



**CAPITAL REGIONAL DISTRICT'S  
SOUTHERN GULF ISLANDS  
EMERGENCY PROGRAM ADVISORY COMMISSION**

**Minutes from November 19, 2013 at 0900  
Saanich Peninsula Health Unit, 2170 Mt. Newton X Road, Saanichton**

**Present:** Charlie Boyte (Chair), N. Pender; Sven Tjelta (Vice-Chair), Mayne; Gary Glover, Piers; Peter Kappeler, S. Pender; David Rees-Thomas, Saturna; John Wiznuk, Saturna; Gaire MacLean, Sidney Island; Steve DeRousie, Mayne.

**Staff:** Ian Elliott, Manager EA Emergency Programs; Cindy Patton (recording secretary), CRD Protective Services

1. **Call to Order:** Chair Boyte called the meeting to order at 9:02 a.m.
2. **Welcome and Introductions:** The Chair welcomed everyone to the meeting.
3. **Approval of Agenda:**

**Motion to approve the agenda as distributed.  
Move – S. Tjelta; Second – J. Wiznuk; CARRIED**

4. **Approval of Minutes of Previous Meeting:**

**Motion to approve previous meeting minutes (September 17, 2012) as distributed.  
Move – G. Glover; Second – J. Wiznuk; CARRIED**

G. MacLean entered meeting 9:18 am.

5. **Business Arising from Past Minutes:**

**a) CWPP:**

- I. **Galiano fuel management demonstration project – update:** B.A. Blackwell & Associates will manage the entire project. A preliminary contract is in process. There's plenty of time to complete the project by April 2014. January 2014 the forestry work will begin. A public meeting will take place prior to the forestry work commencing.

J. Wiznuk asked how does land get qualification for these types of fuel management projects. It was stated that these types of questions can be directed at UBCM.

**ACTION ITEM FOR J. WIZNUK:** To gather information on Saturna's proposed fuel management project, which will be forwarded to the SGI CWPP working group to prioritize and get the proper proposal into UBCM for the 2014 fall intake of grant submissions.

The Commission agreed to keep putting forward to UBCM fuel management projects.

- II. **Pender Project – Magic Lake second exit/fuel management demonstration area - update:** Approval for a prescription has been obtained. There are still on-going negotiations with the property owner on the 2<sup>nd</sup> exit.
- III. **Generator update:** Evaluation of ownership has occurred (CRD, society, etc...). CRD assets are completely replaceable and there may be opportunity for the CRD to partner with various building owners to fund a portion of the generator replacement. North Galiano will receive a new generator. It was acknowledged that it might be time to consider replacing the generator at Pender Fire Hall #2. Future discussions on reserve accounts and topping them up for future generator purchase will occur.

**b) SGI finance sub-committee report:**

- **Reserve accounts, earmarked project requests, capital asset lifespan:**

- I. **Emergency program agreements:** On-going. There is a need to quantify the space available during an emergency. It might be time to revisit all of the existing agreements and get them all onto a CRD template to create consistency on all future agreements.
- II. **Earmarked funds (pre-paid leases, generators, storage space, CWPP projects):** Discussed under last item.

6. **CWPP Working Group (W.G.):** Verbal update provided on the October 16<sup>th</sup> meeting. The minutes have not been adopted but will be circulated to the Commission once they are. It was reiterated to continue to put fuel management projects forward to UBCM for consideration. Motions from the CWPP W.G. were put forward to the Commission.

**Motion to earmark funds (approx.. \$2500.00 - matched funds) for phase 1 fuel management project on Sidney Island for 2014.**

**Move – S. Tjelta; Second – T. Darby; CARRIED**

**Motion to proceed with financial support of approximately \$12,500.00 for phase 2 (demonstration) of Pender Island fuel management project in 2014.**

**Move – G. MacLean; Second – P. Kapelle; CARRIED**

**Motion to provide funding to the Swartz Bay WildFire Prevention program in 2014.**

**Move – G. MacLean; Second – P. Kapelle; CARRIED**

G. MacLean indicated Sidney Island would like to provide some funding to the Swartz Bay program and asked where the cheque should be sent.

7. **CRD Director's Report:** Director Howe sent his regrets via Commission Chair.
8. **Chair's Report:** Good communication continues with I. Elliott/B. Prochaska. Answer emails, forward Commission and CWPP working group documentation.
9. **Financial Report:** Reports were forwarded along with agenda and previous meeting minutes.

- 10. Other Business:** South Galiano has a lack of cell service and they have had an antenna donated to them to help improve communication. They require some funds to set up the antenna. A special project proposal needs to be prepared which will then be forwarded to the General Manager (GM) of Planning & Protective Service for approval.

**ACTION ITEM FOR S. LUTTMER:** To prepare a point form overview of the project requirements and forward the document to I. Elliott and B. Prochaska.

**Motion to approve up to \$1000.00 to South Galiano Community Coordination Centre, pending GM approval.**

**Move – J. Wiznuk; Second – P. Kapelle; CARRIED**

- 11. CRD Protective Services Report (I.Elliott on T. Whiting's behalf):** There is currently an analysis of world emergency events being conducted.

- 12. Area Coordinator's, Deputy's and ESS Coordinator's Reports:** Reports were forwarded along with other Commission meeting documents.

D. Rees-Thomas noted there was a mistake that will need to be amended on the Consolidated Area Activity Report for September 2013. Page 3 states "Neither Galiano nor Saturna have at present ham capabilities in their CCC's". That statement is not true and should be changed to reflect the fact that Saturna has HAM, VHF and TNC capabilities at ESB1. I. Elliott asked if a computer/laptop for the radio station would facilitate the communications equipment/room. D. Rees-Thomas said yes that would help.

**ACTION ITEM FOR I. ELLIOTT:** To talk to B. Prochaska about getting Saturna Island a laptop to facilitate communications.

- 13. Correspondence:** No new correspondence received.

- 14. New Business:** Sidney Island reported that their Blue Wave Power generator burnt up and that the backup generator is currently being used. A report is being prepared detailing what happened. The report will be forwarded to Chair Boyte for information purposes as there are other Blue Wave generators in operation.

**Next meeting:** Tuesday, January 21, 2013 Saanich Peninsula Health Centre

Meeting adjourned by G. Glover: 10:03 am