



CITY OF VANCOUVER

A26

ADMINISTRATIVE REPORT

Report Date: July 15, 2008
Author: Kevin Ramsay
Phone No.: 604.215.4806
RTS No.: 07503
VanRIMS No.: 08-2000-20
Meeting Date: July 22, 2008

TO: Vancouver City Council
FROM: Director of Emergency Management
SUBJECT: Integrated Partnership for Regional Emergency Management Governance

RECOMMENDATION

- A. THAT Council endorse the Metro Vancouver Memorandum of Understanding for the Integrated Partnership for Regional Emergency Management Governance and instruct staff to report back on the cost apportionment model and financial implications to the City of Vancouver within 12 months.
- B. THAT Council consent to the adoption of the Greater Vancouver Regional District Bylaw Number 1079, 2008 Regional Emergency Management Service Establishment.

CITY MANAGER'S COMMENTS

The City Manager recommends approval of A and B.

COUNCIL POLICY

There is no applicable Council Policy.

SUMMARY

The Joint Emergency Liaison Committee (JELC) was established in 1995 and has provided a key service in developing regional policies and plans that maximize the ability of the Lower Mainland to respond to a major disaster. JELC has functioned effectively without official authority but requires a formal governance structure to ensure continued and ongoing success. This report, along with the applicable appendices, provides the background information pertinent to this improved model that is intended to make Greater Vancouver a disaster resilient region.

PURPOSE

The purpose of this report is to seek endorsement of a regional emergency management governance model.

BACKGROUND

The Joint Emergency Liaison Committee (JELC) is a partnership between Local Governments in the Lower Mainland and the Province of British Columbia. Using a cooperative model it has focussed on cross-jurisdictional emergency planning and preparedness through establishment of task focused working groups. JELC is co-chaired by the City Manager of Vancouver and the Deputy Minister, Ministry of Public Safety and Solicitor General. In 2002, implementation became the focus and working groups were established including Critical Infrastructure, Disaster Debris Management, Disaster Response Routes, Emergency Information Communicators, Emergency Operations Centre (EOC) Technical Communication, Regional Emergency Management (Governance), Hazardous Materials, and Provision of Water.

As this was a “program under consideration”, GVRD had the authority to fund this initiative recognizing that a decision would have to be made regarding the permanency of the partnership.

Through a governance planning review process with RAAC, it was determined that the current structure will not result in the vision of Greater Vancouver as a disaster resilient region being achieved. Greater preparedness and wider education is required. Further discussions with the Metro Board, the Mayors Committee, RAAC and the REPC have indicated there is full support and commitment to be proactive and move forward with a sanctioned governance model for regional coordination and integration of emergency management planning for the Lower Mainland. In order to establish this function, a bylaw is required.

On May 23, 2008 GVRD Bylaw 1079 passed three readings. The Bylaw requires the Inspector of Municipalities approval, following consent by member municipalities.

DISCUSSION

The identified governance model: integrates a layered approach that brings together local, sub-regional, regional and provincial involvement to emergency management; includes legislation that encourages and facilitates integrated regional emergency planning; enables the GVRD to manage their assets in emergencies, coordinate regional emergency planning and support post disaster recovery; and, recognizes and formalizes the province’s role in emergency management and ensures there is an approach that uses local resources to facilitate community, regional and provincial communication, collaboration and decision-making.

Local government responsibilities for emergency management include: establishing and maintaining an emergency management organization, bylaws, etc. as required under the legislation; preparing and maintaining local emergency plans; declaring a Local State of Emergency when required; analysing hazards, risks, critical infrastructure, and business continuity; responding to emergencies within jurisdictions; training and engaging staff and volunteers in emergency preparedness, response and recovery; and, identifying procedures to

develop relationships, agreements, and memorandums of understanding, etc. with others. The proposed governance model would not change or affect any of these responsibilities.

Provincial Government responsibilities for emergency management include: coordinating and supporting local authorities during response; coordinating and supporting resource allocation when required, based on provincial priorities; and, ensuring and facilitating communications between local, regional, provincial, federal and external stakeholders. The proposed governance model would not change or affect any of these responsibilities.

The new Bylaw provides the structure to affect change in the way emergency management operates from a sub regional and regulatory perspective. For example, it allows the partnership to be established and the region to support IMERS and consideration of other areas for regional involvement, such as disaster debris management. The following table summarizes the changes; for comprehensive information, please refer to the attached appendices:

Current JELC Model	Proposed Governance
JELC's initiatives are funded officially as "programs under development"	IPREM and other specific functions can be established on a permanent basis and there is specific confirmation of corporate emergency management responsibilities for Metro Vancouver
Identifies areas not covered by any one jurisdiction which may impact the sub region or have the potential to expand beyond the sub region, and proposes strategies, plans, and programs	No change
Develops common programs and templates for use by all jurisdictions	No change
Funding (voluntary) - no maximum, currently: - \$150,000 Local Gov. - \$75,000 Province	Funding - Equal Partnership - to a maximum of \$500,000 / partner, currently: - \$150,000 Local Gov. - \$150,000 Province
Reports to RAAC/IEPC and elected officials through the budget process	The Board and Minister of Public Safety and Solicitor General determine funding and, through the policy group, determine specific policy and direction

FINANCIAL IMPLICATIONS

The current cost apportionment model, common to Metro functions, is based on assessed value. Consideration of an alternate funding mechanism is being reviewed however, the Regional Finance Advisory Committee have recommended that the bylaw proceed, as drafted, to allow the process of establishing the partnership to proceed. Given the much broader policy implications, a task force is being struck to examine this further. Staff will report back on the cost apportionment model and financial implications to the City of Vancouver within 12 months.

