

This Agreement made effective as of the ____ day of _____.

BETWEEN:

FRASER VALLEY REGIONAL DISTRICT
(the "FVRD")

- and -

NAME OF ORGANIZATION
(the "Organization")

(representing [insert community/neighbourhood name] community/neighbourhood/strata)

PREPAREDNESS, RESILIENCY AND EMERGENCY PROGRAM (PREP)
MEMORANDUM OF UNDERSTANDING

Emergencies and disasters affect everyone. The BC *Emergency and Disaster Management Act (2023)* outlines that emergency management is a shared responsibility across society, including individuals, governments, businesses, and community organizations. Local governments have a leadership role in fostering community preparedness and resilience.

The FVRD has developed an Emergency Management Program Policy and Emergency Management Plan. These support the Preparedness, Resiliency and Emergency Program (PREP), a structured, community-driven approach to improving local preparedness and reducing risk. PREP focuses on helping people prepare, supporting communities to build knowledge and capacity, and fostering collaboration—especially in rural and remote areas where emergency services may be limited or delayed.

The Organization is a community group committed to supporting local emergency preparedness and wishes to align with FVRD's Preparedness, Resiliency and Emergency Program, and relevant funding, training, and engagement opportunities.

Purpose

This Memorandum of Understanding (MOU) outlines how the FVRD and the Organization will work together to support the goals of the Preparedness, Resiliency and Emergency Program (PREP). The purpose is to strengthen household and neighbourhood-level readiness, increase community resilience, and reduce risks unincorporated communities throughout the electoral areas within the Fraser Valley Regional District.

This MOU establishes a shared understanding of roles and responsibilities between the FVRD and the Organization to enhance mitigation (risk reduction), preparedness (readiness), and recovery from emergencies. It also clarifies the distinction between community-based preparedness and formal emergency response activities. Because individuals often participate in multiple organizations, this MOU helps clearly define the boundaries between voluntary community preparedness roles and official duties in emergency situations and within other affiliated organizations.

Scope Limitations

PREP is focused on preparedness and resilience. It is not an emergency response program, is not Evacuee/Emergency Support Services, and is not a first responder or tactical response program.

Commitments of the Organization (PREP Pod)

The Organization (PREP Pod) agrees to:

1. Identify and support a PREP Pod Lead and alternate to lead local preparedness efforts.
2. Share information with residents on emergency preparedness, local hazards, Alertable FVRD's emergency alerting, and evacuation protocols and processes.
3. Promote neighborhood self-reliance for up to 14 days without outside help.
4. Develop a *Preparedness, Resiliency and Emergency Plan* based on local risks and resources, using templates and tools provided by FVRD.
5. Track local skills resiliency & readiness skills and resources (e.g., first aid, caregiving, communications, amateur radio, etc.).
6. Take action to protect any privacy protected personal information collected.
7. Identify potential neighborhood meeting points to gather and share information after a disaster.
8. Set up internal communication and a method to share situational information with and receive updates from the FVRD's Emergency Operations Centre (EOC), as needed.
9. Understand the emergency management system in BC and how FVRD's EOC leads emergency coordination for emergencies that meet the definition in the Emergency and Disaster Management Act.
10. Help community members to sign up for and set up provincial accounts that expedite ESS support (BCeID app ID and ESS personal profiles).
11. Hold meetings and training sessions and update the *Preparedness, Resiliency and Emergency Plan* as needed and share with FVRD Emergency Management for disaster readiness.
12. Support FireSmart activities and other risk reduction efforts in collaboration with FVRD's FireSmart Program Coordinator.
13. Coordinate with the FVRD regarding pre-positioned emergency supplies, if/where applicable.

