

**LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION**

**Minutes of Meeting: 18 September 2025**

**Location: Windsor Pavilion, 2451 Windsor Road, Oak Bay**

**PRESENT:**

<b>In person:</b> Erin Stockill, Saanich (Chair) Kulpreet Munde, Esquimalt Tanya Seal-Jones, Victoria Jennifer Carvill, CRD Jollette Schenk, Oak Bay Ryland Bennett, Sooke Susanne Weber, EMCR Corey Anderson, CRD Jane O’Higgins-Wilson, REMP	<b>Online:</b> Jeri Grant, JDF Geoff Pendrel, Victoria Lee Archibald, Langford Chris Aubrey, Langford Brigitte Prochaska, SGI John Wakefield, SSI Lisa Banfield, Central Saanich Josh Pettigrew, Colwood Steven Clarke, Colwood Ruth Fernandes, EMCR

**1. Welcome and Territorial Acknowledgement**

E. Stockill began the meeting at 14:10. A Territorial Acknowledgement was made, and Quorum was met.

**2. Round Table Introductions**

A roundtable of introductions was made.

**3. Approval of Agenda**

The agenda was adopted as presented. L. Banfield provided a motion, and it was seconded by J. Wakefield.

**4. Approval of LGEPAC Minutes of July 2025**

The minutes of July 24, 2025, were approved as presented. J. Grant provided a motion, seconded by C. Aubrey.

**5. Action Items**

Action Item	Reporting	Outcome / Update
a. Share position guides and quick start materials from CRD materials	R. Fernandes	Pending
b. Resource sharing from July	R. Fernandes	Completed

meeting, including PowerPoints, HEMBC Contact and City of Victoria's heat templates.		
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**6. Presentation - Disaster Response Transportation Playbook**

Lee Archibald presented on the DRT Playbook, which is a standardized operational guide for using public and private transit during emergency events. He also introduced the DRT Common Operating Picture which provides real-time information on hazards, evacuation alerts and orders, and the availability and location of transportation resources.

**7. Discussions**

**a. Regional ESS Meetings**

Discussion of the desire for regional ESS meeting and the possibility of amalgamating Level 1 teams.

- **ACTION ITEM:** EPCs to check in with ESSDs to discuss having rotating regional meeting quarterly.
- **ACTION ITEM:** Sooke to host first regional ESS meeting before the end of 2025.

**b. Regional Tsunami After Action Review (AAR)**

There was general discussion of outcomes of the AAR and potential next steps. Identified gaps in the AAR were alerting, zones, and how information flows to local government. There was discussion of taking the AAR to REMP Steering Committee to address areas of regional concern. EMCR RRO Susanne Weber offered to carry it forward to EMCR Response Operations.

**MOTION:** That the Kamchatka AAR be carried forward to REMP Steering Committee by the LGEPAC Representative and the concern be carried forward by regional response staff to response operations.

**MOVED:** T. Seal-Jones

**SECONDED:** R. Bennett

**APPROVED BY CONSENSUS**

**8. Other Agency Minutes**

**9. EMCR Update**

S. Weber discussed the ongoing BCGEU strike. There may be periods when there will be no coverage for regional managers which may have unintended consequence. Staffing levels are critical. She could not provide an update on Local Government Emergency and Disaster Management Act (EDMA) Regulations.

## 10. REMP

### a. Project Updates

J. O'Higgins-Wilson discussed the next steps in REMP Business Planning, to include a review of the draft plan and report. The next REMP projects to be completed are the Communications Plan, which will go to a contractor for completion and a Fall Forum on tsunami risk and communication. There will be Advisory Groups formed to support both.

### b. Connect Rocket Testing

The system test was done by J. Schenk, Oak Bay. There was some delay and a new process to improve the flow was suggested. Discussion of the option of using the polling function and the App to allow for texting.

- **ACTION ITEM:** REMP Staff to amend the Communications Plan to add further instructions for the host to start the call.

## 11. Working Groups

### a. Critical Resources

This work has moved to an internal process at the City of Victoria.

- **ACTION ITEM.** G Pendrel will share the plans to LGEPAC members.

### b. Indigenous Engagement Requirements (IER)

C. Anderson reported that the Working Group had 24 submissions for the Request for Proposals (RFP). The WG has narrowed it down to 6-8 applications. No timeline on final decision.

## 12. New Business

N/A

## 13. Roundtable Emergency Program Discussions

- Sooke – Nothing to report.
- Oak Bay – Nothing to report
- Esquimalt – The Esquimalt Emergency Program is quietly rebranding as the Emergency and Resilience Program
- CRD EAs – Scribe training will be available through the CRD
- Victoria – Nothing to report
- CRD EPM – The CRD is working on a Post-Disaster Needs Assessment Tool
- Langford – An Emergency Management Specialist position will be filled soon
- Central Saanich – Nothing to report
- Colwood – Nothing to report
- JDF – Reminder to register for ShakeOut
- SSI – Nothing to report

- SGI – Nothing to report
- Saanich - Active with EOC training and exercising
- EMCR – There will be a Radio Comms exercise at the end of October with scope for municipal participation

**a. Adjournment**

R. Bennet provided a motion, seconded by J. Schenk.

**CARRIED**

The meeting was adjourned at 15:59

**Next LGEPAC meeting:** November 20, 2025