

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION

Minutes of Meeting Held Thursday, December 5, 2019 at 09:30 AM CRD Headquarters, 625 Fisgard Street – Room 652

Present:	Shawn Carby	CRD (Chair)
	Jeri Grant	Juan de Fuca Electoral Area
	Ian Foss	Emergency Management BC
	Corey Anderson	Emergency Management BC
	Jonathan Reimer	CRD Electoral Areas
	Eileen Grant	Oak Bay
	Brittany Schina	REMP
	Maegan Thompson	Saanich
	Alison Roberts	REMP (recording secretary)
	Tanya Patterson	Victoria
	Melodie Hutmacher	CRD Electoral Areas
	Stephanie Dunlop	Metchosin Fire Dept.
	Troy Mollin	View Royal
Phone:	Lisa Banfield	Central Saanich
	Sara Jansen	Esquimalt
	Brigitte Prochaska	Southern Gulf Islands Electoral Area

1. **Traditional Acknowledgment, Welcome, and Introductions:** S. Carby called the meeting to order at 9:32 am, acknowledged that the meeting was taking place on the Traditional Lands of the Lekwungen People. Followed by welcomes and introductions.

2. **Approval of agenda:**

It was **Moved** by J. Grant and **Seconded** by T. Mollin.

MOTION CARRIED

3. **Approval of minutes (September 12, 2019):**

It was **Moved** by E. Grant and **Seconded** by S. Dunlop that the September 12, 2019 minutes be approved with minor typo corrections.

MOTION CARRIED

4. **Business Arising from Previous Minutes:**

a) **Disaster Mutual Aid Agreement (DMAA)**

S. Carby followed up with EPC's to confirm that all CAO's in the region were aware of the DMAA and it was concluded all CAO's were aware.

ACTION ITEM: S. Carby will share with LGEPAC the date of the next CAO meeting, in which the DMAA will be discussed.

b) **Media Workshop Follow Up**

S. Jansen provided an update and a Media Workshop will be pursued in spring 2020. Discussions that followed including potential dates and coordination of the spring workshop. This workshop will be planned for April 2020, with support of the Public Education Working Group. REMP plans to create a Quick Reference Media Guide in spring 2020.

ACTION ITEM: A. Roberts will follow up with the Public Education Working Group.

c) Evacuation Planning Grant

T. Patterson provided an update on the Regional Evacuation Route Planning grant. ISL Engineering has been awarded the contract for the regional component and to work with other consultants to support local evacuation route planning.

EPCs met in View Royal on October 25th and agreed evacuation route planning will focus on data determining how long it will take to evacuate a percentage of residents (ex. How long will it take to evacuate 50% of residents) rather than studying a hazard specific evacuation scenario.

It is anticipated that these grants will be closed May 2020. T. Patterson also reminded members the next round of Evacuation Route Planning grant applications will be due on April 2020 for the 2nd phase of Evacuation Route planning.

d) UBCM Community Emergency Planning Funds (CEPF) Grant Opportunities

A. Roberts reminded members of the upcoming grant submission December 13, 2019 deadline for UBCM's Indigenous Cultural Safety and Cultural Humility Training funding stream.

Additional submission deadlines include:

- January 14, 2020 for Emergency Support Services stream;
- March 13, 2020 for Emergency Operations Centres & Training stream; and
- April 17, 2020 for Evacuation Route Planning stream.

a) Regional Alert Pamphlet

A. Roberts also reminded members of G. Amy's previous suggestion about creating a quick reference tool highlighting the different public notification systems across the region.

No such products have been created to date to distribute at public education events; the PrepareYourself.ca website has been updated and now includes information on a new "Stay Connected: Public Alerting" page.

ACTION ITEM: Public Education Working Group will discuss at a future date.

5. LGEPAC/REPAC Working Group Updates:

a) Public Education Working Group

i. Prepare Yourself Workbook, Bulk Order

A. Roberts inquired whether any emergency programs would be interested in a 2020 bulk order of the Prepare Yourself Workbook, as Salt Spring Island plans to order new copies; Victoria, Saanich, Esquimalt, and View Royal have all expressed interest in participating in a bulk order to reduce printing costs.

ACTION ITEM: Public Education Working Group will coordinate a bulk order for local Emergency Programs across the region.

ii. Black Press “Be Ready” Resource Guide

All 15,000 Black Press publications have been distributed across the region including Juan de Fuca, Salt Spring Island, and the Southern Gulf Islands.

iii. Shake Out BC October 2019

J. Grant provided an update about Shake Out. In 2019 Shake Out reached over 1 million people (125,000 people were registered within the Capital Region). A new user-friendly website will be public shortly, and registrations for 2020 will open in January.

J. Grant reminded LGEPAC members to promote volunteer opportunities with Shake Out to aspiring Emergency Managers.

b) November 7 Sendai Framework Presentation

M. Thompson and I. Foss spoke about Dave Peterson’s November 7 presentation on “Implementing the Sendai Framework for Disaster Risk Reduction in BC.”

c) REPAC

i. September 24 REPAC Summary

A REPAC event was held on September 24, 2019. A summary report will be shared with REPAC shortly.

ii. REPAC Engagement

A. Roberts requested that LGEPAC consider how REPAC should be engaged in the future. Participation at REPAC events has been decreasing since 2014. LGEPAC members were asked to consider whether Bylaw 3566 should be revisited and modernized? Whether Terms of Reference should be revisited? And how REPAC members can be more meaningfully engaged in the future, and revisit who should be invited to participate on REPAC?

ACTION ITEM: A. Roberts will work with E. Grant and S. Jansen to determine how to manage REPAC in 2020.

6. Other Agency Minutes: None.

7. New Business: None.

8. EMBC Updates: I. Foss made a presentation to LGEPAC about “*Modernizing BC’s Emergency Management Legislation.*” I. Foss spoke about the drivers, and the policy shifts expected from this proposed repeal and replace enabling legislation.

9. REMP Updates:

A. Roberts and B. Schina provided an update on four REMP Projects: Measuring Regional Preparedness project; Hazard, Risk Vulnerability Assessment (HRVA) project; the Regional Concept of Operations; and the Regional Exercise Strategy.

10. Roundtable:

ACTION ITEM: Local emergency programs who wish to have Public Education Events posted to Prepare Yourself Website Event Calendar should provide dates, times, and locations of Public Education events to A. Roberts by December 31.

Meeting adjourned. 11:48 am

It was **Moved** by S. Carby and **Seconded** by T. Mollin **MOTION CARRIED**

Next regular meeting: 9:30AM, February 20, 2020 at CRD HQ.