

MEMORANDUM OF UNDERSTANDING

Integrated Partnership for Regional Emergency Management

BETWEEN:

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

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 Partners seek to achieve a vision of Metro Vancouver region as a Disaster Resilient Region;

THEREFORE the Partners 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
- Metro Vancouver Board Chair and Vice Chair respectively mean the persons elected to those positions by the Metro Vancouver Board of Directors.
- 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 Planning Committee
- IEPC means the Inter-Agency Emergency Preparedness Council
- JELC means the Joint Emergency Liaison Committee

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:
 - a. The Minister and PSSG in respect to emergency management under the *Emergency Program Act* and Regulations or any other Acts or Regulations;
 - b. Metro Vancouver in respect to emergency management under the *Emergency Program Act, Local Government Act* and Regulations or any other Acts or Regulations; or,
 - c. Local authorities within the Metro Vancouver region 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 partner 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 Partners wish to enter this MOU to develop coordinated plans by:

- Improving regional emergency management in the Metro Vancouver region 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 Metro Vancouver 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; and,
 - financial commitments.

3.2 DELIVERABLES

In order to achieve the Vision – Metro 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; and,
 - 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 the Partners.

Article IV. SUBJECT MATTER

4.1 THE PARTNERSHIP IS ESTABLISHED PURSUANT TO THIS MOU

- Metro Vancouver 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; and,
 - 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 Project Manager and 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 Information Technology, basic office supplies, contract management; and,
 - Metro Vancouver 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 IPREM 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 Metro Vancouver 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 Metro Vancouver 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 participants 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, the media, and other entities, corporations or individuals 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 the Partners 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 Metro Vancouver 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:

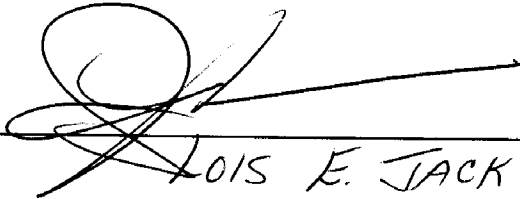
Date:

April 4/09

John van Dongen

Chair, Metro Vancouver Board:

Date: April 4, 2009



LOIS E. JACKSON

ATTACHMENTS:

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

Appendix I

Partners' Financial Contribution

- For the 2008/2009, 2009/2010 and 2010/2011 fiscal years for the Province and for the 2008, 2009 and 2010 fiscal years for Metro Vancouver, the contribution of each partner will be **\$150,000**.
- Unless otherwise agreed by the Steering Committee timing for contributions identified by the Province as 2008/09 will be considered as the region contribution for 2008 and vice versa. This same principle will apply to subsequent years.
- Any additional contributions for specific projects will be as agreed upon by the Partners.

Appendix II

Additional Roles and Responsibilities of the Partners and Participants

The Policy Group:

- Responsibilities:
 - Set policy and direction;
 - Recommend regulatory or legislative changes;
 - Ratify the business plan and budget: and,
 - Liaise with other elected officials as appropriate.
- Consists of the Metro Vancouver Board Chair or Vice Chair representing Metro Vancouver (as determined by the Metro Board), 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; and,
 - Liaise with other senior appointed officials as required.
- Consists of staff representatives from:
 - PSSG (1 representative);
 - IEPC (3 representatives);
 - Metro (1 representative);
 - RAAC (2 representatives); and,
 - REPC (1 representative).
- Shall annually elect co-chairs, one from the provincial appointees, and one from the local/regional appointees.

- RAAC shall ratify the REPC nominee. The ratified REPC nominee, RAAC and Metro nominees shall be submitted to the Metro Board for their approval.
- Reports through the Policy Group to the Metro Vancouver Board and the Minister for approval of the annual business plan (including milestones) and the budget.
- Selects and supervises the partnership manager.
- Meets a minimum of four times annually.
- 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;
 - Fill by secondments, contractors, and/or consultants the support unit positions, and
 - Set up and manage Tasked Working Groups.
- The Tasked Working Groups:
 - Will be established as required to review terms of reference, analyze issues, develop options and make recommendations; and,
 - 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

