

**LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION**  
**Minutes of Meeting Held Thursday, May 18, 2017 at 9:30 a.m.**  
**CRD – 625 Fisgard Street – #107**

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<b>Present:</b>	Shawn Carby	Capital Regional District ( <i>Chair</i> )
	Maegan Thompson	Saanich ( <i>Vice Chair</i> )
	Brigitte Prochaska	Southern Gulf Islands
	Brittany Schina	EMBC
	Darren Hughes	Oak Bay
	Dave Cockle	Oak Bay
	Eileen Grant	Oak Bay
	Geoff Amy	City of Colwood
	Ian Elliott	CRD ( <i>Recording Secretary</i> )
	Ian Foss	EMBC
	Jeri Grant	Juan de Fuca Electoral Area
	Jowett Wong	Victoria
	Sara Jansen	Esquimalt
	Troy Mollin	View Royal
	<b>Phone:</b>	Elizabeth Zook
	Kenn Mount	Sooke (voting from 11:03)
<b>Guests:</b>	Clarence Lai	Partnerships Manager, EMBC
	Heather Lyle	Executive Director, EMBC (by phone)
	Teron Moore	Earthquake Early Warning Working group

- 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:**

It was **Moved** by M. Thompson and **Seconded** by D. Cockle that the agenda of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as presented. **Motion Carried**
- 3. Approval of minutes from previous meeting:**

It was **Moved** by G. Amy and **Seconded** by S. Jansen that the minutes from the **April 20, 2017** meeting be approved as circulated. **Motion Carried**
- 4. Business arising from previous minutes:** Review of previous action items
  - a) carry forward action to send CRD Communications Centre Mission Statement to the members
- 5. Other Agency Minutes:** SVI and NGO Meeting Notes
- 6. Presentation:** Teron Moore from the Earthquake Early Warning Working Group gave an overview of substantial developments in this project over the last few years and what may be ahead for this technology in the near future.

10:10 Vice-Chair assumed the gavel, 9 of 17 votes in attendance or by phone. Quorum maintained.

10:25: 10 minute break

10:35: reconvene

7. EMBC, quick update of response activities this spring, evacuation legislation is unchanged.

8. **Working Groups Updates:**

- a. **REPAC:** B. Prochaska gave an overview of this afternoon's meeting agenda including Business Continuity and Unmanned Ariel Vehicles, as well as receipt of the staff report with the following recommendation (supported by LGEPAC by motion at the last meeting). Discussion regarding integration of REPAC with LGEPAC and REMP continued with recommendations going forward to this afternoon's meeting.

***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

- b. **Public Education Working Group:** An update was given on the new Vic-Alert system recently rolled out. Also briefing on the Quake Cottage regarding scheduling, insurance and costs.

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

- c. **REMP Working Group:** Update and discussion of REMP Business Plan

**Action Item:** I. Elliott to send out draft REMP plan to the membership

- d. **Evacuation Working Group:** Documents housed in SharePoint for membership access.

9. **Old Business:**

- a. **Opportunities to participate in HEMBC radio training:** I. Elliott gave an update of this program including ongoing integration into CRERCC and WARA. Detailed overview of project development at next meeting.

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

- b. **Regional Emergency Contact List updating:** J. Reid gave a presentation on the new trial format, which will be populated and brought back to the next meeting for a final review and placed into SharePoint.

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

10. **Roundtable:** general discussion and information.

11:59am: meeting adjourned.

**Next regular meeting, 9:30 am, Thursday June 15, 2017 at CRD HQ, 625 Fisgard Street, Room 107**