

# LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION

Minutes of Meeting: September 29, 2022, 1-3 PM

Metchosin, BC

<b>Present:</b>	Shawn Carby	CRD (Chair)
	Alison Roberts	REMP (coordinator & recording secretary)
	Ruth Fernandes	REMP
	Chris Aubrey	Langford
	Jenny Reid	Langford
	Frank McDonald	Oak Bay
	Eileen Grant	Oak Bay
	Erin Stockill	Saanich
	Jeri Grant	JDF EA
	Jonathon Reimer	CRD
	Stephanie Dunlop	Metchosin
	Kulpreet Munde	Esquimalt
	Bryan Erwin	Colwood
	Meghan Wylie	Victoria
	Troy Mollin	View Royal
	John Wakefield	SSI EA
	Corey Anderson	EMBC
	Samantha Watkins	EMBC

## 1. Welcome and Traditional Acknowledgment

S. Carby called the meeting to order at 13:07

## 2. Approval of Agenda

Revisions required to the date and location.

It was **Moved** Jeri Grant and **Seconded** by Chris Aubrey

**MOTION CARRIED**

## 3. Business Arising from Previous Meetings

Business Item	Notes	Sept 29, 2022 LGEPAC Discussion Notes
DMAA	Shawn Carby to re-send 2017-18 documents for review.	S. Carby emailed members of LGEPAC the 2017/2018 DMAA Documents on 29/09/2022.
Heat Alert Templates	Tanya to provide Vic Alert final templates with regional partners as a general resource	M. Wylie advised LGEPAC, the City of Victoria will follow up with Vic Alert templates in advance of Spring 2023

PSLV Insurance	Lisa/Tanya/Eileen to coordinate future discussions with EMBC/LGEPAC re: PSLV Volunteers insurance coverage for community events w/o task number.	E. Grant spoke about insurance protection gaps for public education volunteers. Not covered under PSLV coverage without a task number. Public education does not fall under a training task number. LGEPAC member discussed protection gaps for volunteers over 65 years. Municipal Insurance Policy is limited to volunteers working under the direction of a municipal employees (up to age 85). Some programs have volunteers over 85.
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**ACTION: EMBC Re: Insurance for municipal emergency management volunteer coverage. COREY TO explore VIC –wide forum.**

**4. Approval of minutes:**

Meeting Minutes from the Q2 LGEPAC Meeting were approved.

It was **Moved** Eileen Grant and **Seconded** by Frank McDonald

**MOTION CARRIED**

**5. EMBC Updates:**

Corey Anderson advised LGEPAC member, Ryan Wainwright, has accepted a new opportunity; Corey is the current acting Senior Regional Manager.

**6. REMP Updates:**

REMP staff shared updated REMP project selection guidelines are available. Policy Group convened on September 20<sup>th</sup>, ratifying business plan and budget and requested increased First Nations engagement by the partnership. Starting in 2023 and moving forward, the REMP Policy Group will meet during the first quarter.

Alison Roberts provided an update regarding the REMP Strategic planning Process, advising the results of the community visits informed the Strategic Planning sessions. Interested LGEPAC members may request the Community Visits Reports, Situation Analysis Report and Strategic Planning Notes from REMP.

**7. LGEPAC Updates:**

**a) Governance Review Follow Up**

Eileen Grant described the documents that were distributed with the Q3 LGEPAC meeting invite.

- #1) LGEPAC Governance Review Project: Final Report – EAG September 2022
- #2) Governance Recommendations (a summary of pages 4 and 6 in the final report)

E. Grant described the scope of the Governance Review Working Group, advising it was limited to LGEPAC (and excluded REMP, as peripheral to LGEPAC). The Working Group members have included: K. Munde (Esquimalt), J. Riemer (CRD), E. Grant (Oak Bay), and B. Schina (EMBC – advisory role).

E. Grant shared that the working group undertook a Document Review (Part 1 – including CRD bylaws and REMP TORs) starting in June 2021 and consulted with all members of LGEPAC (part 2). Themes that emerged included: meeting frequency, roles and responsibilities, oversight, bylaws, TORs, and project initiation, management, and deliverables. Recommendations (Part 3) were opened to LGEPAC members for discussion.

Questions from LGPEAC members included the following:

LGEPAC Question	Governance Review Working Group Response
<p>What would a 3-year LGEPAC workplan look like?</p>	<p>K. Munde advised it was a hoped a three-year LGEPAC workplan will be projects that REMP takes on, on behalf of LGEPAC.</p> <p>E. Grant and K. Munde shared they were hoping for stronger self-organization for small projects to avoid passing work to REMP Staff, placing working on the LGEPAC table.</p>
<p>Impact of the EPA and regulations timelines? What is the potential impact on the LGEPAC body of work?</p>	<p>E. Grant noted the Working Group has considered how the EPA might influence CRD bylaws.</p>
<p>Is REMP within scope of the Governance Review?</p> <p>Context: Verbal update at this meeting noted that REMP was excluded from the governance review; the report (page 1 under project background) states:</p> <p><i>“The scope of that review includes the Regional Emergency Management Partnership (REMP), the Local Government Emergency Program Advisory Commission (LGEPAC), the Regional Emergency Coordinators Advisory Commission (RECAC), also operating as the Regional Emergency Planning Advisory Commission (REPAC), and any related commissions, committees and working groups, including the Public Education Working Group.”</i></p>	<p>E. Grant confirmed REMP was not within scope of the Governance Review.</p>

Additional discussion between LGEPAC members occurred about what the goals of the meeting were including whether it would be an exploratory discussion? Or would LGEPAC members be deciding?

