



- Alberta Beach
- Birch Cove
- Nakamun Park
- Ross Haven
- Sandy Beach
- Silver Sands
- South View
- Sunrise Beach
- Val Quentin
- West Cove

**SVREMP AGENCY / MEET & GREET MINUTES
Wednesday, January 21, 2026 - 9 AM - 11:30 AM**

1. Call to Order: 9:03 AM / Chairperson: Janice Christiansen

Land Acknowledgement

The Ste Anne Summer Villages Regional Emergency Management Partnership honors and thanks the many First Nations on whose historical and traditional lands we reside, including the Metis, Cree, Dene, Saulteaux (sow toe), Blackfoot and Nakota Sioux (soo).

As we gather here today, we acknowledge we are on Treaty 6 Territory and the Homeland of the Métis. We respect the First Nations and Métis ancestors of this place and reaffirm our relationship with one another.

2. Attendance January 21, 2026

3. Acceptance of Agenda Dennis Woosley moved the Agenda be approved as presented. **CARRIED**

4. Approval of Previous Agency Minutes June 18, 2025

Dennis Woosley moved approval of the Agency Minutes. **CARRIED**

5. Introduction and Welcome

RDEM Stephen Wright

6. AEMA Update - John Swist and Troy Carriere were not in attendance

7. Activation Call Out Process Review 9:30 AM - 10:30 AM

- Organization Chart
Janice provided an overview of the Advisory/Agency Heirachy
DEM/DDEM - Lead Roles
- When to Activate (Level III) - Discussion
- Review Levels of Activation - Communication is critical.
- Goal Setting During an Emergency - Janice stressed the need to keep the team on track for timely follow-up.
- Advisory Council and CAO's will provide direction and approval for funding and Implementation of the SOLE
- **Contingency Funds - Excerpt from SVREMP Bylaw**

*f. ensure that emergency plans and programs are prepared to address potential emergencies or disasters **within** the geographical regions **of** the members **of** the Partnership. This includes requirement to arrange and maintain access to pre- approved*

contingency funds in the event of an emergency of not less than \$100,000.00;

- **Discussion referencing [Hazard Assistance and Resilience Program](#),**
Educate residents about the importance of having adequate insurance protection
- **Planning P** - follow established processes to keep the team on track, encourage idea sharing, and support practice through exercises.

8. [Annual Plan](#) Review

2.0 Immediate Actions

- [Declaring the SOLE Process](#) - important to provide the rationale for why a SOLE is being declared.
 - Dennis: Block Captains role is to support EM Groups
 - People want to help - work with them proactively so they know their roles

The Summer Village of West Cove implemented a Block Captain Program focused on emergency management, safety, and resident assistance.

Wendy Henderson and Jim Deeks provided an overview of the Program:

- Purpose: Volunteers assist in the event of a village emergency, specifically to help confirm the evacuation of residents on their designated streets.
- Block Captains assist with education programs for residents.
- The initiative is part of the Summer Village of West Cove's broader emergency planning efforts. A Community Event is planned for the spring to invite cleanup and build awareness of the Block Captain Program. FireSmart Training is also provided for community members.
- Liaison to Community and Council (Silversands)
- **Facility Setup - MOA locations:**
 - Darwell Community Hall
 - Fallis Community Hall
 - Onoway Heritage Centre
 - Sunset Point Christian Camp
 - Each member setup workstation (kit)
 - If evacuation, required - define process
- [Shelter in Place](#) Sheltering in place to protect yourself by finding the safest nearby area and maximizing distance and barriers from the threat.
- Review Plans - think about what could be happening in your community and be prepared

- Source of Information - ensuring the most accurate information is provided to residents
- Communications comes from Mayor or Designate in their absence.

9. Tabletop Exercise for Group Discussion

Following a severe weather event, multiple Summer Villages experience power outages, localized flooding, and restricted access.

RDEM/DEMS must determine whether to recommend Council activate the SVREMP and coordinate communications and response with regional partners.

Ross Haven; Southview and Westcove were all hit

DISCUSSION

1. Immediate Situational Assessment

RDEM/DEMS Actions

- Confirm incident details with each Summer Village
 - Extent of power outages (areas affected, estimated restoration time).
 - Flooding locations (roads, properties, critical infrastructure).
 - Access restrictions (water levels; washed-out roads, downed trees, debris).
- Establish direct contact with:
 - SVREMP RDEM/RDDEM
 - FortisAlberta / power utility
 - County/municipal Public Works
 - Fire Services
 - RCMP (if access or evacuation issues arise)
- Identify any life safety concerns:
 - Residents requiring medical devices powered by electricity
 - Trapped or isolated residents (proactive collection by Block Captains)
 - Flooded residences or imminent risk areas

Decision Point

- Full activation is not always required - complete assessment; know resources; communicate with RDEM/RDDEM and other DEMS
- If the impacts affect multiple Summer Villages, strain local capacity, or require coordinated messaging, prepare recommendation to activate SVREMP.