IMPLEMENTATION PLAN

Once consent has been received from participating Metro jurisdictions and final approval from the Inspector of Municipalities, the Integrated Partnership for Regional Emergency Management governance model will be formally adopted.

CONCLUSION

RAAC, the Inter-Agency Emergency Preparedness Council, and the Regional Emergency Planning Committee (REPC) have all endorsed this proposal, recognizing that it enhances the region's capacity to meet the vision "Greater Vancouver, a disaster resilient region". The attached Bylaw supports this function.

The integrated partnership for regional emergency management, or the other provisions in the Bylaw, does not change the City's current jurisdictional responsibilities or authorities for the direction and control for local emergency management activities or response to an emergency.

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Corporate Secretary's Department
Tel. 604-432-6250 Fax. 604-451-6686

Sent by Email and Fax

File No. CR-04-00

To: Metro Vancouver Municipal Clerks
From: Paulette Vetleson, Corporate Secretary, Corporate Secretary's Department
Date: July 15, 2008
Subject: **Endorsement of Greater Vancouver Regional District Regional Emergency Planning Service Establishment Bylaw No. 1079, 2008**

At the Metro Vancouver Board of Director's meeting held May 23, 2008 the Board considered attached report dated May 1, 2008 titled Regional Emergency Management seeking approval for the instruments to establish a regional emergency management partnership. The Board subsequently adopted the following resolutions:

"That the Board give first, second and third reading to the Regional Emergency Management Service Establishment Bylaw Number 1079, 2008, and that the bylaw be forwarded to the Inspector of Municipalities for approval."

"That the Board

- Approve the Memorandum of Understanding "Integrated Partnership for Regional Emergency Management".
- Direct staff, in consultation with the Joint Emergency Liaison Committee, Regional Administrative Advisory Committee and Regional Finance Advisory Committee, to investigate alternative funding mechanisms."

Division 4.1 – Establishing Bylaws of the *Local Government Act* sets out the requirements for approval of establishing bylaws such as Greater Vancouver Regional District Regional Emergency Planning Service Establishment Bylaw No. 1079, 2008 (Bylaw 1079). It specifies an establishing bylaw has no effect unless, before its adoption, it receives the approval of the inspector and the approval of the participating areas. When a proposed participating area is all of a municipality, as is the case with Bylaw 1079, the council may give participating area approval by consenting to the adoption of the proposed bylaw and notifying the board of its consent.

Accordingly, council is respectfully requested to consider consenting to the adoption of attached Bylaw 1079. The following draft motion is presented for your consideration:

That <Municipality Name> Council consents to the adoption of Greater Vancouver Regional District Regional Emergency Planning Service Establishment Bylaw No. 1079, 2008.

Would you please notify me of Council's decision by no later than August 1, 2008. The decisions will be forwarded as a package to the Inspector of Municipalities in considering approval of Bylaw 1079.

Thank you. If you have any questions please call me at 604-432-6283.

Attachment 1: Report dated May 1, 2008 titled Regional Emergency Management

Attachment 2: Greater Vancouver Regional District Regional Emergency Planning Service
Establishment Bylaw No. 1079, 2008



Committee Meeting Date: May 15, 2008

To: Intergovernmental Committee
From: Johnny Carline, Commissioner/Chief Administrative Officer
Date: May 1, 2008
Subject: **Regional Emergency Management**

Recommendation:

That the Board:

- (a) Give first, second and third reading to the Regional Emergency Management Service Establishment Bylaw Number 1079, 2008, and that the bylaw be forwarded to the Inspector of Municipalities for approval;
 - (b) Approve the Memorandum of Understanding “Integrated Partnership for Regional Emergency Management”; and
 - (c) Direct staff, in consultation with the Joint Emergency Liaison Committee, Regional Administrative Advisory Committee and Regional Finance Advisory Committee, to investigate alternative funding mechanisms.
-

1. PURPOSE

To seek Board approval for the instruments to establish a regional emergency management partnership.

2. CONTEXT

The attached documents represent the culmination of many years of work by the Joint Emergency Liaison Committee (JELC), comprising senior officials from Provincial ministries, Chief Administrative Officers and other officials from Metro Vancouver member municipalities and Metro Vancouver itself. JELC is co-chaired by the Deputy Minister of Public Safety and Solicitor General for the Province and the Vancouver City Manager as the Regional Administrative Advisory Committee’s (RAAC) appointee.

The necessity to achieve some regional coordination of emergency management for events affecting multiple municipalities has been recognized for some time and has been reported to the Board through committees on a number of occasions - most recently with the April 2007 resolution, which endorsed an Integrated Partnership Model and directed staff to work with JELC and the Province to bring forward a proposed Memorandum of Understanding and move forward with the necessary authorities.

