

Minutes of the meeting of the Comox Valley Emergency Program Administrative Committee held on May 8, 2021 via Zoom commencing at 8:30 am.

**PRESENT:**

R. Dyson, Chief Administrative Officer	CVRD
G. Garbutt, Chief Administrative Officer	City of Courtenay
M. Mason, Chief Financial 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**

**Regional Emergency Program Service Establishment Letter**

H. Siemens explained the letter will be going to councils after a staff report is presented at the June CVRD Board meeting. The committee discussed the need for an understanding of the costs before presenting to council. The staff report will be shared with the CAO's as soon as possible.

**Fracture on 5<sup>th</sup> Earthquake Exercise**

H. Siemens explained that due to the pandemic, the exercise will be made to be shelf ready and can be executed as soon as it is safe to do so or there could be a modified approach. A decision will be made soon.

**Continuation Frequency of Regional EOC Leadership policy Group Meetings**

The committee decided the meetings will not continue on a monthly basis after the next meeting on May 20<sup>th</sup>, but if there is a need they will be restarted.

**Next Meeting**

The next Comox Valley Emergency Program Administration Committee meeting is scheduled for July 8, 2021.

**Adjournment**

The meeting adjourned at 9:15 am

Selena Speed  
Recording Secretary

Howie Siemens  
Emergency Program Coordinator