

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION

Minutes of Meeting: December 01, 2022

Location: Town of Sidney Public Safety Building

Present:

Shawn Carby	CRD (Chair)
Alison Roberts	REMP (coordinator & recording secretary)
Ruth Fernandes	REMP
Brittany Schina	EMBC
Jane O'Higgins Wilson	CRD
Jeri Grant	Juan de Fuca EA
Brigitte Prochaska	SGI EA
John Wakefield	SSI EA
Jolette Holland	CRD
Jonathan Reimer	CRD
Mike Harmon	Sidney
Eileen Grant	Oak Bay
Roger Stewart	Oak Bay
Frank M	Oak Bay
Troy Mollin	View Royal
Alyse Allen	North Saanich
Lisa Bamfield	Central Saanich
Erin Stockill	Saanich
Brock Henson	Saanich
Kulpreet Munde	Esquimalt

Conference Call: Scott Abrahamson Colwood (Exited 10:49 am)

1. Welcome and Traditional Acknowledgment

Shawn Carby started the meeting at 10:03 am with a territorial acknowledgement, followed by a roundtable of introduction advising the Quorum had been met.

2. Approval of Agenda

It was **Moved** J. O'Higgins Wilson and **Seconded** by Mike Harmon

MOTION CARRIED

3. Business Arising from Previous Meetings

Action Item from Sept 29, 2022	Accountable	Q4 LGEPAC Update
VIC-wide forum exploration re: Volunteer Gap Insurance Coverage	Corey Anderson	VIC PREOC not in attendance; deferred to a future meeting. LGEPAC members confirmed

		they have been in discussion with EMBC PREOC including Town of Sidney and District of Oak Bay.
Review of procedural bylaw re: voting procedures (in-person/virtual)	S. Carby	S. Carby advised that “if a person can be seen and heard, their vote stands regardless of the TORs”
CRD Dam Exercise Scenario to be shared with K. Munde (for ESSD’s)	S. Carby	Pending Action Item
Review establishing documents to determine if CRECC reports to LGEPAC	S. Carby	Shawn did not find any CRECC establishing documents – Shawn did find a 2010 - LGEPAC Summary stating LGEPAC motion passed that CRECC accepted as a sub-committee of LGEPAC. No further discussion.

ACTION: Shawn Carby to share the Dam Scenario with K. Munde

4. Approval of minutes:

Meeting Minutes from the Q3 LGEPAC Meeting

- 1. John Wakefield 2. Jane O’Higgins-Wilson 3. All in favour; no opposed

It was **Moved** John Wakefield and **Seconded** by Jane O’Higgins Wilson

MOTION CARRIED

5. EMBC Updates:

No updates were available.

6. REMP Updates:

Strategic Plan: The partnership, in collaboration with the Steering Committee have put together a draft 5-year strategic plan, which will be shared via the LGEPAC rep at the Dec 5th business planning meeting

Business Plan: Our second engagement session is Dec 5th

Steering Committee: Scheduled for Dec 12th; Several items will be coming forward for decision: 2023-2027 Strategic Plan, 2023 Business Plan, 2023-2027 Financial Plan.

Reminder to RSVP for the Regional Forum by December 2nd

7. LGEPAC Updates:
a) BC Hydro Engagement

Chief Dunlop was not in attendance, however Alison advised that it was added to the agenda to discuss stronger engagement with CI operators.

Shawn asked whether communities have seasonal readiness discussion with CI operators and whether BC Hydro and others should be invited to future LGEPAC meetings. SGI and SSI Electoral areas sharing they meet with BC Hydro. Eileen Grant shared that the LGEPAC and REPAC/RECAC bylaws have provisions regarding CI engagement. Frank McDonald asked about the scope of the information LGEPAC is requesting from BC Hydro as response agencies have strong working relationships and operational procedures with BC Hydro.

ACTION: Defer to a future LGEAPC Meeting.

ACTION: Shawn advised he would work with REMP regarding future LGEPAC-BC Hydro engagement.

b) Governance Review Working Group

Eileen Grant shared with LGEPAC that she has spoken with several people since the Q3 LGEPAC. She advised that the GRWG looked at governance from a leadership perspective, rather than a policy or process perspective.

Eileen Advised that there are processes in place to amend and change CRD bylaws, noting changing CRD bylaws is a complex process that may require approvals from CAOs or councils across the region, and the CRD Board.