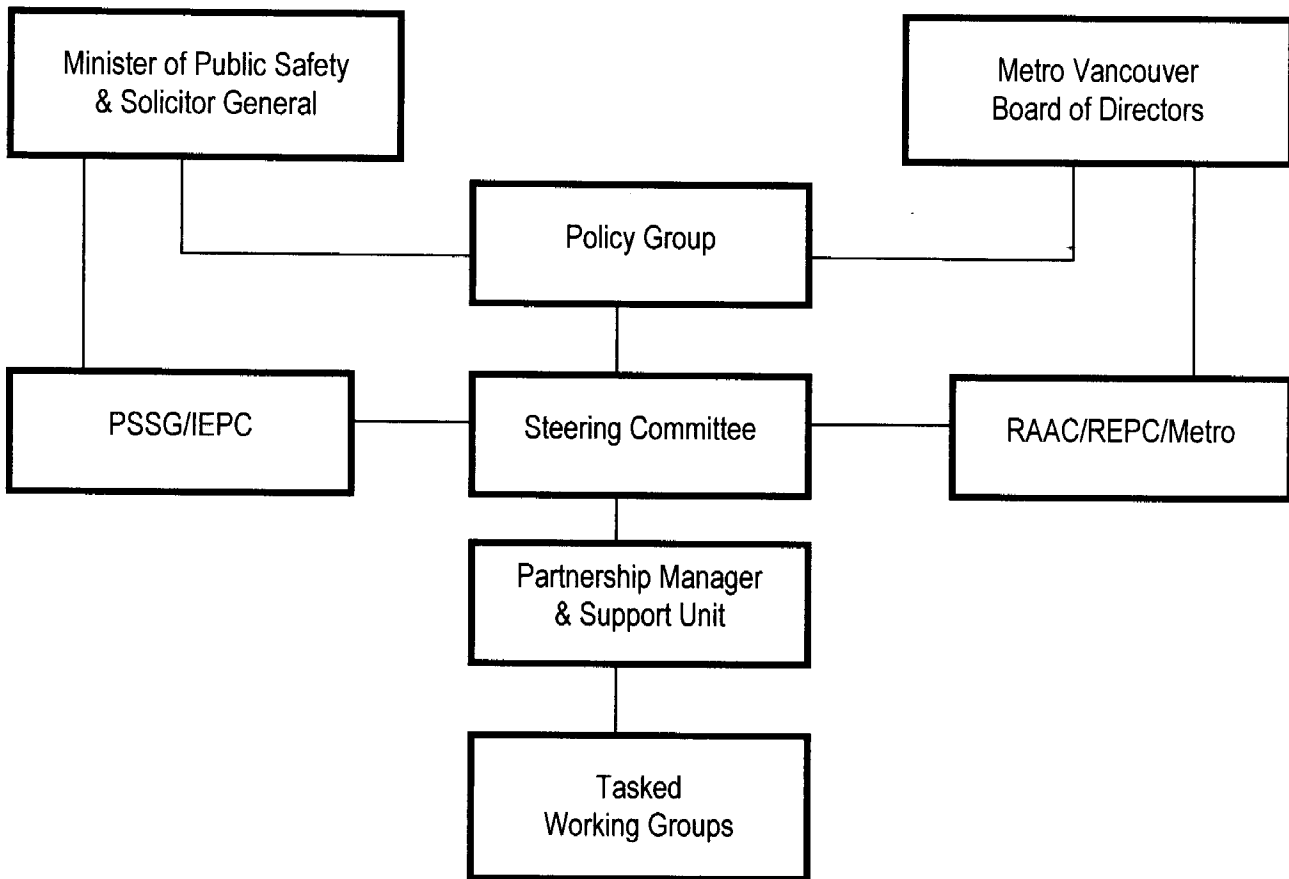
Integrated Partnership for Regional Emergency Management PARTNERSHIP MODEL

Vision - Metro 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; and, ○ 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"> • Metro Vancouver Board Chair or Vice Chair • 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 • Metro – 1 • RAAC – 2 • REPC – 1 	<ul style="list-style-type: none"> • Collective decision-making on priorities, resources and policy recommendations • 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 Metro Vancouver/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

Appendix III

Organization Chart

Integrated Partnership for Regional Emergency Management



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