



SOUTHERN GULF ISLANDS EMERGENCY

PROGRAM ADVISORY COMMISSION

CAPITAL REGIONAL DISTRICT SOUTHERN GULF ISLANDS EMERGENCY PROGRAM ADVISORY COMMISSION

Minutes from May 16, 2018 at 0900
Shoal Centre, 10030 Resthaven Drive, Sidney BC

Present: J. Wiznuk, Chair, Saturna Island; Ben Mabberley, Alternate Director; K. Stobart, Mayne Island; W. Quinn, Saturna Island; S. Luttmer, S. Galiano; R. Pettit, N. Galiano; K. Keats, Piers Island; G. McLean, Sidney Island; M. Dine, Pender Island; G. Glover, Piers Island; D. Monroe, Pender Island; R. Weeks, Mayne Island

Staff: B. Prochaska, Emergency Program Coordinator; I. Elliott, Recording Secretary

1. **Call to Order:** J. Wiznuk, Chair, called the meeting to order at 09:04.
2. **Welcome and introductions:** The chair welcomed the commissions to the meeting.
3. **Approval of agenda:**

It was **Moved** by S. Luttmer and **Seconded** by R. Weeks that the agenda of the Southern Gulf Islands Emergency Program Advisory Commission be adopted as amended ("Fire Smart Champions" course and Emergency Road Access, pedestrian road safety.

Motion Carried

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

It was **Moved** by S. Luttmer and **Seconded** by R. Pettit that the minutes from the **March 21st, 2018** meeting of the Southern Gulf Islands Emergency Program Advisory Commission be approved as circulated.

Motion Carried

5. **Strategic Planning:**

The commission reviewed the goals together with the draft 2019 operational plan and budget (see Item 6A).

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

a.

- i. It was **Moved** by W. Quinn and **Seconded** by D. Monroe to approve the 2019 draft budget with a balancing formula for Island contributions for reserve accounts, subject to final approval by email to the chair.



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Motion Carried

- ii. It was **Moved** by G. MacLean and **Seconded** by R. Pettit that the 2019 workplan be approved as presented.

Motion Carried

- iii. EPC honorarium was discussed and will be placed on the September meeting.

Action Item: K. Keats will bring a summary of information on honorariums of other organizations for comparisons.

- 7. **Community Wildfire Protection Plan Working Group:** A meeting was held on March 29th and among the topics discussed were preparations for wildfire season, public messaging and signage.
- 8. **Director's report:** No report.
- 9. **Chair's report:** J. Wiznuk thanked the finance sub-committee for their work on budget review. The chair also acknowledged the work of deputy chief of M. Dine who will be leaving the commission to take up his new post as the Chief of the Whitehorse Fire Department.
- 10. **Finance reports:** It was **Moved** by R. Pettit and **Seconded** R. Weeks that the finance reports be received.

Motion Carried

- 11. **CRD Protective Services report:** I. Elliott reported on the successful grant applications for the Saturna Firesmart campaign (\$10 000) and the CRD HQ EOC exercise and training initiatives. Staff changes at HQ discussed with R. Goddard arriving on May 22nd. I. Elliott mentioned that he will be leaving his post on May 25th, to which the chair extended thanks from the commission and wished Ian well in his endeavors. Lastly the Sidney Island fire preparedness was discussed, whereby each property has its own fire safety plan and resources.
- 12. **Area Coordinator/Emergency Support Services:** It was **Moved** by G. MacLean and **Seconded** D. Monroe that area reports be received as distributed.



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Motion Carried

13. Correspondence: No new correspondence.

14. New Business:

- i. A "Fire Smart Champions" course is scheduled for June 9th. The course is open to all islands.
- ii. Emergency road access was discussed. The "One road in, one road out," situation is encountered on many islands. Discussion ensued. Consensus was that local contingency planning was key to public safety.
- iii. Pedestrian traffic safety was discussed, concerns will be forwarded to RCMP.

15. Other Business: None

Meeting Adjourned at 10:57 hrs.

Next meeting: **Budget Review Meeting**, 0900 hrs Wednesday, September 19, 2018 at the Shoal Activity Centre, Sidney.