

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION
Minutes of Meeting Held Thursday, August 17, 2017 at 9:30 a.m.
CRD – 625 Fisgard Street – #107

Present:	John Trelford	North Saanich (<i>Chair</i>)
	Brittany Schina	EMBC
	Eileen Grant	Oak Bay
	Geoff Amy	Colwood
	Ian Elliott	CRD
	Jeri Grant	Juan de Fuca
	Melodie Hutmacher	CRD (<i>Recording Secretary</i>)
	Pat Haugh	Southern Gulf Islands
	Peter Ensor	CRD (<i>Salt Spring Island</i>)
	Ralph Mohrmann	EMBC
	Sara Jansen	Esquimalt
	Tanya Patterson	Victoria
Phone:	Stephanie Dunlop	Metchosin (voting)
	Maegan Thompson	Saanich
	Troy Mollin	View Royal

1. **Welcome and Introductions:** The meeting was called to order at 9:37 a.m. Consensus appointment made J. Trelford acting chair. 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 amended (Item 10.a. change Attorney General to Auditor General)

Motion Carried

3. **Approval of minutes and notes from previous meetings:**

It was **Moved** by G. Amy and **Seconded** by E. Grant that the minutes from the **June 15, 2017** meeting and information meeting notes (generated due to lack of quorum) from **July 20, 2017** be approved as circulated.

Motion Carried

4. **Business arising from previous minutes:** Review of previous action items

5. **Other Agency Minutes:** no additional minutes at this time

6. **Presentation:** no presentation at this time

7. **EMBC Update:** R. Mohrmann gave update of current situation: fires continue in various parts of the Province. Expecting personnel to work well into October. Central PREOC has been operating for 100+ days. PECC operating close to 100 days. After Action sessions to be planned after the fall. Province very appreciative of all supports received from the EM community around the Province.

8. **Working Groups Updates:**
 - a. **REPAC:**
 - i. Agency Contact List update provided by M. Hutmacher. 99% complete and is posted on the REMP SharePoint site.
 - ii. Terms of Reference discussion. EPCs to send comments to S. Jansen. Final draft will be presented to next REPAC in September.

Action Item: EPCs to review and send comments to S. Jansen.

- iii. Mini-Conference Plan: EMBC update to be done by Ian Foss (confirmed by R. Mohrmann). Tabletop format discussed: plenary style examined.

Action Item: B. Schina to reach out to A. Bird, NRCAN, to present on earthquake risk in the CRD.

b. Public Information Working Group:

- i. Quake Cottage/ShakeZone: T. Patterson gave ShakeZone update: is prepped, well underway and on schedule. BC Transit was added for September 19th. EMBC offered support with staff and materials.

Action Item: T. Patterson to send ShakeZone details and communications plan information to M. Huttmacher, who will forward to LG EPAC.

- ii. Workbook revision: Moved to 8.c. REMP Working Group discussion

c. REMP Working Group:

- i. B. Schina provided 2018 business plan update. All elements presented and discussed. Discussion to move Workbook to REMP followed. It was **Moved** by E. Grant that the existing LG EPAC Public Education Working Group Committee be transitioned to REMP. **Seconded** by S. Jansen.

Motion Carried

- d. **Evacuation Working Group:** It was **Moved** by S. Jansen to dissolve the Evacuation Working Group, as project work is now complete. **Seconded** by J. Grant.

Motion Carried

9. Old Business:

- a. **Disaster Mutual Aid Agreement:** has gone to B. Lapham to be presented at next CAOs Association Meeting. General discussion followed.

10. New Business:

- a. **Auditor General's Local Government (AGLG) EM Audit:** P. Ensor explained the CRD was selected to undergo an EM audit. Discussion surrounding process involved. Should be completed by end October. Results will be posted.
- b. **Regional Response in Support of Wildfire Evacuation Discussion:** J. Grant provided overview of the JDF support initiative.

11. Roundtable: general discussion and information.

10:55 a.m. meeting adjourned.

Next regular meeting, 9:30 am, Thursday September 21, 2017 at CRD HQ, 625 Fisgard Street, Room 107