded** by G. Amy that agenda be amended.

MOTION CARRIED

3. Presentation

- a) **Victoria Foundation.** C. Hall provided an overview of the Victoria Foundation and potential future role(s) in building community resilience during preparedness and long-term recovery. The Victoria Foundation is 1 of 200 Foundations across Canada, and have been increasingly involved in post-disaster work in Canada, including the Regional Municipality of Wood Buffalo, Edmonton, Calgary, Toronto and Quebec City. Foundations in San Francisco and Christchurch have roles in earthquake preparedness.

The Victoria Foundation provides funding towards issues that are broad in scope, and integrate the Sustainable Development Goals. The Victoria Foundation

“Connecting People who care with causes that matter” and issues grants to organizations working to strengthen civil society and serve vulnerable populations on homelessness prevention, mental health, food security and more. Unique initiatives in the Capital Region include the development of a Food Share Network and Food Rescue Project, and funding for City of Victoria’s Connect and Prepare Program – building resilient neighborhoods.” The CRD and Victoria Foundation have worked together on “Safe Routes to School” Project.

Victoria Foundation – has strong capacity for managing donor funds, convening and collaborating, community knowledge, and data collection.

Victoria Foundation’s annual vital signs report, provides research through citizen survey’s and secondary indicators. The most recent report found the most important issues in Greater Victoria were: cost of living, housing, transportation, mental illness, and health care. A 2018 report measuring civil society impact through total economic activity and multiplier effects for registered charities across the Capital Region was approximately \$7 billion.

Following the presentation, discussions included support in addressing the CRD’s post windstorm – After Action Review (AAR) Recommendation for creating neighborhood information points, potential roles across the region in convening organizations in “Unmet Needs Committees” and potential role as partners in Data Collection.

ACTION ITEM: S. Carby to schedule follow up with the Victoria Foundation for implementing the Windstorm AAR recommendations.

4. Approval of minutes (June 06, 2019):

It was **Moved** by M. Harman and **Seconded** by K. Mount that the June 06, 2019 minutes be approved as circulated.

MOTION CARRIED

5. Business Arising from Previous Minutes:

a) Disaster Mutual Aid Agreement (DMAA)

S. Carby requested EPC’s to engage and inform local CAO’s about the DMAA in advance of the upcoming CAO’s Committee Meeting. In the future the DMAA will be presented to the REMP Steering Committee, and eventually COA’s will be asked to sign on to formalize the DMAA as a regional agreement.

ACTION ITEM: S. Carby to forward DMAA to G. Amy and J. Schuttinga.

b) Media Workshop Follow Up

- i. EPC's Understanding Media Needs Presentation**
- ii. CFX Role in Plaza Hotel Fire**

T. Patterson indicated that no fall presentation or workshops are currently planned; Discussions included creating an annual media event for EPC's and Media to participate, and it was suggested REPAC could serve as an opportunity to bring organizations together. B. Schina advised that EMBC wishes to participate. No additional follow up about CFX presenting about business continuity at either EPICC or EPBC Conference.

ACTION ITEM: S. Jansen to follow up to determine interest for a Fall 2019 workshop, if none a workshop will be planned for spring 2020.

c) ESS Level 2 – Transition to Recovery

E. Grant provided an update. A meeting between LGEPAC members, EMBC and government ministries, and local NGOs occurred on July 24th, 2019 at View Royal Fire Rescue, where M. Thompson and S. Jansen presented about two large apartment fires. The Province introduced the concept of an "Unmet Needs Committee" at this meeting. E. Grant circulated an ESS Level 2 Support Matrix developed by R. Wainwright from EMBC. It is still in draft form.

Through Discussion E. Grant reported that Saanich has developed a check list for level 2 events, and that previous work related to disaster recovery should be revisited: Transition to Social Recovery developed by LGEPAC members and the Directory of Organizations Active in Disaster Recovery within the Capital Region developed by Jim Lamort through a REPAC working group. Discussions included the need for more information about recovery roles and responsibilities that may be revealed through the Emergency Program Act modernization, and an upcoming presentation from EMBC about provincial implementation of the Sendai Framework for Disaster Risk Reduction.

d) Evacuation Planning Grant

T. Patterson updated the LGEPAC that The City of Victoria will post the RFP for Regional Framework before end of day September 13, 2019.

