



Making a difference...together

**CRD Emergency Management Committee (EMC)
Minutes of Meeting Held Wednesday, August 02, 2017 at 12:00 pm
CRD – 625 Fisgard Street – Room #333**

Present: Mike Hicks, JDF Director (*Chair*)
Wayne McIntyre, SSI Director
Dave Howe, SGI Director
Robert Lapham, Chief Administrative Officer (CAO)
Shawn Carby, Protective Services - Emergency Manager
Matt McCrank, Acting GM Integrated Water Services (IWS)
Signe Bagh, Acting GM Planning & Protective Services
Mike Walton, Acting GM Parks & Environmental Services
Nelson Chan, GM Finance & Technology
Cindy Patton, Protective Services (recording secretary)

Chair Hicks asked for explanation of Emergency Management British Columbia (EMBC) and the CRD's role in emergency management. Bob Lapham provided background overview.

A request for an organization chart showing the Emergency Management reporting structure within the CRD to be created.

- 1) **Approval of agenda:** JDF Emergency Program Initiative was added to the agenda as item #12

It was **Moved** by W. McIntyre and **Seconded** by D. Howe that the agenda of the Emergency Management Committee (EMC) be approved as amended.

Motion Carried

- 2) **Adoption of October 19, 2016 EMC Minutes:**

It was **Moved** by W. McIntyre and **Seconded** by D. Howe that the October 19, 2016 minutes of the Emergency Management Committee (EMC) be approved as distributed.

Motion Carried

- 3) **Emergency Management Committee (EMC) – Bylaw 3447:** A brief explanation of the bylaw was provided. There was discussion about changing the meeting frequency.

It was **Moved** by W. McIntyre and **Seconded** by D. Howe that the EMC meeting frequency be changed to 2 x a year (currently 4 x) or at the call of the Chair.

Motion Carried

- 4) **Auditor General for Local Government Audit of CRD Emergency Management:** An overview of the upcoming audit was provided. There will be a final report issued from the Auditor General which will assist us with planning going forward.

It was **Moved** by W. McIntyre and **Seconded** by D. Howe that a media release regarding the upcoming audit be generated and disseminated.

Motion Carried

- 5) **Regional Emergency Management Partnerships (REMP) – Strat Plan and Update:** An overview of the partnership was provided. This regional initiative “seeks to achieve a vision of the Capital Region as a disaster resilient region where all levels of government and stakeholders work collaboratively towards enhanced emergency management”. Various First Nations have been participating in the Strategic Planning sessions.
- 6) **CRD Emergency Notification System – Overview:** A supplementary budget was approved by EASC in 2015. This is a system that residents self-register for if they would like to receive emergency notifications. Lyle Harbour/Boot Cove was the first test area of the system. A follow up test will be conducted in the next few weeks. There will be a requirement to create a policy on when and where this tool will be used (ie: life safety issues only).
- 7) **CRD Emergency Management Staff Training Plan 2017-2019 – Review:** The intention with this 3 year training plan is to strengthen Departmental Operations Centres (DOCs) and Emergency Operations Centre (EOC) capabilities. This will also provide depth of training/experience for extended incidents and employee shift coverage/staff rotation.

It was **Moved** by D. Howe and **Seconded** by M. McCrank that the training plan be approved as presented.

Motion Carried

- 8) **Disaster Mutual Aid (DMA) Agreement – Draft for Review:** An overview of the agreement was provided stating this is a REMP initiative that LGEPAC received and supported.

It was **Moved** by W. McIntyre and **Seconded** by B. Lapham to recommend approval of the Disaster Mutual Aid Agreement.

Motion Carried

- 9) **Port Renfrew Tsunami/Earthquake Warning System – Update:** An update was provided.
- 10) **Business Continuity Plan (BCP) – Update:** An update was provided. It was reiterated that there was an assessment and not an actual plan.
- 11) **JDF Initiative:** The JDF Emergency Program has initiated a system to help BC Interior Wildfire evacuees. There will be effort from Protective Services staff to assist in this initiative.

- 12) **Adjournment:** 1:15 pm