

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION
Minutes of Meeting Held Thursday, November 16, 2017 at 9:30AM
CRD – 625 Fisgard Street – #107

Present:	Shawn Carby	CRD (<i>Chair</i>)
	Jesse Ferguson	EMBC
	Jeri Grant	Juan de Fuca Electoral Area
	Eileen Grant	Oak Bay
	Peter Ensor	CRD (Salt Spring Island)
	Melodie Hutmacher	REMP (<i>Recording Secretary</i>)
	Sara Jansen	Esquimalt
	Jowett Wong	Victoria
	Steve Knapp	North Saanich
	Rob Syverson	Central Saanich
	Maegan Thompson	Saanich
	Ian Foss	EMBC
	Troy Mollin	View Royal
	Dave Cockle	Oak Bay

1. **Welcome and Introductions:** S. Carby called the meeting to order at 9:33AM. Welcome and introductions were made.
2. **Approval of agendas:** It was **Moved** by T. Mollin and **Seconded** by D. Cockle that the Agendas from previous meetings held August 17, 2017 and September 21, 2017 be approved as circulated.

MOTION CARRIED

3. **Approval of minutes and notes from previous meetings (August 17, 2017):**

ACTION ITEM: September 21 Notes - Action Item 10.c.: **Carried Forward: S. Carby** to follow up with CRD GIS to obtain nuclear sector maps and put up onto SharePoint if there are no restrictions with sharing.

It was **Moved** by J. Grant and **Seconded** by R. Syverson that the minutes from August 17, 2017 and notes from September 21, 2017 (generated due to lack of quorum) be approved as discussed.

MOTION CARRIED

4. **Business arising from previous minutes:** Review of previous action items. One action item from Notes of September 21, Item 8.a.i. to be carried forward as S. Carby could not speak to Legislative Services regarding the Terms of Reference for REPAC since the Senior Manager position has been vacated and not yet filled.

5. **Other Agency Minutes:** None at this time

6. **EMBC Update:** I. Foss provided an EMBC update of stats from over the summer: over 1 million hectares burned - the most burned in BC history; 150+ staff hired at EMBC; 90 fire departments deployed; 1700 staff in EOCs; PREOC, PECC, etc.; 202 buildings lost; many park closures; and that there will be creation of a Donations Management Framework. Ian also reported that he was recently in Prince George to provide input for the PREOC report, and stated that internal debriefings are well underway. A strategic overall review should be available in January 2018. Other reports are also forthcoming.

ACTION ITEM: I. Foss to provide a copy of the PDF he referenced during his EMBC update to M. Hutmacher who will post on SharePoint.

7. **Working Group Updates:**

- a. **REMP Update**

- i. **Steering Committee: D. Cockle** gave an overview of the last Steering Committee meeting held October 2: spoke LGEPAC members taking their own minutes, but

REMP will still provide coordination and facilitation of meetings; discussion that 12 meetings per year may no longer be necessary, but perhaps quarterly to be aligned with the Steering Committee meetings would be more appropriate. More meetings can be added if needed.

Also, discussion regarding the money that was allocated under Bylaw 3530 is now solely under REMF and that LGEPAC no longer has discretionary funds.

The REMF Work Plan and Annual Business Plan for 2018 was adopted, as was the REMF 2018-2020 budget. **S. Jansen** asked if the Public Education/Workbook working group was discussed, and **D. Cockle** stated that it was not specifically mentioned, but the committee did discuss what working groups will look like going forward; that REMF will create working groups on an as-needed basis for specific projects. The meeting minutes were not available at this time, but will be distributed once complete.

- ii. **REMF EPC Workshop:** **M. Hutmacher** gave a high-level overview of outcomes from the REMF EPC Workshop held October 24. A few ideas generated: LGEPAC meetings should coincide with the Steering Committee meetings; REMF activities could be communicated via a newsletter; LGEPAC would like to provide further input on current and upcoming REMF projects; and to have more "hands on" workshops for projects. A final report is forthcoming and will be shared with LGEPAC Members when complete.

b. LGEPAC/REMF

- i. **S. Carby** led discussion on how LGEPAC will operate going forward. The meetings will now be four times per year, instead of 12, and they will align with the Steering Committee meetings. The meetings to become more of a workshop-type format to help gain quorum and keep engagement. Discussed how LGEPAC drives REMF initiatives/projects, but that doesn't preclude agenda items outside REMF (such as ShakeZone). If four meetings are not enough within the year, there is opportunity to have more as needed. REMF will provide coordination support, and LGEPAC members will provide minute taking and minutes.

Working Groups: REMF will form working groups as needed for specific projects and all LGEPAC members will be invited to join. LGEPAC still able to form own working groups for non-REMF projects.

Terms of Reference: Discussion regarding need for updating Terms of Reference for both LGEPAC and REMF. **S. Jansen Moved** that a temporary, short-term working group be created to review existing TORs and update to make relevant. **M. Thompson Seconded.**

MOTION CARRIED

Temporary, short-term TOR Working Group created. The following members volunteered to participate: **S. Jansen, M. Thompson, T. Mollin, E. Grant, J. Grant.**

ACTION ITEM: **M. Hutmacher** to send out invitation to all LGEPAC members to participate in the temporary TOR Working Group.

REMF: Discussion surrounding concern for REMF engagement. Presentation and engagement ideas for November meeting discussed: Salish Sea Exercise; resume the tabletop exercise from September; provide lunch ahead of meeting; debrief of summer's events with a call for participants to share; REMF project updates and alert REMF members with upcoming opportunities to participate. Next REMF meeting to be held November 30. REMF elections to be pushed to February to give time to update TOR and make direction of commission clear.

Break

8. **Old Business:** None at this time
9. **New Business:** None at this time
10. **Roundtable:** general discussion and information.

ACTION ITEM: M. Thompson to look into possibility of holding a second RDA Course on December 13, 2017 since the first course filled up quickly and many are still interested in participating. Will relay info back to LGEPAC once received.

It was **Moved** by E. Grant and **Seconded** by M. Thompson that the next LGEPAC meeting for December meeting canceled and resumed again in new year.

MOTION CARRIED

ACTION ITEM: M. Hutmacher to send out placeholder for next LGEPAC meeting for January 2018.

11:25AM: meeting adjourned.

Next regular meeting, 9:30AM, Thursday January 18, 2018 at CRD HQ, 625 Fisgard Street, Room 107