In the region’s unique governance system, the challenge has been to develop a model which provided this regional coordination while still fully recognizing the responsibilities and authority of the Province and member municipalities and avoiding the development of unnecessary additional bureaucracies or duplicated efforts. The solution proposed is a formal partnership with responsibilities and structure as set out in the attached documents.

As with its predecessor, JELC, the proposed new partnership would be equally co-funded by the Province and Metro Vancouver (the latter on behalf of the region and all the member municipalities) and administered through Metro Vancouver using a Partnership Manager. The proposed budget from a regional perspective is essentially a continuation of the existing JELC budget, although the Provincial cash contribution will be increased to match that of the region. Contributions in kind will continue to be significant from all participating entities.

The proposed Memorandum of Understanding sets out the intended purpose and envisioned governance structure for the partnership and roles for various levels of elected and appointed officials. The proposed bylaw is necessary to provide legal authority for Metro Vancouver to administer and levy the funds required for the partnership. Hitherto, JELC has been administered and funded in the same way on the understanding that this was for the investigation of the feasibility and desirability of establishing the service.

The RAAC, the Inter-Agency Emergency Preparedness Council and the Regional Emergency Preparedness Committee (REPC) have all endorsed this proposal.

RAAC has expressed an interest in examining methods of apportioning costs on a basis other than or broader than assessed property values. This is perhaps a topic with broader application.

3. ALTERNATIVES

- A.** Endorse the Memorandum of Understanding and give the first, second and third reading to the Regional Emergency Management Service Establishment Bylaw 1079, 2008; and refer the bylaw to the Inspector of Municipalities for approval;
- B.** Instruct staff, in consultation with JELC, RAAC and RFAC, to further investigate alternative methods of assigning costs and to report back through the Finance Committee.
- C.** Defer consideration of the Memorandum of Understanding and bylaw pending a further report on possible alternative funding mechanisms.

Approving Alternative A would allow the establishment of the regional emergency partnership with an appropriate legal foundation for its budget and administration. The actual amounts involved are very small and as they would be apportioned exactly as the costs for JELC, which the partnership would replace, and are currently apportioned, it essentially represents no financial change. However, should it be determined subsequently that the basis for apportioning costs should be changed, then the process of amending the bylaw would require a similar ratification process.

Approving Alternative B allows the investigation of alternative methods of apportioning costs to be investigated, as suggested by RAAC. Given the very small amounts involved in this function (projected annual budget to be raised from municipal taxes being \$150,000) and the potential significance of cost apportionment for other functions, if such a study is worthwhile it would seem likely worthwhile for all GVRD functions. It may very well be that this task could also be assigned to the proposed partnership to coordinate bringing forward a recommendation to the Board and the Minister.

Approving Alternative C would delay the establishment of the partnership until after the completion of the study suggested by RAAC. In this case, it would be advisable to maintain a narrow scope to that study to minimize delays. This option would have the advantage of avoiding any duplication of process, should the apportionment method be changed. On the

other hand it poses perhaps a small risk to the 2009 work program, should the partnership not be established and there still be no legitimate foundation for the work of JELC to continue.

Alternatives A and B are recommended.

4. CONCLUSION

The determination of an appropriate collaborative model for regional emergency management has taken several years work by the Joint Emergency Liaison Committee (JELC), involving senior staff from the Province, the region and member municipalities.

The concept of the model was approved in principle by the Board and the Memorandum of Understanding to support the proposed model, an integrated partnership, has been endorsed by the relevant staff bodies at the Provincial and local government level. The partnership would replace JELC and the budget would be essentially replacing that assigned to JELC.

The recommended action is to endorse the proposed Memorandum of Understanding, give initial readings to the service establishment bylaw, and refer the bylaw to member municipalities for endorsement.

RAAC has suggested investigating alternative funding mechanisms and it is recommended that such an investigation be undertaken, in consultation with JELC, RAAC and RFAC, as a separate and parallel work item.

Attachment:

1. **Report** – dated April 16, 2008 from JELC
2. **Memorandum of Understanding** “Integrated Partnership for Regional Emergency Management”
3. **Proposed Workplan** - Integrated Partnership for Regional Emergency Management
4. **Bylaw Number 1079, 2008** - Regional Emergency Management Service Establishment



Date: April 16, 2008 (Updated April 23)

To: Chair and Members, RAAC

From: Judy Rogers and David Morhart
JELC Co-Chairs

Re: Integrated Partnership for Regional Emergency Management –
Proposed Memorandum of Understanding

Background

In April, 2007 the GVRD Board, on recommendation from RAAC, endorsed the “Integrated Partnership” model for regional emergency management in the lower mainland. It directed the GVRD CAO and JELC to bring forward a proposed Memorandum of Understanding and staff to bring forward for consideration the necessary authorities which would authorize the GVRD to operate a regional planning and coordination service. The other partner (the Ministry of Public Safety and Solicitor General, represented by the Minister) concurrently gave his full support for the Partnership. The proposed MoU which outlines the purpose, deliverables, proposed structure and responsibilities is attached for your consideration. Included as well is the proposed bylaw which if approved will establish the service and give authority for the Board to enter into the proposed partnership. If after concepts of operation were developed and approved e.g. disaster debris management, the bylaw would also allow consideration of specific additional functions for the GVRD.

