

Minutes of the meeting of the Comox Valley Emergency Program Administrative Committee held on December 2, 2020 via Zoom, commencing at 8:00 am.

**PRESENT:**

R. Dyson, Chief Administrative Officer	CVRD
T. Kushner, Interim Chief Administrative Officer	City of Courtenay
C. Postings, Chief Administrative Officer	Village of Cumberland
J. Wall, Chief Administrative Officer	Town of Comox
D. DeMarzo, General Manager of Community Services	CVRD
H. Siemens, Emergency Program Coordinator	CVRD
S. Speed, Recording Secretary	CVRD

**ITEMS**

**Minutes of the meeting of October 8, 2020 were approved.**

**Management Report**

The Management Report was reviewed and updated.

**Items:**

**EOC Policy Group**

H. Siemens explained the desire for a Regional Policy Group as identified in the dated August 18<sup>th</sup> 2020 EOC COVID After Action Report. The committee agreed it is important to get this group in place as soon as possible to support the Emergency Operations Centre (EOC). It was requested that a letter be sent from the EOC Director to the Chief Administrative Officers (CAOs) outlining the Policy Group for their furtherance onto their Mayors and Council. A two week deadline for response will be requested.

**Functions 270 and 271 Financial Report**

H. Siemens reviewed high level financial details in the Regional Service Delivery item.

**Regional Service Delivery**

H. Siemens reviewed a rationale document and explained currently the CVRD administers the service and the Emergency Program agreements with the Municipalities are expiring at the end of 2021. The budget process and legislative processes were reviewed and the rationale for moving to a single, regional Emergency Management Service was discussed. The committee agreed there are still many administrative and operational details to flush out and it would be beneficial to include key staff and the Policy Group in the process. It was decided to include key staff in the next Comox Valley Emergency Program Administrative Committee meeting in February, then decide on messaging to the Policy Group.

**Stay at Level 1 EOC**

The EOC will stay at a Level one response while supporting the Collaboration Teams.

**Propose Community Recovery Role for Vulnerable Populations through the EOC**

H. Siemens stated that there was a gap in EMBC response to COVID-19 but there is now restart recovery funding becoming available and explained it could be possible for the EOC to support a community groups.

**NEXT MEETING**

The next Comox Valley Emergency Program Administration Committee meeting is scheduled for February 18, 2020.

**ADJOURNMENT**

The meeting adjourned at 9:05am.

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Selena Speed  
Recording Secretary

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Howie Siemens  
Emergency Program Coordinator