



Notice of Meeting and Meeting Agenda
Capital Regional District Board

Wednesday, February 3, 2016

2:30 PM

6th Floor Boardroom

Special Meeting immediately following Committee of the Whole

1. APPROVAL OF THE AGENDA

2. REPORTS OF COMMITTEES

Committee of the Whole

- 1. **16-100** Capital Regional District Emergency Management Organization Appointments
Recommendation: That the Capital Regional District (CRD) Committee of the Whole recommends to the CRD Board:
That the following appointments be approved:
CRD Emergency Manager:
Shawn Carby, Senior Manager, Protective Services
CRD Deputy Emergency Manager:
Peter Ensor, Manager, Electoral Area Fire & Emergency Programs
Electoral Area Emergency Coordinators:
Brigitte Prochaska, Southern Gulf Islands
Geri Grant, Juan de Fuca
Elizabeth Zook, Salt Spring Island
Attachments: [Staff Report: Capital Regional District Emergency Management Organization A](#)

- 2. **16-170** Verbal Report - Capital Regional District Board Emergency Management Exercise
Recommendation: That the verbal report be received for information.
(NWA)

3. ADJOURNMENT

Voting Key:
NWA - Non-weighted vote of all Directors
NWP - Non-weighted vote of participants (as listed)
WA - Weighted vote of all Directors
WP - Weighted vote of participants (as listed)



**REPORT TO CAPITAL REGIONAL DISTRICT COMMITTEE OF THE WHOLE
MEETING OF WEDNESDAY, FEBRUARY 3, 2016**

SUBJECT: Capital Regional District Emergency Management Organization Appointments

ISSUE:

The Capital Regional District (CRD) Emergency Management Bylaws require the CRD Board to appoint a number of positions. These include the CRD Emergency Manager, Deputy Emergency Manager, and the Electoral Area Emergency Program Coordinators (EPCs).

BACKGROUND:

The *Emergency Program Act* requires local authorities to establish and maintain an emergency management organization. The CRD Emergency Management Bylaw No. 3447 included both an Emergency Management Committee, appointed by the CRD Board, and an Emergency Coordinating Committee (ECC), appointed by the Chief Administrative Officer (CAO). Additionally, the Bylaw also requires the appointment of an Emergency Manager and Deputy Emergency Manager by the CRD Board. Local supporting bylaws require the appointment of Electoral Area (EA) Emergency Program Coordinators (EPCs) to support and develop each EA program locally. These committees are already in place though require updating of appointees.

CONCLUSION:

Appointment by the Board of the Emergency Manager and the Deputy Emergency Manager is required by the CRD Emergency Management Bylaw No. 3447. Local supporting bylaws require the appointment of EA Emergency Program Coordinators. These subsequent appointments by the CRD Board will fulfill the other requirement in the CRD's Emergency Management Organization.

RECOMMENDATION:

That the Capital Regional District (CRD) Committee of the Whole recommends that the CRD Board:

1. Make the following appointments:

CRD Emergency Manager:

Shawn Carby, Senior Manager, Protective Services

CRD Deputy Emergency Manager:

Peter Ensor, Manager, Electoral Area Fire & Emergency Programs

Electoral Area Emergency Coordinators:

Brigitte Prochaska, Southern Gulf Islands

Geri Grant, Juan de Fuca

Elizabeth Zook, Salt Spring Island

Submitted by:	Shawn Carby, CD, BCs, MAL, Senior Manager Protective Services
Concurrence:	Kevin Lorette, P.Eng., MBA, General Manager Planning and Protective Services
Concurrence:	Diana Lokken, CPA, CMA, General Manager Finance and Technology
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

SC:cp