RECOMMENDATION

That RAAC approve and recommend to the GVRD Board the proposed Integrated Partnership for Regional Emergency Management Memorandum of Understanding.

DISCUSSION:

The reports presented to RAAC following the 2006 joint workshop on regional emergency management identified:

- improvements were needed to the current emergency management structure in order to achieve the Vision: Greater Vancouver - A Disaster Resilient Region,
- higher levels of preparedness and education are required,
- there is a significant desire to be pro-active and
- flexible and scalable plans are key elements to moving forward

Critical factors and guiding principles were established and used to evaluate alternative governance models. Subsequently RAAC passed a resolution approving in principle the Integrated Partnership Model. With the direction from the Board the JELC Executive proceeded to develop a Memorandum of Understanding (Attachment A).

The preamble confirms the foundation:

“WHEREAS

- o emergencies can occur that cross municipal boundaries or have impacts or demand for response beyond a municipal capability to respond,
- o events can occur that are cross-jurisdictional in nature or require a coordinated multi-jurisdictional response, and
- o it is far more effective to build the relationships, plan the responses and determine roles and responsibilities before the events take place

AND WHEREAS, the parties seek to achieve a vision of Greater Vancouver as a Disaster Resilient Region

THEREFORE the Parties hereto agree to form an Integrated Partnership for Regional Emergency Management...”

There will be two partners – the GVRD Board and the Ministry of Public Safety and Solicitor General (as represented by the Minister)

Key points in the document include:

1. Explicitly stating that nothing in the MoU takes away from the partners or local authorities' jurisdictions, authorities and responsibilities.
2. The statement of purpose (developing coordinated plans), deliverables (develop a coordinated emergency strategy) and how this is to be accomplished.
3. Equal financial contributions from the partners together with ongoing commitments e.g. in-kind staff contribution, and agreement to encourage participation by local governments and provincial ministries in the tasked working groups.
4. Establishment of the Policy Group (which includes the GVRD Chair or Vice-Chair and the Minister), Steering Committee (with equal representation from the province and local/regional governments), Partnership Manager and Support Unit, and Tasked Working Groups
5. Outlining roles and responsibilities, structure and management.
6. Amendment and dispute resolution process.

WORK PLAN:

The proposed first tier and beyond work projects (Attachment B) have been developed through the consultative process on the governance model, with RAAC and include specific input from REPC and IEPC members. While not yet approved they provide illustrative examples of the scope of work and tasks to be considered.

(For information:

- The JELC Executive will be holding a workshop to discuss the proposed 2008/09 work program which will be presented to RAAC and IEPC in June, together with a status report on the current initiatives.
- Emergency Management BC is proposing to undertake and complete over the next two months a Critical Infrastructure Project which will involve public and private agencies in the lower mainland – including municipal and regional governments. They will be using the JELC methodology and workbooks. There will be a verbal update on this at the April RAAC meeting.)

AUTHORITIES:

Discussions with the Ministry of Community Services on the appropriate authorities to provide this service included a request that a draft service establishment bylaw be prepared (Attachment C). In his response the Deputy Minister stated:

“While we cannot offer any legal advice on the bylaw itself, we do not foresee any legal impediments with respect to Metro Vancouver’s authority to provide such a service. It would appear that the current legislative framework enables advancement of this proposal to the board and the municipal participants for their consideration. Regional emergency planning is an important service to the region and to the province. I look forward to hearing how this proposal progresses.”

The attached bylaw has been prepared to authorize the establishment of the partnership and allow participation by the GVRD, GVWD and/or the GVSDD in their activities including, as specifically stated in the RAAC resolution of support, “.authority to manage their own assets, coordinate regional emergency planning and support post-disaster recovery...” It also covers specific areas required under the Local Government Act including method of cost recovery and apportionment, and setting the maximum requisition. This limit, while beyond the amount of the contribution in Appendix 1 of the MoU (namely \$150,000) allows for flexibility over time if specific projects are agreed upon by the partners.

APPROVAL PROCESS:

In addition to RAAC the proposed MoU is being forwarded to the Regional Emergency Planning Committee (REPC) (their recommendation will be provided for the April RAAC meeting)* and the Inter-Agency Emergency Preparedness Council (IEPC)*. It will then proceed for review by a Committee of the GVRD Board before going forward to the Board.

The Board will concurrently consider the Service Establishment Bylaw. Following the GVRD Board giving 1st, 2nd, and 3rd readings to the bylaw it then goes forward for approval of the Inspector of Municipalities. Once that is received then it is necessary to obtain “participating area approval”. While there are options for that most likely it will be a request for each municipal council to consent, on behalf of their electors, to the adoption of the bylaw. The bylaw can then be adopted.

*** At the April 23 RAAC meeting members were advised that both the REPC and (through the Associate Deputy Minister for EMBC) IEPC had recommended approval of the MoU.**

CONCLUSION

The proposed Integrated Partnership for Regional Emergency Management, together with the accompanying by-law is the next step in formally establishing sub-regional and regional emergency planning in the lower mainland. It is consistent with RAAC's direction throughout the process.

