

# LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION

Minutes of Meeting: March 27, 2025

Location: Victoria Fire Department EOC, 1025 Johnson Street and MS Teams

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## PRESENT:

In-Person	Virtual: Teams
Shawn Carby, CRD (Chair)	John Wakefield, SSI
Erin Stockill, Saanich	Alyse Allan North Saanich
Tanya Seal-Jones Victoria	Dean Ford, Highlands
Geoff Pendrel, Victoria	Lisa Banfield, Central Saanich
Jollette Schenk, Oak Bay	Scott Abrahamson, Colwood
Alesha Hayes, REMP	Chris Aubrey, Langford
Jeri Grant, JDF	Corey Anderson, CRD
Ruth Fernandes, REMP	Brigitte Prochaska, Southern Gulf Islands
Samantha Watkins, EMCR	Kulpreet Munde, Esquimalt
Susanne Weber, EMCR	Jenny Reid, Langford
Troy Mollin, View Royal	

### 1. Welcome and Territorial Acknowledgement

S. Carby began the meeting at 14:00. A Territorial Acknowledgement was made. Quorum was met.

### 2. Round Table Introductions

A roundtable of introductions was made.

### 3. Approval of Agenda

The agenda was adopted as presented.

## CARRIED

### 4. Approval of LGEPAC Minutes 2024/5

The minutes from the January 23, 2025, meeting were adopted as presented.

## CARRIED

### 5. Invited Presentations

a. EMCR's Coordination Call During an Emergency Response – Suzanne Weber

S. Weber delivered a presentation on EMCR’s coordination call process during emergency responses. Key highlights included:

- Types of Calls: Information calls; wildfire multi-agency recommendation calls; coordination calls tailored to specific emergencies.
- Coordination Calls: Organized within 15 to 20 minutes following a major event to ensure rapid situational awareness and communication between impacted communities and agencies.
- Purpose: Calls are designed to facilitate information sharing and foster collaboration during crises.
- Frequency: Adjusted based on the evolving needs of the emergency situation.

LGEPAC members appreciated the clarity provided on EMCR’s processes and discussed opportunities for alignment with local emergency programs. There was a discussion on The Old Man Lake Fire call process, and it was noted that although calls were requested to continue they did not. S. Weber committed to ensuring calls would be held as requested by communities.

**6. Action Items arising from the previous meeting:**

Action Item	Reporting	Outcome / Update
a. Connect Rocket Testing	A.Hayes	<ul style="list-style-type: none"><li>• Connect Rocket tested with C. Anderson</li><li>• Action - updated instructions to be shared with LGEPAC</li></ul>

**7. Other Agency Minutes – None.**

**8. EMCR Updates – None.**

**9. REMP Update – R. Fernandes and A. Hayes**

A detailed update on Regional Emergency Management Partnership (REMP) activities was provided:

- Exercise Clear Signal is scheduled for April 3rd; participants are encouraged to confirm attendance.
- Teams Channel for LGEPAC has been established to streamline communication and document sharing among members in an emergency response.
- ESS Survey Map is being updated to enhance Emergency Support Services (ESS) coordination.
- REMP Policy Group meeting is scheduled for April 14th; agenda items include regional emergency preparedness priorities.

- Communication Plan for Tsunami Alerts Updates: A. Hayes requested endorsement for updates to the regional tsunami alert communication plan. LGEPAC supported making the updates with a revised plan to be shared with them for review.
- Communication Framework: Advisory group update included:
  - Focus on enhancing situational awareness and information sharing among LGEPAC members.
  - Proposed using Connect Rocket for initial alerts and Microsoft Teams for file sharing.
  - Agreed to test communication processes during Exercise Clear Signal and refine based on findings.

**a. Mass Care – T. Mollin**

- Waiting on the executive summary of JIBC’s Mass Care research from Darren Blackburn for presentation at a future meeting.

**b. Critical Resources - T. Seal-Jones**

- Desire to identify critical resources, including water and fuel.
- Action Item: Invite LGEPAC members to join the working group.

**c. Indigenous Engagement Requirement (IER) – Corey Anderson**

- RFP done and drafted; in the CRD procurement process, then to BC Bid

**10. New Business**

**a. Recovery Guide for Local Authorities and First Nations**

Discussion focused on reviewing the draft Recovery Guide developed by EMCR:

- Members agreed to schedule a dedicated meeting between April 8–11 to provide feedback on the guide's content and usability.
- Action Item: Erin Stockill to coordinate scheduling and circulate materials in advance.

**b. Election of LGEPAC Vice Chair and REMP Steering Committee Representative**

Elections were held for key roles within LGEPAC:

- Vice Chair: Erin Stockill was elected as Vice Chair.
- REMP Steering Committee Representative: Erin Stockill was re-elected.
- Alternate REMP Steering Committee Representative: L. Banfield was elected as Alternate Representative.

**11. Roundtable Emergency Program Discussions**

- **Colwood** – Feedback received from CFB Esquimalt nuclear exercise; internal dam exercise planned; participating in high-ground hike with View Royal (April 17th).
- **Central Saanich** – Nothing to report

- **Esquimalt** – Pender Island workshop for volunteers will cover basics on reception centres, monthly coffee chat with your fellow EM colleagues.
- **Highlands** – Expanding use of Alertable system for notifications to increase subscriber numbers.
- **Juan de Fuca** - Nothing to report
- **Langford** - Nothing to report
- **North Saanich** - EOC training scheduled for April 23rd and May 13th; potential availability for LGEPAC members.
- **Oak Bay** - Updated Municipal Emergency Response Plan received by Council; training delivered to elected officials; first planning committee meeting scheduled under new bylaw.
- **Saanich** - Increased public interest after seismic event; planned virtual preparedness session; scheduled ESS training; launched grade 4 school preparedness program.
- **Salt Spring Island** - Organizing tsunami preparedness hike (April 13th), volunteer fair (April 26th), and emergency preparedness fair (May 10th).
- **Southern Gulf Islands** – Nothing to report
- **Sidney** – Nothing to report
- **Sooke** – The Amateur radio coordinators have left. Should the radios be removed? There is a possible opportunity to join the JDF team.
- **Victoria** – completed an after-action review for warming centre operations; inconsistencies in ministry funding were identified, and monthly Alertable practice sessions were conducted.
- **View Royal** – Tsunami planning is underway; the ESS grant is approved; the dam emergency plan is under review.
- **CRD** – investing in training and exercising. Question: should we create a spreadsheet to track training? JDF is having a couple of hikes to high ground, supporting one in Sooke, and evacuation exercises in the summer.

## 12. Adjournment

**Motion** to adjourn approved by consensus.

**CARRIED**

The meeting was adjourned at 16:00

**Next LGEPAC meeting:** May 22, 2025