

Minutes of the meeting of the Comox Valley Emergency Program Administrative Committee held on January 30, 2019 in the CVRD Boardroom commencing at 3:05 pm.

PRESENT:

R. Dyson, Chief Administrative Officer (Chair)	CVRD
D. Allen, Chief Administrative Officer	City of Courtenay
S. Topham, Chief Administrative Officer	Village of Cumberland
R. Kanigan, Chief Administrative Officer	Town of Comox
I. Smith, General Manager of Community Services	CVRD
H. Siemens, Emergency Program Coordinator	CVRD
S. Speed, Recording Secretary	CVRD
K. Douville, Manager of Financial Planning	CVRD

ITEMS

Minutes of the meeting of October 18, 2018.

No errors or omissions were noted.

Management Report

The management report was reviewed.

Items:

Functions 270 and 271 - Proposed Draft Financial Plans

H. Siemens reviewed the 2019 – 2023 Financial Plan for the Comox Valley Emergency Management Service, function 270 and highlighted specific projects the service is supporting such as the Earthquake Functional Exercise preparation and updating of the Rapid Damage Assessment kits.

H. Siemens confirmed that the increased funds from reserves in 2019 will be used smooth out the required increase of service costs to enable the design and deliver of the Functional Exercise in 2020.

H. Siemens reviewed the 2019 – 2023 Financial Plan for the Emergency Program Electoral Areas Service, function 271 and explained that this service focuses on supporting the Electoral Areas emergency preparedness.

The increase in funds for these services is also to support the Deputy Emergency Program Coordinator and Branch Assistant – Executive Management Branch.

Comox Valley Emergency Plan

H. Siemens provided the Comox Valley Emergency Plan in hard copy as well as USB to the Committee members. The plan will be updated annually. The Village of Cumberland has also received earlier a Part 1-4 tailored specifically to their EOC activation. They have the choice to add it into the regional plan or keep it separate.

If the Town of Comox and the City of Courtenay are interested in the same tailored Parts 1-4 activation let H. Siemens know. In next month, all CVEP personnel will work to collect old version binders throughout the CVRD and switch new 2018 versions.

Comox Valley Public Emergency Plan

H. Siemens reviewed the Public Emergency Plan and explained that it is general information that can be provided to the public if they inquire. Committee members are asked to review the plan and let H. Siemens know if they approve of it being made public. He also mentioned that CVRD's Corporate Communications staff did do a full review. CVEP would like to release during EP week (Emergency Preparedness Week) in May 2019.

NEXT MEETING

The next Comox Valley Emergency Program Administration Committee meeting is scheduled for March 14, 2019 at the CVRD.

ADJOURNMENT

The meeting adjourned at 3:35 pm.

S. SPEED

Selena Speed
Recording Secretary

R. DYSON

Russell Dyson
Chair