

## LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION

### Minutes of Meeting Held Thursday, November 15, 2018 at 9:30AM CRD HQ, 625 Fisgard Street – Room #488

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<b>Present:</b>	Shawn Carby	CRD (Chair)
	Dave Cockle	Oak Bay
	Geoff Amy	Colwood
	Ian Foss	EMBC
	Lisa Banfield	Central Saanich
	Mike Harman	Sidney Fire Dept
	Jeri Grant	Juan de Fuca Electoral Area
	Sara Jansen	Esquimalt
	Tanya Patterson	City of Victoria
	Troy Mollin	View Royal
	Conrad Cowan	CRD
	Cindy Patton	CRD ( <i>recording secretary</i> )
<b>Phone:</b>	Stephanie Dunlop	Metchosin Fire Dept (disconnected @ 10:25)
<b>Presenters:</b>	Ian Lightbody	EMBC
	Don McLeod	CRERCC

1. **Welcome and Introductions:** S. Carby called the meeting to order at 9:31am. Welcome and introductions were made around the room.
2. **Approval of agenda:** Item 4a was moved to agenda item 3 and Item 11d was moved to agenda item 4. Tsunami Communications Plan was added under Old Business as item 11b. LGEPAC Minute Recording was added under New Business as item 12d.

It was **Moved** by I. Foss and **Seconded** by J. Grant that agenda be adopted as amended.

#### MOTION CARRIED

### 3. Presentations:

- a. **Public Service Broadband Network (Ian Lightbody):** Actual presentation will be circulated to membership. An overview was provided. Question was asked: Would the members be interested in a longer, more in-depth presentation?

**ACTION ITEM:** Members to provide feedback to I. Lightbody by first quarter of 2019.

**ACTION ITEM:** EMBC to forward to members potential dates for a more in-depth presentation.

- b. **Capital Region Emergency Radio Coordinators Committee (CRERCC)(Don MacLeod):** Terms of Reference (ToR) were circulated and discussion ensued. The following points were discussed:
  - i. CRERCC is looking for direction and are finding there's a lack of feedback coming to them from the various municipalities
  - ii. Looking for formalized support from LGEPC
  - iii. CRERCC will generate a Strategic Plan, which will then be brought to LGEPAC who will in turn know where and how to support CRERCC
  - iv. CRERCC will be a standing LEGPAC agenda item
  - v. Wednesday communications checks are good but not sufficient in the event of a real disaster/emergency

- vi. CRERCC minutes to be forwarded to LGEPAC for information purposes
- vii. If CRERCC would like LGEPAC representation at their meetings, they just need to ask

**ACTION ITEM:** Circulate CRERCC's ToRs.

**ACTION ITEM:** Members to review CRERCC ToRs.

4. **Approval of minutes (September 13, 2018):** It was noted that both the April 12, 2018 & September 13, 2018 minutes require amendments. At both meetings there was discussion and a subsequent motion that were to be included in the minutes that were not reflected. April minutes are to include verbiage and motion the members specifically requested.

It was **Moved** by S. Jansen and **Seconded** by D. Cockle that the following verbiage be used to amend the April and September minutes:

*Members noted that reports or correspondence initiated by the Commission must be approved by Motion prior to going to Committees or the Board. No motion was made for the LGEPAC AAR. There were ten weeks between the tsunami debrief discussion and distribution of the report to LGEPAC with an expectation of review and feedback within 3 working days. It was noted that this insufficient time for edits and consensus of a report. When feedback was provided, members requested further information on the process of the AAR moving forward prior to going to the Planning and Protective Services Committee (PPSC) and the CRD Board.*

**MOTION CARRIED**

It was **Moved** by D. Cockle and **Seconded** by G. Amy that the September 13 minutes be approved, once the April 12 and September 13 minutes are amended.