If the GVRD Board agrees to proceed with the MoU, there will be a further opportunity for members of RAAC to support this initiative when the matter comes before their respective Councils.

MEMORANDUM OF UNDERSTANDING

Integrated Partnership for Regional Emergency Management

BETWEEN:

The Greater Vancouver Regional District (herein referred to as the “GVRD”)

AND:

The Ministry of Public Safety and Solicitor General (herein referred to as the “PSSG”) as represented by the Minister of Public Safety and Solicitor General (herein referred to as the “Minister”)

TOGETHER referred to as the “Partners.”

WHEREAS

- emergencies can occur that cross municipal boundaries or have impacts or demand for response beyond a municipal capability to respond,
- events can occur that are cross-jurisdictional in nature or require a coordinated multi-jurisdictional response, and
- it is far more effective to build the relationships, plan the responses and determine roles and responsibilities before the events take place.

AND WHEREAS, the parties seek to achieve a vision of Metro Vancouver as a Disaster Resilient Region;

THEREFORE the Parties hereto agree to form an Integrated Partnership for Regional Emergency Management as follows:

Article I. INTERPRETATION

In this Memorandum of Understanding each of the following terms shall, unless the context otherwise requires, have the meaning set out beside it.

- MOU means this Memorandum of Understanding
- GVRD means the Greater Vancouver Regional District, also known as Metro Vancouver
- GVRD Board Chair and Vice Chair respectively mean the persons elected to those positions by the GVRD Board of Directors.
- PSSG means the Ministry of Public Safety and Solicitor General
- Minister means the Minister of Public Safety and Solicitor General
- Deputy Minister means the Deputy Minister of the Ministry of Public Safety and Solicitor General
- IPREM means the Integrated Partnership for Regional Emergency Management established by this MOU
- RAAC means the Regional Administrative Advisory Committee
- REPC means the Regional Emergency Preparedness Committee
- IEPC means the Inter-Agency Emergency Preparedness Council

Article II. APPLICATION OF GOVERNING AGREEMENTS AND LEGISLATION

- Nothing in this MOU shall be interpreted as limiting in any way the jurisdiction, authority and fulfillment of responsibilities of the:
 - a. Minister and PSSG in respect to emergency management under the *Emergency Program Act* and Regulations or any other Acts or Regulations.
 - b. GVRD in respect to emergency management under the *Emergency Program Act*, *Local Government Act* and Regulations or any other Acts or Regulations.
 - c. Local authorities within the GVRD in respect to emergency management under the *Emergency Program Act*, *Community Charter*, *Local Government Act* and Regulations or any other Acts or Regulations.

- Regulatory changes under the *Local Government Act* or any other Acts may be submitted to the Lieutenant Governor in Council in order enable the full scope of activities contemplated to take place under the Partnership.
- Nothing in this MOU shall be interpreted as limiting in any way the authorities and obligations of any party to this Memorandum who is a party to a master agreement or collective agreement entered into with a bargaining unit.

Article III. PURPOSE AND DELIVERABLES

3.1 Purpose

The parties wish to enter this Memorandum of Understanding to develop coordinated plans by:

- Improving regional emergency management in the GVRD through continued and increased Provincial and Regional cooperation, and the creation of the Integrated Partnership for Regional Emergency Management (the “Partnership”) while recognizing the benefits of participation in planning by representatives from beyond the Region.
- Providing sub-regional and regional emergency planning for major events which are, or have the potential to be, cross-jurisdictional in nature.
- Ensuring the effectiveness of the partnership by outlining:
 - roles and responsibilities
 - structure and management
 - financial commitments.

3.2 Deliverables

In order to achieve the Vision – Greater Vancouver: A Disaster Resilient Region, the key objective is to develop a co-ordinated emergency management strategy. This will be accomplished through:

- Identification of multi-jurisdictional emergency management priorities and programs and recommended responsibilities for follow-up.
- Identification, coordination and development of approved:
 - Research on and guidelines for local/corporate emergency plans, education, training and exercises
 - Sub-regional/regional/provincial concepts of operations, strategies and emergency plans
 - Multi-jurisdictional training and exercises.
- Monitoring and reporting on the operation of approved sub-regional and regional emergency functions
- Improved agency relationships and integration.
- Ongoing reporting to partners.

Article IV. SUBJECT MATTER

4.1 The Partnership is established pursuant to this MOU

- The GVRD and the Province will contribute equal financial resources to create the partnership. The initial amounts will be set out in *Appendix I*.
- From time to time, there may be requests to the Partners for approval of equally shared additional funding for specific projects.
- Either Partner may apply for grants from external entities to provide funding for additional projects and capacity.
- The Partners commit to ongoing:
 - Participation in the Steering Committee
 - In-kind contribution for staff participation in tasked working groups
 - Encouragement of local governments and provincial ministries to participate in Tasked Working Groups
- The Partners acknowledge additional contributions to the partnership, including, but not limited to,:
 - The Support Unit will be hosted by one of the Partners and located in a facility either provided by them or in a mutually agreed alternative
 - The host partner will be responsible for providing the necessary supports such as IT, basic office supplies, contract management.
 - The GVRD will hold the budget funds for the Partnership and disburse on invoice from the Province who shall be responsible for the accounting.
- For secondments to the Support Unit, the Partnership has the option of reimbursing the sponsoring agency depending on individual circumstances.
- The JELC initiative will continue under the Integrated Partnership for Regional Emergency Management through in-kind contributions.

