

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION

Minutes of Meeting: February 1, 2024

Location: 1229 Esquimalt Road, Esquimalt & MS Teams

PRESENT:

In-Person at 1229 Esquimalt Road	Virtual: Teams
Shawn Carby, CRD (Chair)	John Wakefield, Salt Spring Island
Robert White, REMP (Recording Secretary)	Brigitte Prochaska, Southern Gulf Island
Corey Anderson, CRD	Stephanie Dunlop, Metchosin
Jolette Schenk, CRD	Jeri Grant, Juan de Fuca Electoral Area
Erin Stockill, Saanich	Jason Humphries, Sooke
Kulpreet Munde, Esquimalt	Ted Ruiten, Sooke
Jacob Tilson, Oak Bay	Dean Ford, Highlands
Roger Stewart, Oak Bay	Geoff Pendrel, Victoria
Thomas Hansen, EMCR	Tanya Seal-Jones, Victoria
Hannah Swift, EMCR	Alyse Allan, North Saanich
	Mike Harman, Sidney
	Josh Pettigrew, Colwood
	Lisa Banfield, Central Saanich
	Travis Field, EMCR (Invited Presenter)
	Matt Critchley, EMCR (Invited)
	Sheila Street, EMCR (Invited)

1. Welcome and Territorial Acknowledgement

Shawn Carby began the meeting at the Esquimalt Municipal Hall at 14:00, welcomed participants to the meeting and completed a territorial acknowledgement. Quorum was met.

2. Round Table Introductions

A round table of introductions was completed

3. Approval of Agenda

Agenda Amendments:

- R. White provided agenda amendments consisting of:
 - Q1 to be listed as opposed to Q4 on the agenda title
 - Travis Field from EMCR being the individual presenting on the DND Exercise Opportunity (agenda item #5)

- Adding the following two action items to agenda item #6 that were deferred from the previous meeting.
 - Shawn Carby to follow up with CRD GIS and ECCC regarding the sharing of the CRD Coastal Flood Study data sets
 - BC Hydro Engagement
- S. Carby added item D under new business (agenda item #11) consisting of Disaster Aid Mutual Agreement

The motion to approve the agenda was modified to include the amendments that were brought forward.

Motion To approve agenda with amendments which would be captured in the meeting minutes.

Moved by E. Stockill, **Seconded** by J. Tilson
CARRIED

4. Approval of Q4 2023 LGEPAC Minutes

Motion To approve Q4 2023 LGEPAC minutes
Moved by E. Stockill **Seconded** by K. Munde
CARRIED

5. Invited Presentation – DND Exercise Opportunity – T. Field, EMCR

Travis Field, Exercise Officer from EMCR presented on an opportunity to be involved with a Department of National Defence (DND) led exercise:

- Exercise Pacific Integration is taking place on 20-21 November 2024 and being held on the DND base in Esquimalt
- Exercise objective is to evaluate interoperability of participating organizations and the coordination of response efforts during a simulated nuclear emergency aboard a nuclear powered vessel berthed in Esquimalt harbour
- Involves municipal, Provincial, and Federal partners including EMCR
- Planning conference will be taking place on February 12th
- View Royal and Esquimalt are on the Exercise Design Team

K. Munde noted that she was coordinating with REMP staff about this exercise to avoid duplication of effort and is seeking guidance on what the region wants from this exercise.

S. Carby suggested that the LGEPAC learn more about the exercise at the planning conference then determine its role in it from there.

Action: REMP staff to re-distribute exercise invitation

6. Action Items arising from the previous meeting

Action Item	Responsible	Outcome / Update
Shawn Carby to follow up with CRD GIS and ECCC regarding the sharing of the CRD Coastal Flood Study data sets	S. Carby	Complete unless someone can advise otherwise
BC Hydro Engagement	S. Carby	Will engage Ted Olnyk to speak at next LGEPAC meeting for an update on BC Hydro work
CRD to create spreadsheet to share exercise and training opportunities with LGEPAC members, accessible on SharePoint	J. O'Higgins-Wilson	Complete.
Request for ESS Survey	J. O'Higgins-Wilson	Complete. ESS map circulated previously
Motion to approve TOR	S. Carby	Complete Motion: To adopt the TOR as circulated with the edits from Oak Bay Moved by E. Stockill Seconded by J. Tilson CARRIED
Meeting Schedule 2024	All	Complete. Meeting dates in 2024: <ul style="list-style-type: none"> • February 1 • April 4 • June 6 • August 1 • October 3 • November 28 Special meetings can occur at any time as needed
Prepare Yourself Workbook update	REMP Staff	Design file found. Suggested updates that are abstract are not actionable and will only take concrete suggested updates. Action: LGEPAC members to provide suggestions to REMF no later than February 29 th

Motion: Erin Stockill to continue as LGEPAC vice chair in 2024.

