

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION
Minutes of Meeting Held Thursday, April 20, 2017 at 9:30 a.m.
CRD – 625 Fisgard Street – #107

Present:	Shawn Carby	Capital Regional District (<i>Chair</i>)
	Maegan Thompson	Saanich (<i>Vice Chair</i>)
	Brittany Schina	EMBC
	Darren Hughes	Oak Bay
	Dave Cockle	Oak Bay
	Eileen Grant	Oak Bay
	Peter Ensor	CRD (<i>voting for SSI</i>)
	Ian Elliott	CRD (<i>Recording Secretary</i>)
	Ian Foss	EMBC
	Jeri Grant	Juan de Fuca Electoral Area
	Loranne Hilton	Highlands
	Tanya Patterson	Victoria
	Geoff Amy	City of Colwood
Phone:	Stephanie Dunlop	Metchosin (<i>voting 9:30-10:50</i>)
	Brigitte Prochaska	Southern Gulf Islands Emergency Program (<i>voting 10:50-11:20</i>)

1. **Welcome and Introductions:** S. Carby called the meeting to order at 9:30 a.m. Welcome and introductions were made around the room.

2. **Approval of agenda:**

Metchosin Emergency Vehicle was added to the agenda under New Business.

It was **Moved** by D. Cockle and **Seconded** by J. Grant that the agenda of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as amended.

Motion Carried

3. **Approval of minutes from previous meeting:**

It was **Moved** by T. Patterson and **Seconded** by J. Grant that the minutes from the **March 16, 2017** meeting be approved as circulated.

Motion Carried

4. **Business arising from previous minutes:** Review of previous action items

5. **Other Agency Minutes:** No other agency minutes

6. **Working Groups Updates:**

- a. **REPAC:** An update was provided on the review process to date and outlined the process going forward. A proposal will be presented to the REPAC membership on May 18. The draft recommendation was read and discussion followed.

Recommendation that the Commission retain Bylaw 3566.

- That the Commission continue to meet 4 times per year
- That two meetings, Q2 and Q4 are dedicated to a mini-conference format (morning session or all day with lunch)
- That two meetings, Q1 and Q3 are dedicated to working group initiatives in partnership with LGEPAC and REMP (half day sessions)

- That staff support continue and agendas and minutes be produced as required

It was **Moved** by D. Cockle and **Seconded** by M. Thompson that the recommendation to REPAC be supported by LGEPAC.

Motion Carried

- b. **Public Education Working Group:** M. Thompson gave an update on the “ShakeZone Program” and scheduling for the campaign in the CRD. A review/confirming of schedule and general discussion followed.

Action Item: S. Carby to contact HEMBC to confirm funding.

Action Item: J. Trelford to contact BC Ferries to see about free passage of the unit to and from Vancouver Island.

M. Thompson mentioned that the 3rd Edition has gone to print and should be available to the membership for delivery on May1-2.

Action Item: I. Elliott to research editorial cost to create an Edition 4 and report back to the Commission.

- c. **REMP Working Group:** An overview of the process to date including the development of the Operational and Business Plan drafts was provided. The documents will be brought to the LGEPAC on May 18 for discussion and then will be presented to the REMP Steering Committee in June.

Action Item: Confirm the REMP Terms of Reference, Strategic Plan, Draft Operational and Business Plan have been distributed to the members

- d. **Evacuation Working Group:** No report.

7. Old Business:

- a. **Opportunities to participate in HEMBC radio training:** S. Carby has contacted HEMBC and requested that their ERC contact Protective Services to provide information to share at the next meeting.
P. Ensor gave an update about the electronic forms being developed within the Region, designed for ease of transmission via Amateur Packet Radio transfer.

Action Item: E. Grant to share Ham Radio Study Link with the group by email

Action Item: I. Elliott to inquire with PEMO to see if the membership could see a copy of the completed communications report.

Action Item: S. Carby to reach out to CRERCC regarding training.

Action Item: I. Elliott to check the SharePoint archive to find the aggregate communications list including the call signs etc.

Action Item: P. Ensor to distribute CRD Communication Centre Mission Statement to the membership via email.

- b. **Regional Emergency Contact List updating:** It was reported that the document is being reviewed and reorganized for ease of use. An example format will be brought to the next meeting for discussion.
- c. **2017 Budget review:** S. Carby gave a review of the 2017 Regional Emergency Program Support budget (that supports LGEPAC/REPAC/REMP). Discussion followed on possible project expenditures 2017-19.

- d. **Quake Cottage/ShakeZone:** Quake Cottage has been booked for the Capital Region between September 9-17, and members have dates booked within their communities.
- e. **Disaster Mutual Aid Agreement:** D. Cockle gave an update of the revision process and asked all members to review the latest draft and please forward any additional comments by May 11.

Action Item: I. Elliott to share latest draft with the Membership for review and comments.

8. New Business:

- a. M. Thompson is stepping back as Chair (but will stay on as a member) of the Public Information Working Group. T. Patterson allowed her name to stand and was appointed by acclamation. E. Grant is stepping back from membership on the working group due to increased activity within her program. The Commissioners took this opportunity to thank both on their service to the LGEPAC WG.

11:20 am Quorum lost when B. Prochaska signed off of the conference call

Meeting continued as information only.

- b. Metchosin provided information on an Emergency Services Vehicle that has become surplus and was available to other programs at no cost.

Action Item: I. Elliott to distribute details and photos by email.

9. Roundtable: general discussion and information.

11:45am: adjourned by Chair.

Next regular meeting, 9:30 am, Thursday May 18, 2017 at CRD HQ, 625 Fisgard Street, Room 107