

**Meeting Minutes
Committee of the Whole**

Wednesday, February 3, 2016

1:30 PM

6th Floor Boardroom

Present:

Directors: B. Desjardins (Chair), R. Atwell, D Blackwell, S. Brice, C. Day (for C. Hamilton), V. Derman, A. Finall, M. Hicks, B. Isitt (2:00), R. Kasper, W. McIntyre, S. Price, J. Ranns, V. Sanders (for J. Brownoff), 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, L. Helps, D. Howe (Vice Chair), N. Jensen, C. Plant

The meeting was called to order at 1:30 pm.

1. Approval of Agenda

**MOVED by Director Kasper, SECONDED by Director Windsor,
That the agenda be approved as circulated.
CARRIED**

2. Adoption of Minutes

2.1. [16-168](#) Minutes of November 18, 2015

**MOVED by Director Blackwell, SECONDED by Director Atwell,
That the minutes of the November 18, 2015 meeting of the Committee of the
Whole be adopted.
CARRIED**

3. Chair's Remarks

4. Presentations/Delegations - None

5. Committee Business

5.1. [16-100](#) Capital Regional District Emergency Management Organization Appointments

**MOVED by Director Derman, SECONDED by Director Windsor,
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

CARRIED

5.2. [16-164](#)

Capital Regional District Board Emergency Management Exercise

K. Lorette introduced staff involved in emergency management at the CRD. He noted the different levels of government and jurisdictions involved in emergency management.

Using a PowerPoint presentation, S. Carby reviewed the following:

- primary roles of the CRD in emergency management
- three parts of the regional service and related bylaws: regional service for emergency program support, Local Government Emergency Program Advisory Commission, Regional Emergency Coordinators Advisory Commission
- role and membership of the Emergency Management Committee and Emergency Coordinating Committee
- concept of operations in emergency response, CRD concept of operations

Chair Desjardins left the meeting at 2:00 pm, and requested Director Ranns to act as Chair.

Director Isitt entered the meeting at 2:00 pm.

S. Carby continued the presentation:

- CRD Emergency Operations Centre (EOC) structure
- emergency response goals
- CRD Policy Group composition and role

Chair Desjardins returned to the meeting at 2:05 pm.

S. Carby continued the presentation:

- role of Electoral Area Directors
- role of General Manager Advisory Group
- role of EOC Director
- role of Public Information Officer (PIO)
- declaring a state of local emergency in BC
- emergency powers under a declaration
- provincial declaration of emergency
- CRD emergency management initiatives

The Board participated in table-top exercises depicting three levels of emergency.

Exercise #1 - CRD and Electoral Area Emergency (wildfire in East Sooke Regional Park)

Exercise #2 - Progression to include Municipalities (wildfire spreads to Sooke and Metchosin)

Exercise #3 - Regional Emergency (6.8 earthquake in downtown core)

Directors provided comment and their concerns regarding: notification to Directors; communications; role of CRD Director vs role as Municipal Mayor/Councillor; calling a Board meeting after an emergency declared; stating All Clear; media reporting; spokesperson; and roles of the CRD, local governments and the Province.

Directors Atwell, Blackwell and Kasper left the meeting at 3:28 pm.

6. New Business - None

7. Motion to Report to CRD Board

7.1. [16-169](#) Motion to Report to CRD Board

MOVED by Director Seaton, **SECONDED** by Director Windsor,
That the Committee of the Whole report to the Capital Regional District Board at the special meeting immediately following this meeting regarding Items 5.1 and 5.2.
CARRIED

8. Adjournment

MOVED by Alternate Director Day, **SECONDED** by Director Derman,
That the meeting be adjourned at 3:34 pm.
CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER