



**CAPITAL REGIONAL DISTRICT'S
SOUTHERN GULF ISLANDS
EMERGENCY PROGRAM ADVISORY COMMISSION**

**Minutes from September 13, 2011 at 0900
Central Saanich Fire Hall, 1903 Mount Newton X Road, Saanichton**

Present: Charlie Boyte (Chair), N. Pender; Sven Tjelta (Vice-Chair), Mayne; David Rees-Thomas, Saturna; Jeff Francis, Mayne; Tom Darby, N. Galiano; Barbara Grasswick, Saturna; Gary Glover, Piers; Brian Wheeler, Piers; Sean Luttmmer, S. Galiano

Staff: Ken Hancock, CRD Director; David Howe, Alternate CRD Director; Ian Elliott, Manager Electoral Area Emergency Programs; Cindy Patton (recording secretary), CRD Protective Services

1. Call to Order

Chair Boyte called the meeting to order at 9:02 a.m.

2. Welcome and Introductions:

The Chair welcomed everyone to the meeting.

3. Approval of Agenda:

Appointment of C. Stechishin as Galiano Community Coordinator, Branch 239 Pender Legion ESS Reception Centre grant and ESSD letter were added to the agenda under New Business.

Motion to approve agenda as amended.

Move – J. Francis; **Second** – S. Tjelta; **CARRIED**

4. Approval of Minutes of Previous Meeting:

Motion to approve minutes of previous meeting (May 17, 2011) as presented.

Move – B. Grasswick; **Second** – G. Glover; **CARRIED**

5. Business Arising from Past Minutes:

5.1 Community Wildfire Protection Plan (CWPP) Working Group Report: At the last working group meeting a Terms of Reference (TOR) document was drafted, which still needs to be approved by the working group. The TOR touches on structure, membership and CWPP priorities. Various agencies (Islands Trust, Building Inspection, etc.) have received a binder with all of the SGI CWPP's. The working group is scheduled to meet in October or November.

5.2 SGI CWPP, disposition of earmarked funds: Some of the funds set aside will go toward the Swartz Bay Public Education program and the remaining funds will be used to support the implementation of programs or measures identified in the CWPP's. Director Hancock noted that there may be UMBC grants available for a CWPP mitigation pilot project. The deadline for grants is in October, before the next CWPP working group meeting.

ACTION ITEM FOR DIRECTOR HANCOCK AND GALIANO REPRESENTATIVES: To contact Roseline Ferre at the CRD in regards to the above noted grant opportunity before the October deadline.

- 5.3 **BC Hydro/Telus meeting:** No substantial progress has been made on this issue. It was reiterated that the Hydro being turned "off" during an outage is the main issue, which needs a solution.
- 5.4 **EMBC and ESS Association training funding:** B. Prochaska was successful in obtaining four individual grants for training.
- 5.5 **Piers Island CWPP:** Piers' CWPP has now been completed. Once the CRD Board approves the document, the report will be considered final and forwarded to Piers Island.
- 5.6 **Management Coordination plan for SGI, project support for 2012:** Program overview document was distributed and discussed.

ACTION ITEM FOR COMMISSION MEMBERS: To provide feedback and/or recommendations to I. Elliott, on the above noted document.

- 6. **Chair's Report:** Continue to respond to emails and conduct regular meetings. No correspondence to report on.
- 7. **Financial Report:** Monthly financial summary was discussed.
 - 7.1 **2012 Budget:** It was recognized that there will be cost savings due to reorganization of area/regional duties for I. Elliott. The budget process was inclusive of all local representatives and was supported by all divisions.

Motion to approve draft budget as presented.
Move – J. Francis; **Second** – T. Darby; **CARRIED**

7.2 **CWPP fund grant-in-aid (GIA) for Swartz Bay Public Education:** Discussion ensued. The Pender Island Fire Protection Society is requesting \$15,000.00 to support the 2011 costs for delivery of the program on behalf of the SGI. Overall program costs were \$27,780.20. \$ 5,000 of these costs were funded through a Grant from The Victoria Foundation, Approximately \$6000 was contributed by the PIFPS through in kind donations and BC Ferries contributed \$1750.00 in ferry costs. The Chair recused himself from the vote due to a conflict of interest.

Motion to approve expenditure as GIA.
Move – Director K. Hancock; **Second** – S. Tjelta; **CARRIED**

- 8. **CRD Director's Report:** Director Hancock stated that all of the Commissioners whose terms expire in 2011 have offered to serve another two year term. The Director extended thanks to the Commission members for their service and commitment to serve for another term. Director Hancock noted that there is limitation on the terms a member can consecutively serve stated in the bylaw however, he has waived that requirement due to the need for continuity and because the Commission is working effectively in support of the CRD Director and SGI Emergency Program.
- 9. **CRD Protective Services Report:** T. Whiting was absent. I. Elliott stated that the recent Mayne Island exercise had a remote ETeam component that went very well. Digital mapping was discussed and it was noted that T. Whiting is aware of the issue and looking for a solution.
- 10. **Area Coordinator's, Deputy's and ESS Area Coordinator's Reports:**

Motion to receive reports as presented.
Move –J. Francis; **Second** – G. Glover; **CARRIED**

11. Correspondence: None to review.

12. New Business:

12.1 Proposed Electoral Area Deputy Emergency Coordinators – Position description/stipend: The position description document was reviewed and discussed. Discussions resulted in motions recommending the remuneration rates for project support work. Also discussed was the stipend for the Deputy AEC. The Commission recognized the exceptional contributions to the program by the current Deputy AEC Pat Haugh with thanks and commendations for her great work.

It was also noted that the 2012 SGI Emergency Program Budget includes sufficient funds to support an Area Deputy Emergency Coordinators Stipend and administrative support for projects outlined in the the SGI Program Project overview. There would be no significant impact on the 2012 budget from the recommendations presented. .

Motion to pay \$25/per hour for work done on projects in support of the AEC.

Move –B. Grasswick; Second – S. Tjelta; CARRIED

Motion to pay honorarium of \$2,400.00 a year to the Deputy Area Coordinator, The stipend shall be paid in quarterly payments of \$600. This motion also recommended that the Deputy Area Emergency Coordinator be reimbursed at a rate of up to \$40 per hour when acting in the AEC's absence as Area Coordinator under PEP Task Number.

Move –B. Grasswick; Second – B. Wheeler; CARRIED

Motion to approve position description of Electoral Area Deputy Emergency Coordinator.

Move –J. Francis; Second – S. Tjelta; CARRIED

12.2 Pender Legion Brach 239 – Grant for ESS Reception Centre:

Motion to approve grant request of \$1,900.00, providing funds can be identified.

Move –S. Tjelta; Second – Director K. Hancock; CARRIED.

(Note: The Legion has secured alternate funding and no longer requires this grant.)

12.3 Letter from ESSD: Discussion ensued and it was noted that there is a need for a process to be established, in getting information to the CRD Board. Ie: Emergency Program representative address any letters to I. Elliott, who in turn will present the letter to the SGI Commission. The Commission will then officially receive the letter and decide what actions to take (including forwarding to the CRD Board)

ACTION ITEM FOR DIRECTOR HANCOCK: To receive and respond to the letter from the ESSD.

12.4 Appointment of C.Stechishin as Community Coordinator for Galiano:

Motion to approve appointment of C.Stechishin as CC for Galiano.

Move –T. Darby; Second – J. Francis; CARRIED

13. Other Business: No other business to conduct.

14. Next meeting – November 15, 2011 @ Saanich Health Centre, 0900hrs

Motion to adjourn meeting (10:59 a.m.)

Move – B. Wheeler CARRIED