



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

**Minutes from September 20, 2017 at 0900
Shoal Centre, 10030 Resthaven Drive, Sidney BC**

Present: C. Boyte, Chair, Pender Island; R. Weeks, Vice-Chair, Mayne Island; J. Wiznuk, Saturna Island; D. Rees-Thomas, Saturna Island; S. Luttmner, S. Galiano; R. Pettit, N. Galiano; D. Munroe, Pender Island; Gaire MacLean, Sidney Island

Staff: P. Ensor, Manager, Fire and Emergency Programs; I. Elliott, Recording Secretary; P. Haugh, Deputy Emergency Program Coordinator

1. **Call to Order:** C. Boyte called the meeting to order at 09:00

2. **Welcome and introductions:** were made around the room

3. **Approval of agenda:**

The following were added to the agenda under Other Business:

- a. Salish Sea Exercise
- b. Facilities Agreement Renewal Process

It was **Moved** by R. Weeks and **Seconded** by D. Rees-Thomas that the agenda of the Southern Gulf Islands Emergency Program Advisory Commission be approved as amended.

Motion Carried

4. **Approval of previous meeting minutes:**

It was **Moved** by J. Wiznuk and **Seconded** by R. Pettit that the minutes from the **May 15th, 2017** meeting of the Southern Gulf Islands Emergency Program Advisory Commission be approved as amended (item 4, change May to March).

Motion Carried

5. **Business arising from past minutes:**

a. **CWPP:**

- i. CWPP follow-up on funding criteria, info from Legislative Services, discussion of the Strategic Wildfire Prevention Initiative and access to UBCM Grant Funding took place, including the topics of process, matching funding and referral to the CWPP Working Group to validate and support qualifying proposals (see item 6).
- ii. SGI Wildfire Prevention Program – Swartz Bay – project report and request for grant funds release. C. Boyte gave a report on another successful Public Safety initiative which ran for 10 weeks, for a total cost of \$27,000. As another fire season (one of the worst in BC history) has passed with no major fires in the SGI, the value of this



prevention program continues to be very positive. In-kind contributions were received from Pender Island Fire Protection Society of \$7,100 and BC Ferries of \$1,700 (waived ferry fare for Fire Engine that was used as the display centerpiece)

It was **Moved** by J. Wiznuk and **Seconded** by R. Pettit that Commission funds earmarked to support this initiative be released to Pender Island Fire Protection Society.

Motion Carried

- iii. Lively Peak Proposal – Magic Lake Second Exit, discussion of the continued progress of this Project.

It was **Moved** by Gaire MacLean, **Seconded** by Don Monroe, that the Commission re-affirms its support for the Lively Peak Project and will contribute up to \$12.5K from Reserves.

Motion Carried

b. Other:

- i. First Nations Engagement update: It is recommended that each Island Emergency Program make outreach to their local First Nations to let them know about the programs available in their area.
- ii. Casualty Collection Units (CCU) – Discussion continuing with HEMBC.
- iii. Establishing bylaw and EPC reporting structure – Distributed reporting structure organizational chart to the group to review and discussion ensued regarding participation in strategic and operational planning, budget development etc. More information will be brought to Commissioners at the next meeting regarding a potential annual timetable to ensure enough time for complete consultation before plans and budgets need to be filed.

Action Item: Commissioners to consider process and bring back ideas for improvement to the next meeting.

Action Item: Add “Area” to EPC box in the flow chart to differentiate from the Island EPCs and a dotted line to Emergency Coordinating Committee.

- iv. North Galiano Community Association Funding Request update – More information will come to C. Boyte and P. Ensor by letter for more consideration.
- v. Kenwood Radio Mag-mounts, Area EPC will handle re-imburement for these items.
- vi. Fireboat Proposal, C. Boyte will forward the proposal to staff.

6. CWPP Working Group: Next meeting will be the afternoon of Nov 15, 2017 and will include a review of WG membership and process to move projects forward.

7. Director’s report: No report



8. **Chair's report:** Continuing to field emails, phone calls and attend CERT meetings.
9. **Finance reports:** Circulated reports were received
10. **CRD Protective Services report:** P. Ensor gave an overview of the Auditors General's Emergency program Review for the CRD currently underway focusing on: core services, support services, communications (radio and other modalities) integration with Municipal and First Nations partners, overall capacity, Business Continuity, resources, etc. Also included is a review of the governance structure and bylaws related to emergency management.

Western Amateur Radio Association (WARA) will be starting its fall/winter radio operator certification class soon with an enrolment of 33 students, hosted by the CRD in the new training/presentation centre.

Community Emergency Preparedness Fund: the province and UBCM have announced new funding to support communities in their preparedness efforts, more information to follow as we attempt to create an application for all EAs.

Commission appointments should be reviewed to see about additional extensions for long service members (as per governing bylaw).

Action Item: P. Ensor to contact D. Howe

Action Item: provide latest ENS Stats to Commissioners at next meeting.

11. **Area Coordinator/Emergency Support Services:** Area reports were distributed and received

Action Item: P. Haugh to provide a consolidated report summary of HRVA review activity to date

12. **Correspondence:** None

13. New Business:

- a. 2018 draft workplan received for review and action at the November meeting.
- b. 2018 draft budget received for review and action at the November meeting
- c. General discussion on review process and method of getting drafts to Commissioners in advance of fall meetings.

Action Item: Provide a timeline analysis and process at the next meeting, eg. The 2019 workplan and budget discussion should be undertaken in early 2018 so that it has been considered and developed well before the June submission deadline for preliminary filing with CRD Finance.

14. Other Business:

Meeting Adjourned at 12:22 hrs.

Next meeting: 0900 hrs Wednesday, November 15, 2017 at the Shoal Activity Centre, Sidney.