

**Capital Regional District  
REGIONAL EMERGENCY COORDINATORS  
ADVISORY COMMISSION (RECAC)**

**\*\* Operating under Regional Emergency Planning Advisory Commission (REPAC) \*\*  
Minutes of the RECAC Meeting held May 18, 2017 at 1:00 pm  
CRD Boardroom, 625 Fisgard St., Victoria, BC**

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**PRESENT:**

Brigitte Prochaska	Southern Gulf Islands	<i>(Chair)</i>
Chris Spargo	Victoria PD	<i>(Vice Chair)</i>
Sara Jansen	Township of Esquimalt	<i>(Vice-Chair)</i>
Al-Nashir Charania	Greater Victoria Harbour Authority	
Brian Slous	Salvation Army	
Brittany Schina	Regional Emergency Management Partnership	
Christine Johnson	Health Emergency Management BC	
Clarence Lai	EMBC Regional Partnerships	
Dan Atkinson	City of Victoria	
Dave Boudewyn	Island Equipment Owners	
Dale Green	CRD Environmental Protection	
Darren Hughes	District of Oak Bay	
Dave Cackle	District of Oak Bay	
Eileen Grant	District of Oak Bay	
Greg Kitchen	School District 61	
Ian Elliott	Capital Regional District	<i>(Recording Secretary)</i>
Ian Foss	EMBC	
Jenny Reid	Capital Regional District	
Jeri Grant	Juan de Fuca Electoral Area	
Jim Smith	CFB Esquimalt	
Kevin Hartley	Industry Canada (ISED) Emergency Telecoms	
Lisa Benini	Benini Consulting	
Maegan Thompson	District of Saanich	
Mike Crowe	Songhees Nation	
Mike Garraway	Victoria Airport Authority	
Paul Weismiller	BC Ambulance	
Rob Ingraham	CRD OH&S	
Tanya Patterson	City of Victoria	
Troy Mollin	Township of View Royal	

**1. Welcome and Introduction**

REPAC Chair B. Prochaska called the meeting to order at 1:00 pm and introductions were made.

**2. Approval of Agenda:**

It was **Moved** by J. Grant and **Seconded** by I. Foss that the agenda be approved as circulated.

**Motion Carried**

### **3. Approval of previous meeting minutes:**

It was **Moved** by S. Jansen and **Seconded** by M. Thompson that the minutes of February 2, 2017 REPAC meeting be approved as circulated.

**Motion Carried**

### **4. Presentation:**

- a. Received Staff Report: Discussion on organizational options for future REPAC meetings were discussed.
  1. Status Quo, continue not fully conforming to bylaw 3566, but meeting spirit of the bylaw.
  2. Maintain bylaw 3566 and conform to all provisions.
  3. Modify existing bylaw to 2 meetings per year.
  4. Continue existing bylaw with 4 meetings per year (as already described in the bylaw). Define as 2 plenary, 2 working group in TOR.
  5. Modify/Repeal existing bylaw to change to Committee status.
  6. Change to a new Committee of LGEPAC reflected in a new LGEPAC TOR.
  7. Change to a new Committee of LGEPAC also linked to REMP in a new LGEPAC TOR.
  8. No formal structure, just 2 mini-conferences per year as a general invitation.
- b. S. Jansen led the discussion on consideration of options 1-8, as well as possible linkage to the new Regional Emergency Management Partnership (REMP).
- c. Resolved by consensus of the Membership that a “mini-conference” format worked best for the 2 general meetings, a half day afternoon session being preferred, with the remaining 2 meetings being working group sessions in alignment with REMP planning priorities.
- d. Resolved by consensus of the Membership that the format should be reviewed in late 2017 or early 2018 to identify any needed adjustments and compare with REMP Workplan (eg. Working Groups/Subject Matter experts supporting REMP Projects).

### **5. Presentations:**

Lisa Benini of Benini Consulting gave a comprehensive presentation on the recently adopted national standard CSA Z1600, outlining elements of preparedness and business continuity. The presentation was followed by a question and answer session.

### **6. Networking Break**

### **7. New Business**

- a. Regional Emergency Management Partnership (REMP) Update
  - D. Cockle, M. Thompson and Brittany Schina presented on the initiative to date and discussed the workplan developments, organizational structure, working groups etc. followed by a question and answer session.

**8. Field Presentation:** The City of Victoria Unmanned Aerial Vehicle Team (UAV) presented a flight demonstration for the membership in Centennial Square. The membership were very impressed with the technology and thanked the Team for a very comprehensive presentation.

**9. Next Meeting:**

**Meeting Date and Location:** The next meeting will take place on September 07, 2017

Location: CRD Boardroom. 0900 networking, 0930-1200 hrs, regular meeting.

**10. Adjournment:** Boardroom Meeting adjourned at 3:44 pm., UAV demonstration concluded at 4:30 pm.