ACTION ITEM: T. Patterson requested volunteers to evaluate quotes through the RFP, Volunteers were J. Reimer, E. Grant, and S. Jansen. T. Patterson to follow up and provide more information regarding RFP evaluation process.

T. Patterson also provided an update about the Tsunami and Sea Level Rise Grant. Associated Engineering was awarded the contract and project kick off will happen the week of Shake Out.

e) Pacific Jamboree 2019 Planning

J. Grant and S. Carby participated in planning for the Jamboree, where a key concern was wildfire risk. Event was successful.

- f) **UBCM CEPF Grant Opportunity.** A. Roberts reminded the Commission that regional submissions to UBCM for Indigenous Cultural Safety and Humility Training are due December 13, 2019.

ACTION ITEM: S. Carby to follow up with A. Roberts regarding a potential CRD application.

6. Other Agency Minutes: None.

7. EMBC Updates: I. Foss provided updates from EMBC. J. Ferguson has accepted a new position, and his position of Regional Manager has been posted. I. Foss reminded the group about some key upcoming dates and events:

- Oct 16, 2019 – Radio Exercise with the Vancouver Island Region PREOC; Invitations have been sent; there will also be a Radio Seasonal Meeting in Nanaimo hosted at Vancouver Island University.
- November 7, 2019 – Dave Peterson will give a 90-minute presentation regarding the Provincial Implementation of the Sendai Framework for Disaster Risk Reduction at the Cedar Hill Golf Course in Saanich. Space is limited to 100 people, and the presentation will not be available via webcast.

8. LGEPAC/REPAC Working Group Updates:

a) Public Education Working Group

i. Quake Cottage: T. Patterson provided updates about dates the quake cottage will be on Southern Vancouver Island.

- Sept 16, 2019 – private business not open to the public
- Sept 17, 2019 – Legislature
- Sept 18, 2019 – Oak Bay/UVic and the University of Victoria
- Sept 19, 2019 – AM Esquimalt
- Sept 19, 2019 – PM Victoria with School District 61
- Sept 20, 2019 – Sidney
- Sept 21, 2019 – Saanich will coincide with Saanich Centennial.

A Public Service Announcement will go out via Black Press and Social Media.

ACTION ITEM: T. Patterson will forward the PSA to the group.

ii. Prepare Yourself Website: A. Roberts provided an update about ongoing changes to the Prepare Yourself Website; working within the current templates content is being updated to ensure its target messaging is household preparedness for the general public. Dated content has been removed and replaced with updated content. REMP will request funding from the Steering Committee to make some technical updates to the website in early 2020.

iii. **Black Press Preparedness Guide** A. Roberts confirmed that REMP has committed to sponsoring this guide along with the Victoria Foundation. Black Press Marketing has also reached out to local authorities for advertising and media stories, with a focus on Earthquake. Key dates include:

- Sept 5-12, 2019 – Stories and Topic
- Oct 04, 2019 – Draft layout
- Oct 07, 2019 – Layout confirmed
- Oct 16, 2019 – Press Date
- Oct 24, 2019 – Publish Date
- Oct 30, 2019 – Distribution

ACTION ITEM: LGEPAC members who have made commitments to stories/topics for this publication to forward the details to A. Roberts by end-of-day September 13, 2019. Info will be compiled and shared back to LGEPAC to ensure consistency of messaging and to avoid any duplication.

b) **2020 LGEPAC Dates:** Discussion regarding potential dates for quarterly meetings in 2020; schedule in advance of REMP Steering Committee Meetings, and should occur in Feb and April to provide opportunity to coordinate in advance of key events included EP week etc.

9. REMP Updates:

a) **HRVA Disaster Risk Reduction Workshop:** A. Roberts confirmed that a workshop will occur in November 2019 and Calian was awarded the contract for workshop design and facilitation of the workshop and requested volunteers to participate on a Project Advisory Team.

ACTION ITEM: A. Roberts to forward regional HRVA's previously compiled to T. Patterson for the Regional Evacuation Route Planning Project.

ACTION ITEM: A. Roberts to forward Project Advisory information to volunteers: E. Grant, Sara Jansen, T. Patterson, and Jonathan Reimer.

b) **Concept of Operations:** B. Schina provided an update about the Con Ops and two upcoming webinars for EPC's in order to help inform and set expectations for their CAO's in advance of October 4th exercise.

c) **Exercise Strategy:** B. Schina provided an update about the status of the Regional Exercise Strategy since the July 18th workshop. Calian has forwarded a draft and

REMP and the Project Advisory Team will review and provide feedback before sharing with the LGEPAC.

