



## SOUTHERN GULF ISLANDS EMERGENCY PROGRAM ADVISORY COMMISSION

### MINUTES

**Date:** Wednesday, November 19th, 2025

**Place:** Mary Winspear Centre, Sidney and via Zoom

**Present:** Wayne Quinn (Saturna), Chief Scott Sugden (Galiano), Roger Pettit (Galiano), Rob Fenton (Pender), Steven Cropper (Mayne), Wynn Lewis (Piers), Kerry Keats (Piers), Triana Newton (Sidney), Rob Fawcett (CRD Director Alternate)

**Via Zoom:** Ian Hayward (Saturna), Chief Scott Sugden (Galiano)

**CRD Staff:** Jennifer Carvill, Brigitte Prochaska

**Regrets:** Chief Kyle Stobart (Mayne), Adrian Hanson (Pender), Cory Anderson (CRD)

- Call to order by Stephen Cropper (Chair)
- Welcome and introductions
- Approval of agenda
  - MOVED: ?
  - CARRIED: Rob Fenton
  
- Approval of previous meeting minutes (October 1st, 2025)
  - MOVED: Triana Newton
  - CARRIED: ?
  
- Business arising from past minutes:
  - Facilities agreements: Drafts for Saturna were circulated to Commissioners after last meeting. Since that time final version has been received from CRD Legal which includes the sea can and generator components. This version was sent out to Saturna and Galiano Commissioners. Next steps are to set

up a meeting between those Commissioners, CRD and SGI EML to ensure all details are captured before a meeting with facilities reps. Mayne and Pender agreements will be ready shortly. Generator clause not yet complete. Mid Isle Marine (on Salt Spring) completed their generator inventory assessments and are working on a quote for maintenance and replacement. Because some generators are very large, Mid Isle had to outsource to the mainland. Once quote/estimates received, CRD will prepare a budget. Some discussion ensued about site prep and power hookup. The question was asked whether CRD Fleet can service these generators. Unlikely for those that are not CRD owned and Fleet not able to assess or repair electrical components. Jennifer to confirm with Fleet what they can provide.

- CRD Director's report: nothing to report
  
- Chair's report:
  - attended the Mayne Island Earthquake tabletop exercise, which is being held on all the islands in the fall. The exercise was very well received with excellent participation and discussion.
  - Expressed hope for more public information sessions in future – perhaps quarterly?
  - As Chair is also D-ERC for SGI EP, offered assistance to Corey Anderson with development of CRD Communications Plans.
  
- CRD Protective Services report – J. Carvill
  - Focus had been on building up ESS but is now shifting to Radio and Disaster Communications for 2026. During EML summit last week with SGI, SSI and JDF Emergency Management Leads it was agreed that a Communications Roundtable should be re-established with the Communications teams from those electoral area emergency programs and CRD HQ radio room members. These may be quarterly.
  - Further to building resilience in the HQ radio room, CRD is creating jump kits to provide members with portable equipment should a disaster strike when they are at home.
  - For 2026, will be reviewing the Response Plans for the electoral areas (last updated in 2013). Corporate Plan recently completed so will use that structure but make it EA specific. Will be looking for input from the Commission.
  - Also working on the Evacuation Route Planning project, thanks to a grant from UBCM (provincial). This will include updating the public (island specific) household evacuation guides and well as island mapping (including route components). Question raised about also creating evacuation route signage (not covered under grant).
  - Piers Commissioner raised the use of geolocation with social media to help push out EP information, evacuation news and instructions for tourists who don't live in the area (received through algorithms). Jennifer to bring this idea forward to CRD Corporate Communications.
  
- Area Emergency Management Lead report: B. Prochaska

- Fall exercise this year was tied to the annual GREAT BC SHAKEOUT event in October. Tabletop exercise focused on a major 7.2 earthquake in our region, thus impacting all our islands at the same time. Invites extended to senior members of 5 islands emergency programs as well as first responder agencies. Very good attendance at each with positive feedback. Hot wash followed each exercise with comments and ideas to be captured in summary after action reports. Looking to build on this exercise next fall (phase 2) with next level tabletop exercises that includes participation from business and community leaders. Also a great opportunity to promote engagement on business continuity planning.
- Spending has begun on \$13,000 UBCM Emergency Support Services grant in support of Reception Centre and Group Lodging needs, various ESS training needs as well as ESS t-shirts and other swag. Purchases must be completed by April of 2026. Future grants will allow us to continue to build up our ESS inventory.
- Due to heavy demand of ESS Lead position, it will be split in two with a search to be launched for a Deputy ESS Lead. This new position to be posted in the coming weeks.
- Piers and Saturna will be receiving Starlink Mini satellite service on a trial basis to conduct aid us in testing for communications viability for all islands.
- Work continues to input volunteer information into Better Impact volunteer software.
- Invite extended to Commissioners for our annual Christmas party luncheon at Canoe Cove in early December. Invites also extended to LEMRs, ESSCs, NHP Coordinators, Communications and their deputies. Other EP volunteers are recognized through gifts or volunteer appreciation events on their respective islands.
- SGIEP finance report:
  - Will be doing island by island budget reviews as we approach year-end to determine any additional needs that their cost centres can still accommodate.
  - Financial summary to the end of October, 2025 was circulated.
- Other Business
  - Score Card – is it viable for the SGI Emergency Program?
  - Recognition of the tremendous work being done by BC Hydro during power outages to restore service.
- Correspondence- n/a
- Next meeting – Wednesday, January 21st, 2026, at 0900hrs. Location: Mary Winspear Centre (weather permitting)

**Adjourned**