4.2 Partnership Structure

- The Partnership will have a decision making structure as deemed appropriate by the partners. This structure will provide for policy direction, project management and effective participation by stakeholders.
- The GVRD Board Chair or Vice Chair and the Minister shall constitute the Policy Group and will jointly determine the work priorities of the partnership following consultation with their constituents. However, the Board and the Minister shall approve the annual workplan and budget.

- Staff Representatives from Provincial, Regional and Local Governments shall constitute the Steering Committee and will provide collective decision making on priorities, resources and policy recommendations.
- Additional roles and responsibilities of these and other parties are defined in *Appendix II*.
- An organizational chart is shown for information purposes only in *Appendix III*.

Article V. COMMUNICATION

- External communication by the Partnership with other levels of government, media, and other parties, will be consistent with protocols established by the Partners or their agencies.
- External communication by the Partnership Manager will also be consistent with messages agreed to at the Steering Committee.

Article VI. DISPUTE RESOLUTION

- Any new issue, matter of general concern, or dispute arising from this MOU shall first be directed to the Steering Committee for resolution. If it is not then resolved, it shall be referred to Policy Group.

Article VII. TERM OF AGREEMENT

- This MOU will be effective on the date of signing by both partners.
- This MOU may be amended by mutual written agreement duly executed by parties to this MOU
- Partners wishing to withdraw from this MOU must inform the other partner, in writing, at least two years in advance.
- This MOU will remain in full force and effect until terminated or amended in accordance with this MOU.

Article VIII. ADDITIONAL PARTNERS

- Additional partners may be added to this agreement with the approval of, and under the conditions set by the GVRD Board and the Minister

Article IX. AMENDMENTS TO APPENDICES

- Appendices may be amended from time to time on approval of the Policy Group, except for their responsibilities and membership which shall require the approval of the Partners

Article X. SIGNATORIES

This MOU reflects the good faith and spirit of cooperation of the parties.

Minister of Public Safety and Solicitor General:

Date: _____

Chair, Greater Vancouver Regional District:

Date: _____

ATTACHMENTS:

- Appendix I** Partners' Financial Contribution
- Appendix II** Additional roles and responsibilities of the parties
- Appendix III** Organizational Chart

Partners' Financial Contribution

- For the 2007/2008, 2008/2009 and 2009/2010 fiscal years for the Province and for the 2007, 2008 and 2009 fiscal years for the GVRD, the contribution of each partner will be **\$150,000**.
- Any additional contributions for specific projects will be as agreed upon by the partners.

The Policy Group:

- Responsibilities:
 - Set policy and direction
 - Recommend regulatory or legislative changes
 - Ratify the business plan and budget
 - Liaise with other elected officials as appropriate.
- Consists of the GVRD Board Chair or Vice Chair representing the GVRD, and the Minister representing the Province.
- Is Co-Chaired.
- Meets a minimum of twice annually.
- Shall otherwise determine its own operating procedures.

The Steering Committee:

- Responsibilities:
 - Collective decision making on priorities, resources and policy recommendations.
 - Develop and administer the business plan and budget
 - Liaise with other senior appointed officials as required
- Consists of staff representatives from:
 - PSSG (1)
 - IEPC (3).
 - GVRD (1).
 - RAAC (2).
 - REPC (1).
- Shall annually elect co-chairs, one from the provincial appointees, and one from the local/regional appointees.
- RAAC shall ratify the REPC appointee.
- Reports through the Policy Group to the GVRD Board and the Minister for approval of the annual business plan (including milestones) and the budget.
- Selection and supervision of the partnership manager
- Meets a minimum of four times annually, and
- Shall otherwise determine its own operating procedures.

Partnership Manager, Support Unit and Tasked Working Groups:

- A partnership manager and support unit will provide:
 - Team coordination and support;
 - Research and analysis
 - Program development, direction and monitoring, and
 - Identification of issues through stakeholders

- In addition the partnership manager will be expected to:
 - Administer budget;
 - Appoint and manage the support unit
 - Set up and manage tasked working groups, and
 - Support unit positions may be filled by secondments, contractors, and/or consultants.