- d) **Measuring Regional Public Preparedness Implementation Plan:** A. Roberts provided an update regarding the Public Preparedness Survey Results. An implementation plan has been developed with input from the public education working group with a five year timeline before the next survey. A key recommendation is the modernization of the Prepare Yourself Website, which is proposed to be completed in 2020.

ACTION ITEM: A. Roberts will circulate the Implementation Plan to the LGEPAC.

- e) **2020 Business Planning:** A. Roberts and B. Schina provided a short presentation about REMP Business Planning Cycle, the proposed business plan, and information about the Project Selection Criteria. Discussion followed with respect to potential projects. Feedback included ensuring some capacity remained in REMP to undertake ad hoc projects that may arise, and consider pursuing UBCM's Cultural Safety and Humility Grant for regional benefit.

ACTION ITEM: LGEPAC endorsed the proposed 2020 business plan which will be presented to the REMP Steering Committee on October 10, 2019.

- f) **REMP Strategic Planning:** B. Schina offered options regarding the future of the REMP Strategic Plan, 1) All new strategic planning for 2021, 2) extended existing strategic plan into the future, 3) maintain with some minor changes. General feedback during the following discussion included: evolve the strategic plan/build it out rather than book-ending strategic plan every few years; additional concerns included potential changes to the EPA, and gauging provincial expectations regarding the Sendai Framework for Disaster Risk Reduction.

10. New Business:

- a) **Regional Alert Pamphlet:** G. Amy suggested that a regional published resource would be valuable to communicate to the public about the variety of alert/public notification systems that exist in the Capital Region.

11. Roundtable:

- a) **Juan de Fuca Electoral Area:** Jeri Grant reminded LGEPAC about upcoming Shakeout BC event, and requested LGEPAC to register their municipalities; ShakeOut BC goal is to have 1 million British Columbians participate.
- b) **Victoria:** City of Victoria will host a Lunch & Learn with Edwin Nissen, Canada Research Chair in Geophysics at UVic, who will present about "Anticipating Earthquakes: The where, the when, the how big." At City Hall Antechamber on September 25, 2019. T. Patterson requested additional Prepare Yourself if any are available.

- c) **Sidney:** Sidney will host the quake cottage with school district 63; Sidney will conduct a Seniors Care Evacuation Drill on October 9, with Beechwood Village.
- d) **Sooke:** working on evacuation planning and would like alignment with the JDF electoral areas plan.
- e) **Colwood:** submitted a \$350,000 grant application after a new council motion to remediate the Lookout Brooke Dam on Triangle Mountain, which is a popular recreation site, and no longer meets dam safety requirements.
- f) **Oak Bay:** inquired whether MOTI will be removing evacuation route signs.
- g) **Saanich:** Will host a presentation from EMBC about provincial implementation of the Sendai Framework for Disaster Risk Reduction on November 7th, seating is limited to 100 people and registration is required. Saanich will submit an earthquake story to the Black Press Regional Preparedness Guide; will be hosting some in house EOC training; conducting an operational EOC exercise to a severe weather event Sept 19-20. Will have an EOC open house on September 21, 2019. Saanich has an EOC support specialist role in the EOC to support scribing, documentations, forms, and equipment use). M. Thompson thanked the regional partners for their support during the Richmond Road Fire.
- h) **Esquimalt:** a new public alerting system will be released at the end of September, which includes the option to subscribe to community notifications.
- i) **Shakeout BC:** B. Schina provided an update from Shakeout BC, a Social Media Manager has been hired (#shakeoutbc), and messaging will focus on “what to do after an earthquake.
- j) **CRD:** an AAR is pending following a wildfire on Mount Matheson, in which 5 homes were evacuated and 5 additional homes were placed on evacuation alert.

ACTION ITEM: A. Roberts to share Lunch-and-learn information with LGEPAC.

ACTION ITEM: Any local authorities with spare Prepare Yourself Workbooks please advise T. Peterson.

ACTION ITEM: B. Schina will share Shakeout BC’s key messaging with LGEPAC

Meeting adjourned. 12:00 noon

It was **Moved** by M. Thompson and **Seconded** by S. Jansen **MOTION CARRIED**

Next regular meeting: tentatively scheduled for 9:30AM, December 5, 2019 at CRD HQ, 625 Fisgard Street, Room 488