



Making a difference...together

**Capital Regional District  
REGIONAL EMERGENCY COORDINATORS  
ADVISORY COMMISSION (RECAC)  
Minutes of the RECAC Meeting held February 28, 2013 at 9:30 am  
University of Victoria, University Centre A180, Saanich, BC**

---

**PRESENT:** Kathy Bakony, Coast Capital Savings  
Tom Burchill, City of Langford Emergency Social Services (ESS)  
Matt Cawsey, Saanich Police Department  
John Craveiro, CRD Solid Waste  
Ian Crocker, Greater Victoria Harbour Authority (GVHA)  
Daphne Donaldson, University of Victoria  
Ian Elliott, CRD Protective Services  
Cam Filmer, Emergency Management British Columbia (EMBC)  
Clare Fletcher, Emergency Management British Columbia (EMBC)  
Chris Gordon, Ministry of Transportation and Infrastructure (MoTI)  
Eileen Grant, District of Oak Bay  
Jeri Grant, CRD, Juan de Fuca Electoral Area  
Jess Gunnarson, BC Coroner's Service  
Krystal Hanson, Vancouver Island Health Authority (VIHA)  
Brock Henson, District of Saanich  
Cindy Heslop, Town of View Royal ESS  
Gord Horth, Capital Region Emergency Service Telecommunications Inc (CREST)  
Stewart Irwin, CRD Environmental Sustainability Water Quality  
Sara Jansen, CRD Protective Services (Recording Secretary)  
Allen Jones, BC Ministry of Social Development  
Bruce Kerr, Kerr & Associates  
Alexis Kraig, City of Victoria  
Jim LaMorte, Town of Sidney  
Tara Laycock, BC Hydro  
Jean Macgregor, Camosun College  
Rob McColl, Saanich Police Department  
Todd McVey, Mainroad Contracting  
Brett Mikkelson, Town of Sidney  
Ian Millam, Telus  
Troy Mollin, Town of View Royal  
Sue Munro, Vancouver Island Health Authority (VIHA)  
Jennifer Pagat, School District 62  
Debbie Preston, City of Langford ESS  
Lee Robbins, Shaw Cable Systems  
John Robertson, District of Central Saanich  
Bill Shearer, BC Transit  
Jim Simpson, Worksafe BC  
Todd Skelton, Island Equipment Owners Association  
Dale Sylvestre, RCMP  
Maegan Thompson, Township of Esquimalt  
Tim Tanton, CRD Water Infrastructure  
Christine Trefanenko, FortisBC  
Brooke Westmacott, BC Ministry of Social Development  
Travis Whiting, CRD Protective Services  
Danny Willis, RCMP  
Elizabeth Zook, CRD, Salt Spring Island Electoral Area

**REGRETS:** Bob Beckett, City of Langford  
 Anke Bergner, CRD Solid Waste  
 Brenda Birtig, Western Stevedoring  
 Lyn Blenkinsop, BC Coroner's Service  
 Dave Boudewyn, Island Equipment Owner's Association  
 Laurie Boyle, BC Ministry of Environment  
 Gregg Clackson, BC Ferries  
 Dave Cackle, District of Oak Bay  
 Michael Colussi, School District 61  
 Robin Cox, Royal Roads University  
 Marc D'Aquino, First Nations Emergency Social Services (FNESS)  
 Keith Davies, Township of Esquimalt ESS  
 Stephanie Dunlop, District of Metchosin  
 Jennifer Elliott, CRD Corporate Communications  
 Peter Fox, Telus  
 Ron French, District of Central Saanich  
 Brian Hardcastle, Bell Canada  
 Kevin Hartley, Industry Canada  
 Wayne Hirlehey, Public Safety Canada  
 Linda Kitchen, Victoria Chamber of Commerce  
 David Kyle, Commissionaires  
 Jim Laurson, Industry Canada  
 Alison Makkinga, School District 62  
 Terri McTavish, Department of National Defense  
 Elaine McCandless, Town of Sidney  
 Frank Macdonald, District of Saanich  
 Ken Morneau, Shaw Cable  
 Brigitte Prochaska, Capital Regional District, Southern Gulf Islands Electoral Area  
 Sonja Ruthe, Canadian Red Cross  
 Jamie Rhodes, Saanich Police  
 D'Arcy Segó, BC Ministry of Environment  
 Geoff Spriggs, City of Langford  
 Mike Stith, Department of National Defence  
 Thor Tandy, UNISOL Engineering  
 John Trelford, District of North Saanich  
 Matt Waterman, Victoria Police Department  
 Ian West, Victoria Airport Authority  
 Patricia Wong, Ministry of Transportation and Infrastructure

**1. Welcome and Introduction**

The meeting was called to order at 9:40 a.m. Chair B. Henson welcomed everyone to the meeting and introductions were made around the room.