- The tasked working groups:
 - Will be established as required to review terms of reference, analyze issues, develop options and make recommendations.
 - May have membership from local, regional, provincial and federal departments and agencies, NGO's and private sector within and/or beyond the GVRD

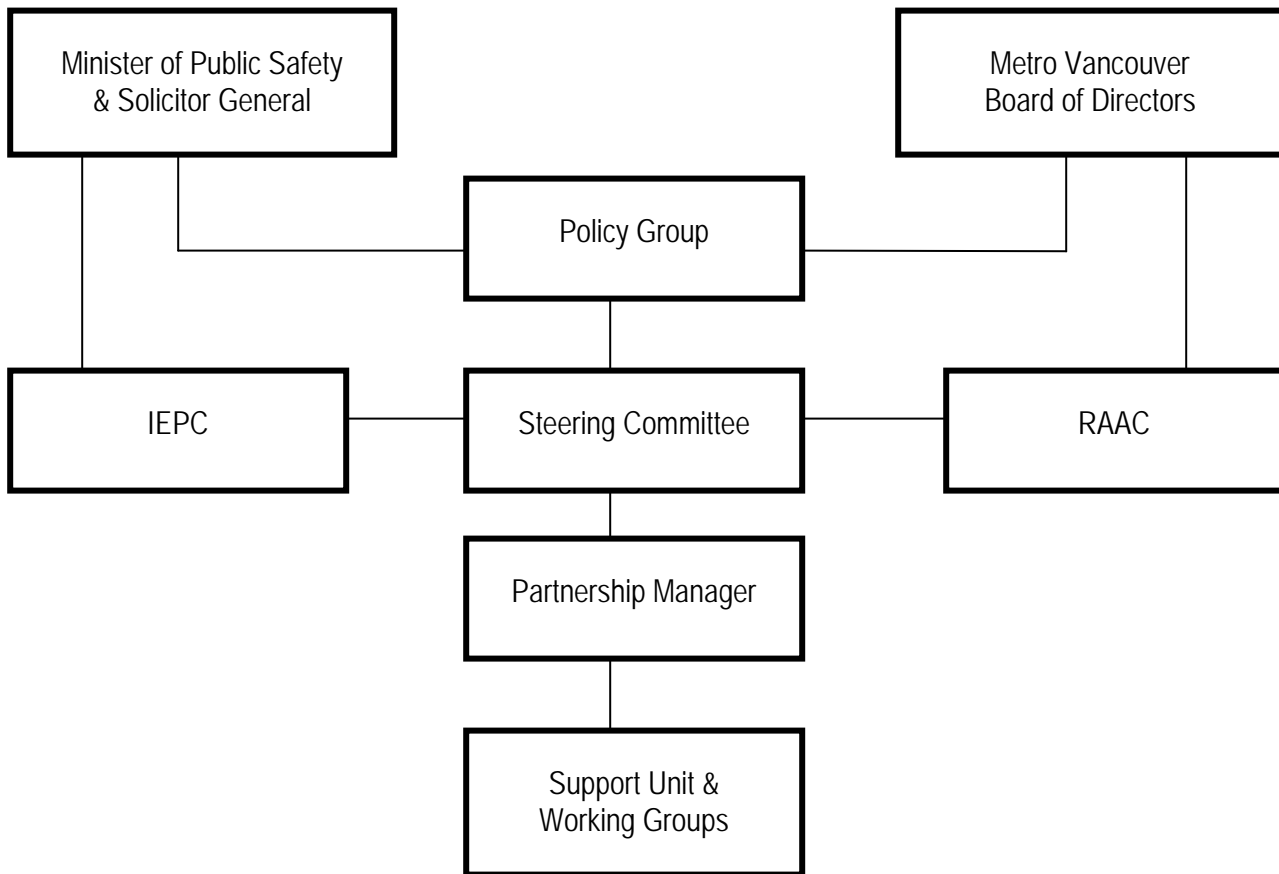
Attachment

Partnership Model - Integrated Partnership for Regional Emergency Management

Integrated Partnership for Regional Emergency Management PARTNERSHIP MODEL

Vision - Greater Vancouver: A Disaster Resilient Region			
Deliverables			
<p>Develop coordinated plans and a coordinated emergency management Strategy.</p> <p>This will be accomplished through:</p> <ul style="list-style-type: none"> • Identification of multi-jurisdictional emergency management priorities and programs and recommended responsibilities for follow-up. • Identification, coordination and development of approved: <ul style="list-style-type: none"> ○ Research on and guidelines for local/corporate emergency plans, education, training and exercises ○ Sub-regional/regional/provincial concepts of operations, strategies and emergency plans ○ Multi-jurisdictional training and exercises. • Monitoring and reporting on the operation of approved sub-regional and regional emergency functions • Improved agency relationships and integration. • Ongoing reporting to partners. 			
Structure	Participants	Responsibilities	Resources
Policy Group	<ul style="list-style-type: none"> • Greater Vancouver Regional District Board Chair or VC • Minister of Public Safety and Solicitor General, 	<ul style="list-style-type: none"> • Set policy and direction • Recommend regulatory or legislative changes • Ratify <ul style="list-style-type: none"> ○ Business Plan ○ Budget • Liaise with other elected officials 	In Kind
Steering Committee	<ul style="list-style-type: none"> • PSSG – 1 • IEPC – 3 • GVRD – 1 • RAAC – 2 • REPC – 1 	<ul style="list-style-type: none"> • Collective decision-making on priorities, resources and policy • Develop and Administer <ul style="list-style-type: none"> ○ Business Plan ○ Budget • Liaise with other senior appointed officials 	In Kind
Partnership Manager and Support Unit	<ul style="list-style-type: none"> • Secondment • Contractor • Consultant 	<ul style="list-style-type: none"> • Team coordination and support • Research and analysis • Program development, direction and monitoring • Identification of issues 	<ul style="list-style-type: none"> • Direct GVRD/Province (equal) Other e.g., Grants from JEPP, UBCM • In Kind (e.g. staff, facility, accounting)
Tasked Working Groups from Stakeholders	<ul style="list-style-type: none"> • Local • Regional • Provincial • Federal • NGOs • Business and Industry 	<ul style="list-style-type: none"> • Review Terms of Reference • Analyze issues • Develop options • Host Workshops • Make recommendations 	In Kind