Moved by S. Carby, **Seconded** by T. Seal-Jones

CARRIED

7. Other Agency Minutes – None.

8. EMCR Update – H. Swift, EMCR

- **Staffing** - 5 new staff are being brought on in VIC Region including 1 new regional manager and 4 emergency management technicians. EMCR Recovery team is expanding, and Emily Sharon has been assigned to VIC. Emily is open to have conversations about recovery.
- **Partner Engagement** - Planning group within EMCR along with VIC will begin to have quarterly meetings with post-secondary institutions.
- **ESS** - Lisa Dafoe, EMCR ESS Regional Planner is hosting a meeting on February 14th. EMCR ESS is updating eligibility requirements for ESS relating to burst pipes.
- **Community Emergency Preparedness Fund (CEPF)** - Upcoming submission deadlines are February 23 for EOC funding program and March 28 for the Disaster Risk Reduction and Climate Adaption funding stream. EMCR Disaster Risk Management branch is open to having initial discussions about project eligibility within CEPF.
- **Indigenous Engagement Requirements Funding Program** - Letters and contribution agreements for the program have gone out.
- **Mid-Island Emergency Managers** - There is an opportunity for LGEPAC to meet with the mid-island emergency managers group on May 15th and will obtain further information about this given that this is not an official invitation.

Action: H. Swift to provide REMP staff with details of an opportunity for LGEPAC to meet with the mid-island emergency managers group on May 15th.

9. REMP Updates – R. White, REMP

- **Administration** Thomas Hansen is the new Acting Director of Strategic Partnerships. Strategic Partnerships Division within EMCR is now Partnerships, Engagement, and Legislation with Monica Cox appointed as its ADM.
- **2023 REMP Work** - Completed REMP projects and initiatives include CONOPS review, Exercise, EDMA Forum, Business Plan, ESS Survey and Resource, and support to both the earthquake early warning (EEW) and heat vulnerability mapping projects.
- **EEW** - Sensor installations to occur in March but date to be confirmed. Training will take place in the coming weeks with Metchosin hosting classroom training and Highlands hosting sensor installation training. EEW Survey from NRCan was circulated. New EQ and Tsunami preparedness guide to be released in February from EMCR.
- **Heat Vulnerability** - Project team meeting occurred earlier this week. Workshop on the heat vulnerability dashboard (extreme heat risk portal) is on February 7th. Advise REMP if you didn't get the invitation.
- **EDMA Forum** - Forum held in November and appreciative to those that were able to attend. Summary report was completed and distributed.
- **REMP 2024 Work** – Items on the 2024 workplan include LGEPAC and REPAC support, Distant Tsunami Communications Strategy, Local emergency program communication and coordination plan, regional evacuation exercise, EDMA

implementation, and forum or networking/learning opportunity.

- **REMP Steering Committee** - Next meeting February 8th. Items for consideration in the meeting include Annual report, updated REMP deployment policy, 2024 workplan, and Indigenous partner engagement.

10. Working/Advisory Group Updates

a. Regional Exercise Advisory Group – R. White, REMP

Held on December 7th with full participation by all municipal and EA emergency programs and one First Nation. Lessons were learned regarding the need for updated communications planning, formalized agreements, and a desire for further exercising with varied partners. Next steps include a new advisory group meeting session in March with the same members and a formal report on the exercise at the end of February. For consideration are a regional training and exercise program and mutual aid agreements.

b. ESSD Update – Kulpreet Munde, Esquimalt

The ESSD group has meet recently and are meeting monthly. Had volunteers from PEMO and Saanich present to the group back in December on the challenges of working in a reception centre. Suggests that a similar presentation could be provided to the LGEPAC at a future meeting.

E. Stockill also noted that there is a workshop taking place at Saanich on February 29th with ESS Volunteers. In the workshop there will be ERA training and an opportunity for the volunteers to connect with each other.

c. Convergent Volunteer Working Group – Geoff Pendrel, Victoria

Determined that there was no specific guidance for how GSAR could obtain coverage (liability, WorkSafe, etc.) for ESS. Simply signing on to a specific task number provides the coverage. Group has drafted a letter asking EMCR ESS team to update the ESS program guide to define convergent volunteer and the supports available through the PSLV program. Seeking LGEPAC endorsement to send the letter to EMCR.