E. Grant requested that the report be accepted as presented and members vote on Recommendation #7 during the Q3 LGEAPC Meeting.

*Recommendation #7. Interim Support: apply for REMP project management support for the implementation of the approved recommendations to be known as the LGEPAC Renewal Plan using the proposed recommendations as the project outline. Note: Recommendations #1-6 were not discussed.*

Members who spoke noted preferences for engaging in an exploratory discussion, a desire to be strategic in updated bylaws to avoid unintended voids; a desire to work with an incoming council to inform departmental workplans. Others noted although quorum had been met, many communities were not in attendance.

E. Grant offered to share an updated Draft Terms of Reference at-a-later date and shared the Governance Review Working Group desires to update the CRD Emergency Management bylaws in the next year.

**MOTION** moved by Eileen Grant: Accept the LGEPAC Government Review Report as presented and Adopt Recommendation #7

**MOTION** as **AMENDED** from the floor: Receive the LGEPAC Government Review Report as presented for review.

It was **Moved** Eileen Grant and **Seconded** by Kulpreet Munde

Motion passed unanimously

**MOTION CARRIED**

E. Grant inquired about REMP budgeting processes and deadline in which to bring a project proposal forward to REMP. Shawn noted a draft 2023 budget has already been brought forward by Brittany; the CRD's budget is provisional and changes are possible up until February 2023.

Additional discussion occurred regarding LGEPAC voting practices and the role of proxies, and how voting is possible during hybrid and/or virtual meetings.

**ACTION:** Governance Review to be brought forward at the Q4 LGEAPC Meeting in December for future discussion.

**ACTION:** Shawn Carby will seek input from the CRD Corporate Officer regarding the Procedural bylaw, which was adapted during COVID-19.

#### **b) ESSD Update**

Kulpreet Munde shared that a tabletop exercise is underway through multiple session with a Goldstream scenario. The ERA 2.0 updates have been well-received.

Shawn Carby spoke about an upcoming Sooke Reservoir Dam Breach exercise, with opportunity for regional evacuation considerations (scenario: 1000 residents displaced, Highway 14 cut off). Shawn invited LGEPAC members to participate in an Advanced Planning Unit

**ACTION:** Shawn to bring share the Dam scenario with Kulpreet

**ACTION:** LGEPAC members with interest in participating in an Advanced Planning Unit during the CRD's upcoming Dam Breach Exercise contact Shawn Carby directly.

#### **c) Public Education Working Group**

Erin Stockill provided an update on behalf the Public Education Working Group Chair. Many communities pooled funding to purchase a shared preparedness ad in the Times Colonist, lowering the purchase price (the ad was cost-effective and demonstrates regional collaboration).

The PEWG is developing a calendar of shared/regional events – for the upcoming three years. The Public Education Working Group will put forward a project proposal to REMP for support with

the redesign of the Prepare Yourself Workbook, The scope will include design work in 2023, workbook updates, with printing planned for 2024.

LGEAPAC members interested in participating on the Public Education Working Group, should reach out to Geoff Pendra.

#### **d) Sub-regional rotation of an EP Fair**

Members of the Public Education Working Group determined at the last PEWG meeting that the fair was too big and could not provide the required support.

**ACTION:** Defer to the Q4 LGEAPC Meeting.

#### **8. CRECC Update**

No updated provided. Members in attendance discussed whether this should continue to be a standing agenda item.

**ACTION:** Shawn Carby to revisit the establishing documents and determine whether it historically reported to LGEAPAC.

#### **9. Emergency Program Training Opportunities**

S. Dunlop requested quick reference training calendar for the region. The LGEAPAC members were invited to use the calendar in the LGEAPAC SharePoint site. Another suggestion, noting few members utilize LGEAPAC SharePoint, that members share their training schedule in advance to be distributed as part of future LGEAPAC agendas.

**ACTION:** Training & Exercises to become a Standing Agenda Item moving forward.

**ACTION:** LGEAPAC to forward training schedules in advance of future LGEAPAC meetings for inclusion at the bottom of LGEAPAC

**ACTION:** Upcoming Grant Submission Deadlines to become a Standing Agenda Item moving forward

**ACTION:** Members to forward potential submissions for UBCM training in 2023 to Eileen Grant to compile a summary for the region.

#### **10. Roundtable Updates**

Communities spoke about upcoming grant applications, upcoming training and exercises, strategic planning, HRVAs, renewal of Master Fire Plans and Public Safety Building capital investments, seasonal readiness and Shakeout BC.

#### **11. Adjournment**

It was **Moved** Erin Stockill and **Seconded** by Stephanie Dunlop