



Making a difference...together

## REGIONAL EMERGENCY COORDINATORS ADVISORY COMMISSION

Minutes of the meeting held on **Thursday, May 02, 2024, from 1:00 pm to 4:00 pm**  
University Club, 3800 Finnerty Road, University of Victoria

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### **Attendees:**

Shawn Carby – CRD (Acting Chair)  
Erin Stockill – Saanich (Chair)  
Bruce Clark – Greater Victoria Harbour  
Authority (Vice-chair)  
Corey Anderson – CRD (Vice-chair)  
Jane O'Higgins-Wilson – REMP  
(Coordinator)  
Robert White – REMP (Recording)  
Thomas Hansen – EMCR  
Samantha Wilbur – EMCR  
Samantha Dovell – EMCR  
Danielle Talevski – EMCR  
Geoff Pendrel – Victoria  
Jacob Tilson – Oak Bay  
Jeri Grant – Juan de Fuca Electoral Area  
Jollette Schenck – CRD  
Troy Mullin – View Royal  
Kulpreet Munde – Esquimalt  
Rob Johns – University of Victoria  
Lisa Banfield – Central Saanich  
John Wakefield – Salt Spring Island  
Bridgette Prochaska – Southern Gulf  
Islands  
Tara Laycock – BC Hydro  
Dustin Griffiths – Health Emergency  
Management BC

Wendy Watt – IEOA  
Jules Hamilton – Saanich Police  
Melodie Hutmacher – Camosun College  
Stephen Adam – RCMSAR  
Ed Helm – RCMSAR  
Lee Archibald – BC Transit  
Jessica Bascom - WCMRC  
Patrick Davies - WCMRC  
Trevor Leary - Saanich School District  
#63  
Josh Pettigrew – Colwood  
Rene Sheir - Victoria International Airport  
Ted Ruiter – Sooke  
Mike Garraway – Aviation Safety Victoria  
Airport  
Micheal Dussault – St Johns Ambulance  
Jason Jewkes – Oak Bay police  
Gordon Rees – ONC  
Peter Ellis – ONC  
Jason Boyd – BC Ferries  
Wayne Hirlehey – Public Safety Canada  
TM Sandaluk- FortisBC  
Matt Cawsey -, Saanich Police

### **1. Territorial Acknowledgement**

The chair began the meeting at 13:09 and made a territorial acknowledgment. Quorum was met and introductions followed.

### **2. Approval of Agenda**

**Motion:** To approve agenda with amendment to item 5C.

**Moved by** J. Grant **Seconded by** J. Pettigrew

**CARRIED**

**3. Adoption of Minutes from the meeting of November 30, 2017**

The chair suggested that the minutes be a recognition of the minutes of activities at the time.

**Motion:** To adopt minutes from the meeting of November 30, 2017

**Moved by** M. Cawsey **Seconded by:** M. Hutmacher

**CARRIED**

**4. Chair Remarks**

Acting Chair S. Carby made opening remarks discussing the purpose of the group and the opportunity to coordinate between organizations.

**5. Presentations:**

a. Commission historical review

R. Johns provided a historical review of the RECAC including the Regional Emergency Coordinator Commission (RECC) being in place initially in the 1990s, the establishment of Local Government Emergency Program Advisory Commission (LGEPAC), and RECAC in the 2000s. RECAC's aim was initially to bring organizations together and engage organizations not at the local government level. R. Johns also shared some thoughts on the value of having the group meet including building relationships, discussing opportunities to share resources, building understanding, and awareness of planning efforts ongoing in the region.

b. CRD Commission review

J. O'Higgins-Wilson provided an overview of CRD commissions including that there are over 75 committees and commissions in the CRD underpinned by bylaws, and there are both advisory and administrative commissions. RECAC is an advisory commission bound to bylaw 3566 and acts in some ways as a committee. It was also noted that the RECAC Chair will create the agenda moving forward with direction from members (within the bounds of the RECAC bylaw) and that CRD staff assist with Commission guidelines.

c. Emergency Management and Disaster Act Overview

T Hansen provided an overview of the Emergency and Disaster Management Act, including changes to states of local emergencies and emergency orders, requirements of engaging with Indigenous governing bodies, the introduction of recovery periods, and compliance and enforcement requirements. It was also noted that local authority regulations would come into force in 2025 and critical infrastructure regulations would come later.