MOTION: Obtain approval to send the drafted letter on behalf of the LGEPAC to EMCR's ESS Team.

Moved by: S. Carby

Seconded by: K Munde

DISCUSSION: E. Stockill expressed a desire to obtain a copy of the letter when sent.

CARRIED

Action: G. Pendrel to send letter and provide a copy to REMP staff for later distribution to the LGEPAC

- Within the group there was also discussion about drafting another letter to EMCR on having activities for public engagement and education be included as eligible PSLV activities.

MOTION: Have the Convergent Volunteer Working Group consult with other local governments and regional districts, and draft a letter to EMCR requesting activities related to public engagement and education be included as eligible PSLV activities.

Moved by: S. Carby

Seconded by: K Munde

CARRIED

11. New Business

a. EMCR Sponsored Courses – Seat Allocation H. Swift, EMCR

VIC is allocated 6 courses for EMCR sponsored emergency management courses. There is no existing policy but filling in courses or sharing spaces amongst communities looks favourably to obtain approvals to attend courses. Additional seats could be obtained if there is a willingness to host courses.

The CRD also noted that it is looking at courses.

b. REPAC – S. Carby, CRD

REPAC is noted as an entity in a CRD bylaw and is a voluntary group. Next meeting of the group will be May 2nd, 2024, at the University of Victoria. Meeting priority is to establish a new emergency contact list and have a meet and greet. Further work is required to develop meeting agenda and to determine how to shape the group.

c. EMCR Indigenous Engagement Funding - EMCR / E. Stockill, Saanich

E. Stockill outlined that many communities would have received letters about the EMCR Indigenous Engagement Funding program and is interested in learning what other communities are considering for the program. Select LGEPAC members provided an update on their current and proposed work for Indigenous partner engagement:

- Metchosin has met with their local nation and have decided to pool money in collaboration with the nation for exercising and evacuation planning.
- Central Saanich wants to reach out to their local First Nations and are considering completing elder talks, cultural safety training, and other preparedness efforts.

- Oak Bay is determining what actions they are going to take on including pooling of money, hiring an independent entity, or using a staff led approach.
- Esquimalt along with View Royal have been meeting with Esquimalt and Songhees First Nation and have been considering pooling money for a position.

M. Critchley noted engagement with First Nations is focussed on engaging those nations whose traditional territory is found in your community and that the funding program aims to support the implementation of consultation and co-operation more so than having it all completed.

S. Carby noted that although the funding needs to be spent by March 2025, extensions could be obtained if communities require more time.

J. Tilson suggested the creation of a working group to discuss opportunities to collaborate.

MOTION: LGEPAC to establish a working group to determine opportunities to collaborate on using Indigenous Engagement Requirements Funding program funds and report back to the LGEPAC.

Moved by: J. Tilson

Seconded by: E. Stockill

Action: LGEPAC members to connect with J. Tilson to participate in the working group.

CARRIED

d. Disaster Mutual Aid Agreement – S. Carby, CRD

S. Carby raised the need for an updated disaster mutual aid agreement that builds on the one was signed by local communities previously. Noted is that there is a desire to establish processes to coordinate and collaborate with each other in emergency response but there is also a need to understand what would need to be achieved in such an agreement. Suggested that a working group be put together to brainstorm ideas of what could go into a new agreement.

MOTION: LGEPAC to establish a working group to examine and develop draft recommendations for a disaster mutual aid agreement.

Moved by: S. Carby

Seconded by: No seconder

Motion did not move forward for further consideration.

12. Roundtable Emergency Program Discussions

- a. **Saanich** – Supported EDMA submission and obtained 12 signatures on it. ESS referral course set for March 3rd, 2024. Chief Kay is the new fire chief at Saanich.
- b. **Victoria** – recovering from establishing warming centres. Have a warming centre established during the day with help from Island Health. Dealt with two calls for ESS relating to burst pipes.
- c. **Oak Bay** – Appreciative of the collaborative effort on the EDMA submission
- d. **Central Saanich** – ESS has been busy dealing with burst pipes and working with EMCR on obtain clarity on event eligibility. Emergency preparedness fair taking place on May 5th.
- e. **Southern Gulf Islands** – ERA response team being developed. Attending ERA workshop being hosted by Saanich.
- f. **Salt Spring Island** – Emergency warming shelter opened with capacity for 30 and working with communications on messaging for future cold weather events. Having a multi-agency exercise taking place in late winter which was pushed back from the fall. Addressing recent ESS calls.

Next LGEPAC meeting: April 4, 2024

13. Adjournment - Motion to adjourn at 16:13

APPROVED APRIL 4, 2024