**MOTION CARRIED**

5. **Business Arising from Previous Minutes:** Action items from previous minutes were reviewed and it was noted the majority of action items have been completed.
6. **Other Agency Minutes:** None
7. **EMBC Updates:** The following updates were provided
- a. Logistics "road-show" happening in Nanaimo. EMBC will forward invitation onto members
  - b. Elected Officials training currently happening
  - c. MSAT testing occurring
  - d. Becky Denlinger is retiring
8. **REMP Updates:**
- a. **REMP Steering Committee Meeting on October 1, 2018:** Strategic and Work Plans were both approved. A copy of the Business Plan will be circulated to members. The Steering Committee will require a new representative as Dave Cockle is set to retire at the end of January 2019.

- b. **CAO Workshop on October 16, 2018:** Concept of Operations was presented which looks at a regional decision making framework. MOU's may be required. Long term plan is to have a Regional Emergency EOC.
- c. **REMP Project Status Updates:** Project updates were discussed, including the upcoming HRVA workshop.
- d. **REMP Staff Position Update:** The CRD has revised the position description to align with the Province's position description. CRD HR currently reviewing position description. Requisition discussion ensued. Where REMP information is going to be stored and who is responsible for website updates and document preparation, etc... has not been decided at this point.

**ACTION ITEM:** REMP budget to be recirculated to members (noted: budget was included in the Steering Committee document package).

#### **9. LGEPAC/REPAC Working Group Updates:**

- a. **NDMP Update:** Grant application had been submitted and subsequently approved at the Provincial level. Before going to Federal Government for final approval the Working Group will need to add some additional wording articulating the link to the Province.
- b. **Public Education WG Initiatives 20198 – Shake Cottage:** September 21, 2019 Saanich will be hosting Shake Cottage, which will then rotate through the municipalities. Estimated costs are roughly \$1500-\$3000 a day. A spreadsheet will be circulated that members can populate with the dates they would be interested in hosting.

**ACTION ITEM:** T. Patterson to reach out to Insurance Bureau of Canada (IBC) to query about potential sponsorship.

**ACTION ITEM:** T. Patterson to contact Fire Chief Trelford to query about BC Ferries sponsorship to let the Quake Cottage travel for free.

#### **10. Old Business:**

- a. **Disaster Mutual Aid Agreement (DMMA):** Various CAO's requested a staff report to accompany the agreement.

**ACTION ITEM:** Members to provide feedback on agreement by December 10.

**ACTION ITEM:** EPC'S to present staff report/agreement to their CAO's/Council.

- b. **Tsunami Communications Plan:** Connect Rocket testing occurred this morning confirming the product worked, while identifying some issues to be rectified.

**ACTION ITEM:** T. Patterson to create "cheat sheet" instructions for Connect Rocket.

#### **11. New Business**

- a. **Westshore EOC:** 5 municipalities (Colwood, View Royal, Langford, Highlands and Metchosin) have been having preliminary discussions regarding a combined EOC, which would act as a Centralized EOC for larger events in the Westshore area. Royal Roads is a potential location. Also noted was the Westshore RCMP office is being remodeled to include an EOC.

- b. **EMBC Sponsored Courses 2018/2019:** Members need to submit course requests by the end of this month. Still looking for course hosts. It was agreed that Finance, Information Officer, EOC Essentials and Evacuations were desired courses for the upcoming year.

**ACTION ITEM:** S. Jansen to email EMBC course list to members.

- c. **Evacuation Planning:** It was noted that DND has evacuation sector maps that some members may be unaware of, and that the DND have assumptions that Local Governments will be able to execute an evacuation in a limited amount of time. It was agreed that coordinated planning, actions and public messaging are important components of a successful evacuation. Local Governments agreed to individually apply for the Evacuation Route grant and will commit to setting some of those funds aside for a regional evacuation route framework.

**ACTION ITEM:** S. Jansen to forward the grant template onto members as well as copies of the DND evacuation sector maps.

- d. **LGEPAC Minute Recording:** As a result of the LGEPAC meetings now being quarterly, it would be helpful to have an expanded summary of the discussions.

It was **Moved** by S. Jansen and **Seconded** by G. Amy that the LGEPAC minutes include a summary of discussions.

**MOTION CARRIED**

**12. Roundtable:** Nothing noted.

**Meeting adjourned. 11:54 am**

**Next regular meeting, 9:30AM, February 21, 2019 at CRD HQ, 625 Fisgard Street, Room 488**