The representative from Fortis noted that they are not hearing much information about critical infrastructure regulations

**Action:** T. Hansen to engage within EMCR to determine the timelines for regulation to come into effect for Critical Infrastructure

## 6. Committee Business

### a. Nominations and Elections

#### i. Nominations for chair

Nominations for chair consisted of E. Stockill, C. Anderson, and R. Johns.

The Chair called for further nominations for chair and no further nominations were brought forward.

R. Johns declined to stand for chair whereas E. Stockill and C. Anderson confirmed their willingness to stand for chair.

Each nominee provided an overview of themselves and their work experience.

A secret ballot vote took place and E. Stockill was confirmed as the chair

#### ii. Nomination for Vice Chair

Nominations for vice chair are J. Tilson and Bruce Clark

J. Tilson and B. Clark were both willing to stand for Vice-Chair

The chair called for further nominations for vice-chair and C. Anderson was added as a nomination for Vice-Chair.

C. Anderson confirmed his willingness to stand for Vice-Chair.

Each nominee provided an overview of themselves including their work experience.

A secret ballot vote took place and B. Clark and C. Anderson were confirmed as Vice-Chairs

#### iii. Motion to destroy vote ballots

**Motion:** To destroy the ballots from the votes for chair and vice chair

**Moved by** S. Carby

**CARRIED**

### b. Meeting Schedule 2024

- i. A proposed meeting schedule for the remainder of 2024 consisted of the first Thursday in August and November
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**Motion:** RECAC will meet in the first Thursday in September and November 2024

**Moved by** G. Pendrel    **Seconded by** B. Clark

**CARRIED**

The next meetings of RECAC to be scheduled in person for September 5<sup>th</sup> and November 7<sup>th</sup>, 2024.

**7. BREAK (30 minutes)**

- a. A roughly 20-minute break occurred between items 6a and 6b

**8. New Business**

- a. Break-out groups for agenda items and future direction

Break-out groups were established to determine agenda items that could be part of future RECAC meetings and to develop one significant goal for RECAC. Groups reported as follows:

**Group 1**

- Agenda items:
  - Windows into other industries including EOC visits and presentations from other organizations
  - Consistent policy and messaging on alerting including possibly establishing a public alerting working group
  - Suggestion of having other jurisdictions involved with RECAC such as Washington state and the Cowichan Valley Regional District
- Goal: A big exercise that ties in everyone in the region

**Group 2**

- Agenda items:
  - Clarify responsibilities amongst organizations in the region
  - Outline communication structures, challenges, and deconfliction
  - Presentations from other organizations including what resources are available, mobilization processes, what does a bad day look like in an emergency
  - Facilitated vision session for RECAC
- Goal: Tabletop exercise within the region

**Group 3**

- Agenda items:
  - Seasonal hazard preparation
  - Sharing information on current and ongoing projects
  - Training and exercises including the sharing lessons learned
  - Having a shared portal for information sharing
- Goal: Full-scale exercise for regional partners

**Group 4**

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- Agenda items:
  - Multi-agency radio communications
  - Presentation on the history of RECAC working groups
  - Common Operating Picture
  - Collaboration on public education
  - Presentations on seasonal hazard preparedness
- Goal: Full-scale exercise for partners in the region

**Group 5**

- Agenda items:
  - Technologies
  - Leveraging expertise of representatives involved in RECAC
  - Common exercise objectives in alignment to hazard preparation
- Goal: Improve First Nation participation, understand capacity issues, and share the impacts of EDMA application

**Group 6**

- Agenda items:
  - Tabletop exercise building to a larger exercise
  - Focus on groups outside of local governments including specialty entities such as non-government organizations
  - Bridging opportunities and events
- Goal: Having a list of contacts and list of capabilities amongst organizations.
- Also noted was the possible development of a South Island Emergency Program number such as a BC one-call number.

b. Group discussion and agenda setting

Captured in the report out in item 8a.

**9. Adjournment**

**Motion:** To adjourn the meeting

**Moved by** J. Pettigrew

**CARRIED**

Meeting adjourned at 15:40

Next Meeting: September 5th, 2024, in person

MINUTES APPROVED AUG 6<sup>th</sup>, 2024

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