

**LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION**  
**Minutes of Meeting Held Thursday, January 19, 2017 at 9:30 a.m.**  
**CRD – 625 Fisgard Street – Room #488 (9:30-12:00) and #107 (12:00-3:30)**

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<b>Present:</b>	Geoff Amy	Colwood
	Shawn Carby	Capital Regional District (CRD) - <i>Commission Chair</i>
	Mary-Ellen Clark	EMBC
	Dave Cockle	Oak Bay
	Ian Elliott	CRD - <i>Recording Secretary</i>
	Peter Ensor	CRD
	Ian Foss	EMBC
	Eileen Grant	Oak Bay
	Jeri Grant	Juan de Fuca Electoral Area
	Arthur Hesford	EMBC
	Sara Jansen	Esquimalt
	Kirk Jones	EMBC
	Jim LaMorte	Smart Risk Control
	Blair McDonald	Esquimalt
	Leslie MacDonald	EMBC
	Troy Mollin	View Royal
	Kenn Mount	Sooke
	Tanya Patterson	Victoria
	Jenny Reid	CRD
	John Robertson	Central Saanich
	Tina Rogers	MoTI
	Brittany Schina	EMBC/REMP
	Geoff Spriggs	Langford
	Maegan Thompson	Saanich
	John Trelford	North Saanich
	Tim Walshaw	EMBC
	Tom Watkins	CRD
	Jowett Wong	Victoria
	Patricia Wong	MoTI

1) **Welcome and Introductions:** S. Carby called the meeting to order at 9:33 a.m. Welcome and introductions were made.

2) **Approval of agenda:**

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

**Motion Carried**

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

It was **Moved** by J. Grant and **Seconded** by G. Amy that the minutes from the **December 15, 2016** meeting of the LG EPAC be approved as circulated.

**Motion Carried**

4) **Presentations**

- |  |                   |
|--|-------------------|
| a. Capital Region Disaster Response Transportation (DRR), MoTI | P. Wong/T. Rogers |
| b. Debris Management – CRD Regional Waste Management           | T. Watkins        |
| c. Provincial Emergency Response Water Supply Chain Strategy   | M. Clark          |

- 5) **Business arising from previous minutes:** The action items were reviewed.
- 6) **Other Agency Minutes:** No additional minutes
- 7) **Regional Emergency Management Partnership (REMP) Update** – D. Cockle and B. Schina provided an update on current status as a lead-in to this afternoon’s planning session
- 8) **Working Groups Updates/Status Review Discussion**
  - a. Regional Emergency Planning Advisory Commission (REPAC) Working Group - next meeting February 2, 2017
  - b. Public Information Working Group
    - M. Thompson gave an overview of the Prepare Yourself Workbook Edition 3 revision schedule; gathering feedback on proposed changes until the end of February and Working Group to review and incorporate changes in early March. Proposed Edition 3 will be presented to LGEPAC during the March 16 meeting for review and approvals. Plan to send to printing March 22 with an expected delivery date of mid-April.
  - c. Regional Emergency Management Partnership (REMP) Working Group
    - See item 7 and item 13
  - d. Evacuation Working Group
    - S. Jansen reported good progress and that the draft documents had been uploaded to SharePoint
- 9) **Old Business:**
  - a. LGEPAC membership contact list has been uploaded to the collaboration SharePoint site
  - b. Regional directory contact list updates/review still underway
  - c. REPAC contact list updates/review still underway, to be finalized on Feb 2
- 10) **New Business:**
  - a. Election of Vice-Chair, after some discussion this item was postponed until the next regular meeting

**Summary of action items:**

- a. **Action Item:** I. Elliott to liaise with membership to see who is willing to sit on the DRR/DRT Provincial/Regional Working Group (phase 3, evaluation of options and outreach)
- b. **Action Item:** I. Elliott to distribute DRR-DRT Work Plan when available
- c. **Action Item:** I. Elliott to see when IPREM/Metro Debris Management Plan would be available for sharing
- d. **Action Item:** I. Elliott to distribute IPREM Debris Management “flow chart”
- e. **Action Item:** I. Elliott to liaise with EMBC Logistics to get the survey electronically

- f. **Action Item:** I. Elliott/B. Schina to liaise with EMBC CI to arrange for an opportunity for a “champions course” in late May after Emergency Preparedness week
- g. **Action Item:** I. Elliott to liaise with the Mid-Island Group to see about a joint meeting in the future to discuss common interests
- h. **Action Item:** I. Elliott to distribute agenda for First Nations Meeting on January 31<sup>st</sup> (see presentation 4c)
- i. **Action Item:** I. Elliott to share draft agenda for REMP February 20 when available
- j. **Action Item:** I. Elliott to collate existing inventory of Prepare Yourself Workbooks available for sharing, and send info to members
- k. **Action Item:** I. Elliott to reach out to our First Nations Partners to include them in the workbook re-order
- l. **Action Item:** I. Elliott to inquire if we can do a “split run” printing order where the version PDF changes part way through to allow for creation of a custom version for Partners (First Nations or neighbouring Governments)
- m. **Action Item:** I. Elliott to get another quote on workbook printing for comparison
- n. **Action Item:** M. Thompson to contact Total Prepare regarding their question on workbook distribution
- o. **Action Item:** Working Group Chairs to bring forward finalized draft TORs for formal adoption
- p. **Action Item:** S. Carby, P. Ensor and I. Elliott to liaise with CRD Corporate Secretary to clarify Vice Chair procedures and question as to “Chair’s Vote”
- q. **Action Item:** I. Elliott and J. Reid to prepare database options for combined contact/resource lists and report back to Commission at the February meeting
- r. **Action Item:** I. Elliott to distribute Draft Working Group TORs with agenda package

11) **Roundtable:** General discussion

12) It was **Moved** by D. Cockle and **Seconded** by T. Mollin that the meeting be suspended and resumed after lunch. **Carried**

The meeting was suspended at 11:55 a.m.