Eileen provided an overview of the seven recommendations that were previously put forward:

Summarized from *LGEPAC Governance Review Project Final Report – pages 4 and 6 (redistributed to LGEPAC members on November 29, 2022.*

1. **Bylaw No. 3531:** Revise the Bylaw’s content to enable the LGEPAC to accomplish its stated mandate
2. **Bylaw No. 3566:** Rescind Bylaw No. 3566 and incorporate its intention into Bylaw 3531
3. **Review Bylaw No. 3530**
4. **Rescind and Revise TORs** for all groups and positions linked to the LGEPAC
5. **Develop processes** to establish new ways of working with REMP and other in the region
6. **LGEPAC administration** – including a three-year work plan
7. **REMP project management support for “LGEPAC Renewal Plan”**

Eileen clarified that a three-year work plan was intended to have intentional agendas, citing the Disaster Mutual Aid Agreement as an example in which a schedule is required to move it forward; that the TORs need to define the purpose and structure of LGEPAC more clearly. The GRWG proposes that the implementation of these recommendations become a REMP project.

MOTION: Accept the seven recommendations as presented on the Sept 29 document in whole

It was **Moved** Kulpreet Munde and **Seconded** by Lisa Bamfield

Members discussed decision-making options including whether to vote on each recommendation or how to reach consensus and procedural requirements regarding the motion.

Brock provided background context regarding the evolution of the CRDs EM bylaws from the RECC to 2006 when RECAC and LGEPAC bylaws were introduced. Brittany advised LGEPAC members that REMP projects may be proposed, and the support requested of REMP should be scoped out prior to it being brought forward to the REMP Steering Committee. Concerns were shared regarding local emergency programs ability and capacity to lead LGPEAC work along with voting considerations (noting many LGEPAC members are delegates).

Kulpreet advised the intent of the motion was to request support in asking REMP to take over the work of the GRWG.

MOTION WITHDRAWN

It was **Moved** Kulpreet Munde and **Seconded** by Lisa Bamfield

ACTION: Eileen Grant to provide a 5-minute project pitch during the 2nd REMP Business Planning Session on Monday December 5th.

c) ESSD Update

Kulpreet advised the ESSDs will explore gaps the CRDs damn breach exercise brought up.

Eileen advised she is hosting an ESS workshop and Exercise on March 4th for ESS members across the region, at the Gorge Community Centre. It will include Just-in-Time Training for the ERA tool followed by an afternoon exercise. No registration fee is anticipated.

i. Group Lodging Bulk Buy

Chief Dunlop wished to explore a potential bulk buy of group lodging supplies (cots and blankets)

ACTION: Eileen to follow up with Chief Dunlop

Returned to Agenda Item #5. EMBC Update

Brittany Schina read a written update by EMBC. Advising EMBC is in conversation regarding the PSLV insurance coverage. In 2023 JIBC will offer six in community training opportunities. EMBC, HEMBC and BC Housing are working on a cold weather response strategy and the new premier will announce a new cabinet on December 7th potential impacts to EMBC are not known.

Discussion re: cold weather response: Sooke and Victoria have registered EWR plans, Saanich notes that the Victoria Native Friendship may operate a shelter.

d) Public Education Working Group

Erin provided a written update: Group purchase – times colonist – 2023 advertising program under development – to benefit from cost-sharing. Developing a three-year calendar of events to help emergency programs budget. The Chair will submit a REMP project proposal for redesign of the workbook including info updates, reducing literacy barriers.

ACTION: LGEPAC members wishing to join the PEWG can contact Geoff

e) Sub-regional EP Fair Rotation

Troy advised that the EP Fair was paused due to the pandemic, advising there was between 40 and 50 response agencies/vendors in the past. Troy proposed that the event could be hosted across the region. View Royal will coordinate in 2023 and asked if any LGEPAC members wished to sit on the View Royal Organization Committee.

Members noted the three-year calendar of events allows for the strategic hosting of the EP fair across the region.

ACTION: Tory to present the proposal to the PEWG at a future meeting

8. CRECC Update

The inter-municipal net schedule has been set for 2023. There will be no inter-municipal net over the Christmas break; View Royal and Colwood radio teams with merge pending View Royal Council approval.

9. Upcoming Grant Submission Deadlines

Erin advised that ESS grant deadline in January 27, 2023. Alison shared the Government of Canada released a National Adaptation Strategy, and the action plan commits new federal funding to programs such as NDMP, DMAF and the Green Municipal Fund.

<https://www.canada.ca/content/dam/eccc/documents/pdf/climate-change/climate-plan/national-adaptation-strategy/GCAAP-Report-EN.pdf>

10. EM Training & Exercises: upcoming opportunities

Eileen submitted a regional training application with many requested for EOC essentials, as well as Info Officer and Operations.

11. Roundtable Updates

Emergency programs provided roundtable updates with some communities concluding HRVAs or Community Risk Assessments, training and submitting grant applications.

Discussion included EM training for new elected officials across the region.

ACTION: Reach out to Kulpreet Munde for 20-minute EMBC video and EMBC slide deck

ACTION: Reach out to Shawn Carby for the Elected Official Handbook for the CRD Board

12. Adjournment

Meeting was adjourned at 12:04 pm.

It was **Moved** by Kulpreet Munde and **Seconded** by Frank McDonald

MOTION CARRIED