

To: Regional and Corporate Services Committee  
From: Jennifer Kinneman, Manager of Corporate Affairs and  
Reg Dyck, Manager of Electoral Area Emergency Services

Date: 2018-02-15

File No: 7140-20

**Subject: Draft Cooperative Agreement with the City of Chilliwack**

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### RECOMMENDATION

**THAT** the Fraser Valley Regional District Board approve the draft cooperative agreement with the City of Chilliwack in the resolution of emergency and business continuity incidents;

**AND THAT** the Board direct staff to continue to work with other neighbouring jurisdictions in the development of similar agreements of mutual benefit.

### STRATEGIC AREA(S) OF FOCUS

Provide Responsive & Effective Public Services

### BACKGROUND

The FVRD has clear protocols and plans in place for emergency response, and has worked closely with member municipalities when needed. In the event of a major emergency, it is understood that the regional district would likely need to work cooperatively with neighbouring jurisdictions to effectively manage an emergency situation. Similarly, member municipalities expect to receive reciprocity from the FVRD. At this time however, these arrangements are handshake agreements, with no formal documentation in place to outline the type of assistance that might be available to each organization.

### DISCUSSION

As part of the FVRD's business continuity planning currently underway, staff have been working toward the establishment of formal cooperative agreements between the regional district and its municipal partners. These agreements specify the scope of facilities that might be required such as a backup emergency operations centre (EOC), reception centres, group lodging, and alternate work sites. Working with Chilliwack's Deputy Fire Chief and Emergency Coordinator, staff have prepared a draft agreement for the Board's consideration (Appendix A). A key aspect of this draft agreement is that use

of alternate facilities will only be made available to the requesting organization if they are not already in use. There is no legal obligation for either party to make their facilities available. In the event the City of Chilliwack was also undergoing an emergency response and its facilities were not available to the FVRD, the FVRD has capacity at the Recreation Centre in Hope for its emergency operations. In addition, as staff develop the Corporate Business Continuity Plan, additional sites will be explored and identified.

## **COST**

There are no costs associated with this report. In the event of an emergency, it is expected that some costs associated with the event may be recoverable through Emergency Management BC.

## **CONCLUSION**

The FVRD has excellent working relationships with all of its member municipalities. In the event of an emergency, it is understood that both the regional district and its member municipalities would cooperate to ensure public safety and business continuity. The adoption of a formal agreement reflects best practices in emergency management and business continuity management.

## **COMMENTS BY:**

**Tareq Islam, Director of Engineering & Community Services**

Reviewed and supported.

**Mike Veenbaas, Director of Financial Services**

Reviewed and supported.

**Paul Gipps, Chief Administrative Officer**

Reviewed and supported