**2. Approval of Agenda:**

"Tsunami Modelling Update" was added to the agenda as item number 4.

It was **Moved** by A. Kraig and **Seconded** by M. Thompson that the agenda be approved as amended.

**Motion Carried**

**3. Approval of previous meeting minutes (November 22, 2012):**

It was **Moved** by J. Grant and **Seconded** by S. Munro that the minutes (November 22, 2012) be approved as distributed.

**Motion Carried**

**4. Tsunami Modelling Update:** T. Whiting from the CRD provided an update on the tsunami inundation modelling project being undertaken by the Local Government Emergency Program Advisory Commission (LG EPAC). The inundation modelling has been completed and the draft report will go to the Planning, Transportation, and Protective Services Committee at the end of April. Both the inundation modelling and draft report will be available on PrepareYourself.ca once they have been presented to the CRD Board in May.

**5. 2012 Project Updates:**

- a. **Community Recovery:** Have compiled a directory of agencies and organizations involved in community recovery, and the resources they have to offer. They have also developed an outline of a regional recovery plan and the first topic will be priority housing in disaster recovery.
- b. **Educational Institutes:** Have identified three priority objectives and will continue working on a reporting matrix so each educational institute has a clear idea who they need to report to in an emergency. Participating institutions have shared plans, and they are working on a resource inventory.
- c. **Health and Human Services (becoming “Regional Exercises”):** The group has developed a scenario for a half day exercise.
- d. **Transportation:** The group is identifying mustering areas near Ministry Disaster Response Routes (DRRs), and are developing guidelines for DRRs.

**6. 2013 Format Changes and Work Plan – Project selections:**

- Project/task-focus instead of sector/working group focus.
- List of priority tasks were developed by the Local Government Emergency Program Advisory Commission (LG EPAC).
- Some groups will remain.
- Members of the REPAC will be able to align themselves with the tasks determined at this meeting.
- Email survey of the REPAC membership was conducted to provide an opportunity for task input.

Potential Projects that were put forward by the Local Government Emergency Program Advisory Commission (LG EPAC)

- Social media use in emergencies
- Public education of emergency preparedness
- 

**7. Working Group Break-Out Sessions – Project definition and deliverables:** The membership was tasked with aligning themselves with one of six working groups to complete a project planning template and report back to the group with a project definition statement and deliverables for 2013.

**8. Break-Out Session Recaps:** Representatives from each of the six working groups presented their tasks for 2013. The working groups are:

- Community Disaster Recovery
- Disaster Response Routes
- Educational Facilities
- Regional Exercises
- Public Education
- Social Media

Please see attached project planning templates for summaries.

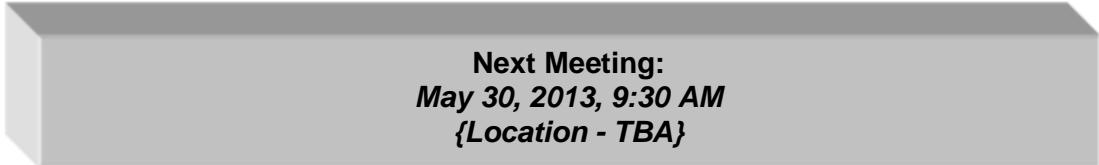
## 9. Confirmation of Working Groups

It was **Moved** by M. Thompson and **Seconded** by E. Grant will confirm the working groups of Community Disaster Recovery, Disaster Response Routes, Educational Facilities, Regional Exercises, Public Education, and Social Media for the Regional Emergency Planning Advisory Commission for 2013.

**Motion Carried**

**10. Next meeting date and time:** The next meeting will be held on May 30, 2013, 9:30 a.m. (please note the change from the usual fourth Thursday of the month) and will have two presentations.

**11. Adjournment:** Meeting adjourned at 11:38 am.



**Next Meeting:**  
***May 30, 2013, 9:30 AM***  
***{Location - TBA}***