

**Meeting Minutes**  
**Capital Regional District Board**

---

Wednesday, February 3, 2016

6th Floor Boardroom

---

**Special Meeting immediately following Committee of the Whole**

Present:

Directors: B. Desjardins (Chair), S. Brice, J. Brownoff, C. Day (for C. Hamilton), V. Derman, A. Finall, M. Hicks, B. Isitt, W. McIntyre, S. Price, J. Ranns, D. Screech, L. Seaton, K. Williams, R. Windsor and G. Young

Staff: R. Lapham, Chief Administrative Officer; L. Hutcheson, General Manager, Parks and Environmental Services; D. Lokken, General Manager, Finance and Technology; T. Robbins, General Manager, Integrated Water Services; K. Lorette, General Manager, Planning and Protective Services; S. Carby, Senior Manager, Protective Services; D. Brown, Manager, Bylaw Enforcement and Animal Control; Peter Ensor, Manager, Electoral Area Fire and Emergency Programs; I. Foss, Regional Emergency Systems Coordinator; I. Elliott, Protective Services; B. Reems, Corporate Officer, and S. Norton, Deputy Corporate Officer (Recorder)

Absent: Directors: M. Alto, R. Atwell, D Blackwell, L. Helps, D. Howe (Vice Chair), N. Jensen, R. Kasper, C. Plant

The meeting was called to order at 3:34 pm.

**1. APPROVAL OF THE AGENDA**

**MOVED** by Director Price, **SECONDED** by Director Seaton,  
That the agenda be approved as circulated.  
**CARRIED**

**2. REPORTS OF COMMITTEES**

**Committee of the Whole**

**2.1. 16-100** Capital Regional District Emergency Management Organization  
Appointments

**MOVED** by Director Seaton, **SECONDED** by Director Windsor,  
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

**CARRIED**

**2..2     16-170**     Verbal Report - Capital Regional District Board Emergency Management Exercise

Chair Desjardins reported on the table top exercises:

- graduated exercises were very informative, and helped to identify gaps
- complex system at the CRD
- demonstrated the importance of sharing information
- difficult for Directors to handle dual responsibilities

**3. ADJOURNMENT**

**MOVED** by Director Seaton, **SECONDED** by Director Windsor,  
That the meeting be adjourned at 3:37 pm.  
**CARRIED**

---

**CHAIR**

**CERTIFIED CORRECT:**

---

**CORPORATE OFFICER**