Integrated Partnership for Regional Emergency Management



Integrated Partnership for Regional Emergency Management

WORK PLAN

A. First Tier Priorities

- i. Draft initial concept of Integrated Regional Emergency Management for Lower Mainland
- ii. link to local emergency plans and strategies
- iii. Identify Gaps and Overlaps in Emergency Training and Exercises
- iv. Undertake Joint Training and Exercises
- v. Build on current JELC initiatives
 1. EOC Communications
 2. Critical Infrastructure
- vi. Develop Regional Concepts of Operation
 1. HazMat/CBRNE
 2. Disaster Debris Management

B. Long Term Priorities

- i. Review benchmarks
- ii. Outline concepts of operations for recovery
- iii. Refine communication & education strategies
- iv. Build on current JELC initiatives in particular:
 1. Disaster Response Routes
 2. Sharing of Resources (Provision of Water)
 3. Communicators Response Plan
- v. Propose volunteer development and sustainability initiatives

GREATER VANCOUVER REGIONAL DISTRICT

BYLAW Number 1079, 2008

Regional Emergency Management Service Establishment

WHEREAS:

- A. A regional district may under section 796(1) of the *Local Government Act* operate any service that the board considers necessary or desirable for all or part of the regional district subject to certain limitations and conditions;
- B. Under section 800(1) of the *Local Government Act*, in order to operate a service the board of a regional district must first adopt an establishing bylaw for the service;
- C. The board of the Greater Vancouver Regional District (the "Board") wishes to establish the service of regional emergency management, planning and coordination;
- D. The Board has obtained participating area approval pursuant to subsections 801(2)(c) and (d) of the *Local Government Act* to establish the service of regional emergency management, planning and coordination;

NOW THEREFORE the Board in open meeting assembled enacts as follows:

Regional Emergency

- 1. For the purposes of this bylaw, "regional emergency" means an emergency or disaster that affects or threatens to affect more than one of the Participating Areas identified in this bylaw or that affects or threatens to affect the delivery of services provided by the Greater Vancouver Regional District ("GVRD"), the Greater Vancouver Water District ("GVWD") or the Greater Vancouver Sewerage and Drainage District ("GVSD").

Service

- 2. The service of regional emergency management, planning and coordination, including, without limiting the foregoing:
 - (a) developing or assisting in the development of strategies, plans and programs for:
 - (i.) the prevention of,
 - (ii.) preparation for,
 - (iii.) response to, and
 - (iv.) recovery from
- regional emergencies;

- (b) supporting and coordinating or assisting in supporting and coordinating:
 - (i) the management and implementation of the plans, strategies and programs referred to in subsection 2(a) of this bylaw, and
 - (ii) the preparation for, response to and recovery from regional emergencies;
- (c) establishing, operating and maintaining or assisting in the establishment, operation and maintenance of regional emergency facilities; and
- (d) preparing for, responding to and recovering from or assisting in the preparation for, response to, and recovery from emergencies that affect or may affect the delivery of services provided by the GVRD, the GVWD or the GVSDD;

(the “Service”), is hereby established.

No Derogation of Municipal Powers

- 3. Nothing in this bylaw shall be construed so as to abrogate or derogate from any of the powers, rights and authorities held by municipalities under the *Emergency Program Act*, the *Community Charter*, the *Vancouver Charter* or any other enactment.

Participating Areas

- 4. The participating areas for the Service consist of Electoral Area ‘A’ and all the member municipalities of the GVRD (the “Participating Areas”).

Service Area

- 5. The service area for the Service is the area within the boundaries of the Participating Areas (the “Service Area”).

Cost Recovery

- 6. The annual costs for the Service shall be recovered by:
 - (a) property value taxes imposed in accordance with Division 4.3 of the *Local Government Act*;
 - (b) revenues raised by other means authorized under the *Local Government Act* or another Act; and
 - (c) revenues received by way of agreement, enterprise, gift, grant or otherwise.

Cost Apportionment

- 7. The costs of the Service after deducting the revenues (if any) raised or received under subsections 6(b) and (c) above, shall be apportioned among all of the Participating Areas on the basis of the converted value of land and improvements in the Service Area.

Maximum Requisition

- 8. The maximum annual amount that may be requisitioned for the Service is Five Hundred Thousand (\$500,000) dollars.

Citation

- 9. This Bylaw may be cited as the "Greater Vancouver Regional District Regional Emergency Planning Service Establishment Bylaw No. 1079, 2008".

Read A First, Second and Third time this 23 day of May, 2008.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this _____ day of _____, 2008.

RECONSIDERED, Passed and Finally Adopted this _____ day of _____, 2008.

Lois E. Jackson, Chair

Paulette A. Vetleson, Corporate Secretary