



**SOUTHERN GULF ISLANDS EMERGENCY PROGRAM
ADVISORY COMMISSION**

MINUTES

Date: Wednesday, September 18, 2024 @ 0900hrs

Place: Mary Winspear Centre, Sidney

Present: Gaire MacLean- Chair (Sidney), Rob Fenton (Alt. Director), Wayne Quinn (Saturna), Roger Pettit (Galiano), Brenda Clairo (Pender), Chief Scott Sugden (South Galiano), Chief Kyle Stobart (Mayne), Steven Cropper (Mayne), Asst. Chief Adrian Hanson (Pender), Wynn Lewis (Piers)

CRD Staff: Corey Anderson, Jolette Schenk, Jennifer Carvill, Brigitte Prochaska

Guest: Michael Clark (North Galiano), Ian Hayward (Saturna) via zoom

Regrets: Michel Chiasson (Saturna), Brent Paul (Director), Kerry Keats (Piers)

- Call to order
- Welcome and introductions
- Approval of agenda

Amendment to the agenda: Add discussion of emergency exits on Galiano under other business.

MOVED: R. Pettit SECONDED: S. Cropper

CARRIED

- Approval of previous meeting minutes (May 15, 2024)

MOVED: S. Sugden SECONDED: R. Pettit

CARRIED

- Business arising from past minutes:

- Update: 3rd Party (Facilities) Agreements Working Group – Protective Services trying to decipher the relationship between the CRD and the Southern Gulf Islands EP facilities. Major component of this is generator maintenance. Access to internet and phone lines are key and sea cans at specific locations as well. Mobile Starlink would also be beneficial in certain locations, either at reception centres or alternate EOC locations. If we are sending residents to these locations, what are our obligations to provide internet access, this should be for people working in the reception centres and EOC. Hourly rate or day rate on generator use and looking at using a short notice rate instead of a standby rate. To off set a standby rate, we could conduct an exercise there and pay for the facility use. Flat rate should be used for paying for internet and phone use, due to different facilities having different internet and phone plans. Look at centralizing the process to get off some of these payments being on a CRD purchasing card. Seacan agreements can be tied right into the facility agreements as well as the maintenance for them. Generators that are owned by the CRD will be easy to maintain. For any generators not owned by the CRD we need to ensure there are certain processes in place for technicians to service the generators, with regular schedules. Fire hall generators are not included in this, we are only looking at generators in reception centres and EOC. Next steps are to take list of generators and look at what ones the CRD owns, and how fleet can maintain them and what the cost will be. Larger maintenance may only need to be done on an annual basis by an off-island contractor. The goal is to have the same contracts, facility contacts, and maintenance schedules for all the generators in reception centres if possible and ensure proper maintenance schedules are followed. For next steps we need to ensure we can enter CRD into these agreements.

- CRD Protective Services report – C. Anderson

-2025 draft budget- Budget we have proposed was passed by the Executive Leadership Team in September and will be going to the CRD Board in October. We have reestablished 2023 cost centres for tracking costs more closely and costs can be assigned to each specific island. Reserve accounts are important to the Commission and need to consider this for the generator replacement costs. Also need to consider the obligation and if we will replace that and if not, we need to communicate that to the facilities, so they are aware.

-CRD to confirm about the \$75,000 taken out of reserve account moved to the operating budget.

-Review of volunteers and job descriptions is being worked on by the CRD and will have a draft copy of these to present to the Emergency Management Lead Summit for Brigitte to review in November. A general in-and-out of scope duties list has been created but we need to apply them to the individual volunteer job descriptions. A volunteer handbook will also be developed by the CRD. A volunteer management software called Better Impact has also been approved and will be developed by the CRD to use for volunteer tracking.

-New Recovery and Resiliency Coordinator, Rachele Carey has started with the CRD in Protective Services. She will be drafting an interim recovery framework and looking at resiliency in the Capital Region.

-Public Notification and Evacuation Route Planning Grant that we will be applying for by April, 2025.

- CRD directors report- none.

- Chair's report

-Need to double down on oversight of emergency management on the islands, especially due to climate change. There is real potential for canopy fires in these areas and we need to address this concern. Evacuation routes are key to these as mitigation measures like fuel breaks are proven less effective as conditions become more extreme.

-FireSmart program should be pushed as there are a lot of great aspects to this program in preparing your property to be fire smart. The CRD has been again been approved for the next two years. There is a new tier of FireSmart assessment where you may be able to provide a report to bring to your insurance for possible discounts.

- Finance report

-Larger items are to be approved by Brigitte to ensure they are keeping within the allocated budget. Brigitte provides a quarterly report on the CRD R&E report showing expenses spent during the months in each category. Suggestions from Island LEMRs on what needs replacing or augmenting within the program is welcomed. One sea can (Piers Island) has been purchased so far and more will be purchased as they are sourced by Brigitte. Waiting to purchase more once all the island's facility agreements are in place.

- Area Emergency Program Lead's report-

-A lot of training done in spring and summer, around activation of Island operations centres and ESS Reception Centres. Successful wildfire presentations on the islands, where the emergency program partnered with the fire departments around wildfire behavior, evacuation, and personal preparedness. Evacuation and notifications were the main resident's concerns, and this information will be taken back to address.

-SGI 2024 Resilience Grant update- 5 micro grants of up to \$500 and 5 impact grants up to \$5000. Total amount of the \$25,000 grant was used, with a \$200 surplus. Need to

consider for next year if an asset is purchased via the grant who is responsible for that asset.

-ESS grant was received and the CRD built an ERA team with this, including training sessions to get this team established. Two thirds of the ERA team is from the Southern Gulf Islands. The team was outfitted with equipment and clothing.

-Offer from the Red Cross for free N95 masks in the case of smoke. We were able to obtain enough masks for the Southern Gulf Islands and they are currently being stored on Pender Island.

-Rebecca Eagen is the new ESS Lead and working hard on training, organization and recruitment of the Southern Gulf Islands.

-Abridged training via Zoom offered to all island ESS volunteers with breakdown of specific elements of reception centres. Looking at doing this training for the island operations centre as well.

-ShakeOut for October 17, 2024, and a Zoom presentation will be scheduled.

-Going to look at better volunteer tracking and who is in what roles, with what training. Looking at establishing a data base to track this.

-All SGIEP key volunteer positions are filled successfully with great volunteers.

-Green Angels volunteer on Pender Island to help individuals by chopping their firewood for a donation. This year, they are going to use the funds received to purchase emergency kits for low-income families to be distributed through the Pender Island food bank, in partnership with the Pender Island Emergency Program.

- Other Business

-Saturna Island Dock/RCMP (W. Quinn)- Harbour commission responsible for docks. There was a recent RCMP meeting but there was no docking space and no dedicated space for them. Paul Brent or Stephen Henderson with the CRD can assist with this.

-Emergency Evacuation Routes (R. Pettit)- There were only two access roads going North and South on Galiano Island, but the East side road was closed leaving only one access road. After the large windstorm there were 27 trees down on the roads and it took 10 days to clear these trees from the road. Mid island there is one evacuation route through an easement. Landowners have established gates on their private roads removing access to these easements and blocking emergency accesses. Need assistance with re-zoning of areas to ensure proper access to emergency routes. CRD staff will meet with Galiano

commission members to discuss this in further detail to determine next steps to bring back to this commission on how we will move forward with addressing this issue.

- Correspondence- none.

Next meeting – Wednesday, November 20, 2024, at Mary Winspear Centre or Zoom if weather is determined to be unmanageable.

Adjourned at 12:09 pm

draft