2. Recommendation to Activate SVREMP

Trigger Indicators

- Multi-jurisdictional impacts (Ross Haven, Southview, West Cove)
- Prolonged power outages (anticipated >12–24 hours)
- Restricted access affecting emergency response
- Flooding impacting roads, homes, or essential services

RDEM/RDDEM/DEM Role

- Brief Council(s) with:
 - Current situation summary
 - Known and anticipated risks
 - Benefits of SVREMP activation (coordination, unified communications, access to regional supports)
- Recommend partial or full activation, depending on severity.
- Alberta Emergency Alerts - advise of potential of an evacuation
- If a registration centre is established - only residents who are registered will be eligible if a HARP is initiated.
- Residents are required to provide their legal address when registering.

3. SVREMP Activation & Coordination

Upon Council Direction to proceed with Declaration of a SOLE

- Activate SVREMP and establish an Incident Command / Coordination structure.
- Identify Incident Commander and key leads:
 - Operations
 - Planning
 - Communications
 - Liaison (regional partners)

Regional Coordination

- Notify and coordinate with:
 - Alberta Emergency Management Agency (AEMA) if thresholds are met (NOTE: AEMA may not always be available to provide onsite assistance)
 - Lac Ste. Anne County
Utility providers
Alberta Health Services (if needed)
 - Emergency Response Agencies

- Share a common operating picture across all impacted Summer Villages.
- Determine logistics for site specific event - ie: evacuations

4. Communications & Public Information

Unified Messaging - Communication with Emergency Responders - opportunity to work on interagency communications

- Issue consistent public updates for Ross Haven, Southview, and West Cove:
 - Power outage status and restoration updates
 - Flooded or closed roads
 - Safety messaging (flood water hazards, generator safety, downed power lines)
- Use multiple channels:
 - Municipal websites
 - Social media
 - Email lists / emergency notification systems
 - Door-to-door or signage if electronic communications are limited

Key Message Themes

- What is known / what is being assessed
- What residents should and should not do
- Where to get updates and assistance

Note: Community Events provide the Perfect opportunity for SVREMP Information table

5. Operational Response & Support

Public Works

- Road inspections and debris removal
- Temporary access solutions where feasible
- Flood mitigation (sandbags, pumping) if applicable

Emergency Services

- Wellness checks for vulnerable residents
- Support evacuations if conditions deteriorate
- Maintain emergency access routes

Logistics

- Identify need for warming/charging centres if power outages persist
- Coordinate mutual aid if local resources are exceeded

6. Ongoing Monitoring & Escalation

- Conduct regular situation reports (SITREPs).
- Reassess risks as weather and infrastructure conditions evolve.
- Escalate to provincial supports if:
 - Duration extends beyond local capacity
 - Damage becomes widespread
 - Health and safety risks increase

7. De-escalation & Recovery

When Conditions Stabilize

- Stand down SVREMP when coordinated response is no longer required.
- Transition to recovery:
 - SCRIBE Role is essential for reference purposes - encourage DEM/DDEMs to complete the SCRIBE training
 - Damage assessments
 - Businesses opening in order for residents to return
 - Bring residents back for a site visit before re-entry
 - Insurance and assistance guidance for residents
 - Infrastructure repairs

Post-Incident

- HARP - is it applicable - were adequate controls in place?
- Conduct a debrief with all partners.
- Document lessons learned and update SVREMP procedures if needed.

Break - 10 minutes 10:30 AM

10. Regional Mock Emergency Exercise

Lakeland / Lac Ste Anne Regional Mock Emergency Update - Date Change
 Full day exercise has been rescheduled to March 16th and 17th with the hot wash on the 18th. The move relates to administration changes within the organizations.

Additional Information will be shared as it is available. RDDEM will confirm if this item will be included on the January 30, 2026 Regional Meeting with Lac Ste Anne County.

11. FireSmart Home Assessments Update - Dave and Shari Ives

Home Assessments are provided by LSAC and FRI Fire Departments.

Three FRI staff and some firefighters are trained to conduct onsite Fire Assessments, including structural and wildland interface risks. Chief Ives noted AEMA is welcome to participate, with FRI providing outreach and support for community-wide wildfire preparedness. There is no cost to residents for this service.

An overview of the South View FireSmart Community Event was shared.

Chief Ives expressed interest in working with SVREMP towards establishment of a regional IMT in this area.

SVREMP RDEM/RDDEM will share information to increase awareness of FireSmart and the importance and benefits of having a free home assessment completed.

FIRESMART SPRING CAMPAIGN

<https://open.alberta.ca/dataset/d8cc1bbd-7a69-4b04-89b1-9ced448ab43b/resource/84b29133-76ee-4c51-b46f-cb05e7756f4c/download/2015-06-firesmart-homeownersmanual.pdf>

12. PSES Report Update - Janice provided an overview of this report

Anyone wishing to receive these daily reports can email pses.pecc@gov.ab.ca

13. Hazard and Risk Assessments

RDEM/RDDEM will be reaching out to schedule a Hazard and Risk Assessment with each Summer Village this spring.

14. Communication

Current communication mediums include

- ALLNET
- Social Media Page
- E-Mails
- Website

Discussion regarding Text Chat Groups - less connectivity required
Options will be explored and shared

- SVREMP RDEM/RDDEM will provide an update to Advisory Committee Group the first day of each month for sharing with respective Councils.

15. Round Table

- No updates

16. Adjournment at 11:30 AM.

17. Mix & Mingle