Lunch break 11:55 a.m. to 1:00 p.m.

13) **The meeting was called back to order at 1:00 pm, Quorum still present**

**LGEPAC Planning Session – January 19, 2017**

**Agenda – Afternoon Session, 1:00 to 3:30 pm**

**List and status of past LGEPAC and REPAC Working Group projects and documents.**

No.	Project / Working Group	Support by LGEPAC	Support by REPAC	Status
1	BCEMS	X		Complete
2	Con Ops, Regional Concept of Operations			Ongoing
3	CRERCC, amateur radio volunteers, related to Telecommunications	X		Ongoing

4	DMAA, Disaster Mutual Aid Agreement	X		REMP priority with LGEPAC support
5	DRR, Disaster Response Routes	X	X	Ongoing
6	Education Facilities, Preparedness		X	Ongoing
7	ESS, Emergency Support Services, regional coordination	X		Ongoing
8	Evacuation	X		LGEPAC Priority
9	Exercise of Region	X		Ongoing
10	HRVA, Regional Risk Assessment, CRTI, CBRNE	X		REMP priority with LGEPAC support
11	Information Management (E-Team no longer)			Ongoing
12	Mitigation			REMP Priority
13	Neighbourhood Damage Assessment	X		Complete
14	Public Education and Information, PSAs, Website, Prepare Yourself Workbook	X		LGEPAC Priority
15	RDA Rapid Damage Assistance	X		Ongoing
16	Recovery Directory of Organizations Likely to be Active		X	Ongoing
17	Recovery Plan for Catastrophic Events, e.g., Earthquake		X	Ongoing
18	Recovery Transition (e.g., View Towers)	X		Ongoing
19	REMP Liaison	X		LGEPAC Priority
20	REPAC Liaison, Guidance	X	X	LGEPAC Priority
21	Resource Coordination in Regional Response, Logistics, related to Disaster Mutual Aid Agreement and Con-Ops		X	LGEPAC Priority
22	SAR, regional coordination, plus access to Heavy Urban SAR, Light Urban SAR, ground search, Marine SAR			Ongoing
23	Social Media	X		Complete
24	Telecommunications	X		Ongoing
25	Tsunami, Public Messaging, Exercise	X		Ongoing

### **LGEPAC Project Priorities:**

1. DMAA, Disaster Mutual Aid Agreement to support REMF project
2. Evacuation
3. HRVA, Regional Risk Assessment, CRTI, CBRNE to support REMF project
4. Public Education and Information, PSAs, Website, Prepare Yourself Workbook
5. REMF Liaison
6. REPAC Liaison, Guidance
7. Resource Coordination in Regional Response, Logistics, related to DMAA and Con-Ops

**Recommendations for REMF Project Priorities** (based on strategic plan, what should be focused on for the first year or so):

1. DMAA, Disaster Mutual Aid Agreement, with LGEPAC support
2. HRVA, Regional Risk Assessment, CRTI, CBRNE with LGEPAC support
3. Mitigation

## Who Does the Work?

### Existing Model:

With REMP, there is the potential for Working Groups at three levels:

1. REMP
2. LGEPAC
3. REPAC

### **Observed and Potential Issues with Existing Model:**

1. **Silos** – LGEPAC Working Groups tend to include government only. REPAC tend to include more non-government, industry and subject matter experts. Some issues demand contributions from all stakeholders.
2. **Inefficient** – Duplication of effort, potential gaps in coverage. Some overlapping issues have caused confusion among participants, specifically which Working Group is doing what.
3. **Burn out** – All Working Groups depend on volunteers, who have limited time. Poor support or access to resources could jeopardize objectives. Limited staff time.

### Proposed Model:

While each level may have internal work to do, the group proposed the Working Groups requiring multi-agency coordination to fall under REMP management.

1. **REMP** – REMP would include Working Groups needed for big efforts that require staff support, contractor support, and funding, and/or political support. Membership of each Working Group will be determined by the objectives and affected stakeholders, and may include members of LGEPAC, REPAC, CAOs, federal government, First Nations, local universities, or anyone with expertise and representation. An LGEPAC representative and a Steering Committee representative will sit on each Working Group.
2. **LGEPAC** – LGEPAC Working Groups (it would be better to use the term “committees” to avoid confusion with REMP WGs) would continue efforts that concern only the local governments and do not require substantial external support or consultation. REPAC members may be included in some minor committee work.
3. **REPAC** – These Working Groups will be disbanded, with volunteers advised to participate in the REMP Working Groups. REPAC will continue to meet four times a year, with at least two education/information sessions. REPAC participants will be offered opportunities for 1) Networking, 2) Receiving updates on regional initiatives, 3) Invitations to participate in REMP Working Groups.
4. **First Nations** – Coordination of First Nations emergency management in the region is under development. It is potential for First Nations to organize a First Nations Emergency Program Advisory Commission, similar to LGEPAC. Regardless of ultimate organization, FN representatives will be specifically invited to participate in REMP Working Group issues of relevance within the region.

### **LGEPAC Work Plan for upcoming months**

- Continue active working group work, including:
  - Public Information working group

- Evacuation working group
- REMP working group
- REPAC working group (revisit terms and processes)
- Assemble all local authority HRVA information
  - In preparation for REMP to complete a regional HRVA
- Review and revise Disaster Mutual Aid Agreement
  - Include partners that are currently missing
  - Pass over to REMP for endorsement and support

**Meeting adjourned at 3:30 pm.**

***Next regular meeting 9:30 am, February 16, 2017 at CRD HQ, 625 Fisgard Street, Room 107***