Commitments of the FVRD

The FVRD agrees to:

1. Provide guidance, mentorship, and support to the Organization and its PREP Pod Lead and alternate.
2. Create and offer train-the-trainer sessions to ready Pod Leads for local facilitation, including modules for Leads and community workshops.
3. Share hazard and risk information in readily accessible formats.
4. Provide resources and materials to support local community preparedness events.
5. Assist in placing emergency supplies in agreed-upon community locations, where grant funding is available for supply, and where agreements for emergency site use exist.
6. Ensure consistency across community preparedness initiatives.
7. Connect neighborhood groups with the EOC and the provincial emergency framework.
8. Help the Organization understand funding opportunities and appropriate roles in emergency events.
9. Connect PREP groups across the landscape to share information and approaches.

Relationship and Responsibilities

1. This MOU does not create an employee-employer relationship, partnership, or joint venture, and neither party has the authority to bind the other.
2. The Organization acts independently and is responsible for its own activities.

3. PREP groups do **not** have authority to act on behalf of the FVRD or carry out tactical emergency operations.
4. Individuals who are also personnel or volunteers of emergency services organizations (e.g., both FVRD and non-FVRD Fire Services, RCMP, SAR, and others), or personnel or volunteers of municipalities, Indigenous Governing Bodies, the province, or other emergency management organizations or agencies must keep their PREP role separate from official duties of their roles in other organizations.
5. The FVRD is not responsible for any harm or damages caused by the Organization.
6. All non-preparedness issues (e.g., infrastructure, bylaws, fire protection) must be directed through the appropriate FVRD, Provincial department, or responsible jurisdiction or agency having authority.
7. Nothing in this agreement changes either party's rights or responsibilities under the Emergency and Disaster Management Act, or other relevant laws.
8. The Organization understands and agrees that PREP is about getting ready for disasters, learning about and preventing or reducing impacts from hazards, and is not meant or authorized to act as a first responder or to directly handle tactical emergency operations on the ground.

The Organization agrees to release, absolve, save harmless and keep indemnified the Regional District, (and its officers, employees, officials, agents, servants and representatives) from and against any Claims arising out of any negligence or willful misconduct of the Organization in the performance of its obligations under this Agreement.

This Memorandum shall be in effect from the date it is signed by both Parties. The Memorandum may be re-evaluated at any time and changes may be made, in writing, to the Memorandum. Either Party may terminate this Memorandum with 30 days' notice in writing.

Per FVRD:

Per Organization:

Signature
 Graham Daneluz
 Director of Emergency Management
 Fraser Valley Regional District

Signature
 Name
 Role
 Organization

Date

Date

SCHEDULE A

PREP Group Contacts

To be reviewed and updated annually

15. INDEMNIFICATION

15.1. The Owner and the Supplier shall each indemnify and hold harmless the other and their respective directors, officers, elected officials, members, partners, agents and employees from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings (each, a "Claim") whether in respect to losses suffered by them or in respect to claims by third parties that arise out of, or are attributable in any respect to their involvement as parties to this Agreement, provided such Claims are caused by:

- i. the negligent acts or omissions of the party from whom indemnification is sought or anyone for whose acts or omissions that party is liable, or
- ii. a failure of the party to the Agreement from whom indemnification is sought to fulfill its terms or condition,

and provided the party seeking indemnification under this section 14.1 has provided written notice as required by this Agreement to the other party of the Claim within a period of 3 (three) years from the date of commissioning of the Project or within such shorter period as may be prescribed by any limitation statute of the province or territory of work site of the Project.

15.2. The obligation of either party to indemnify the other as set forth in section 14.1. shall be inclusive of interest and all legal costs.

15.3. In respect to any claim for indemnity or to be held harmless by the District or the Supplier notice in writing of such claim shall be given within a reasonable time after the facts upon which such claim is based became known.

15.4. Should any party be required as a result of its obligation to indemnify another to pay or satisfy a final order, judgment or award made against the party entitled by this contract to be indemnified, then the indemnifying party upon assuming all liability for any costs that might result shall have the right to appeal in the name of the party against whom such final order or judgment has been made until such rights of appeal have been exhausted.

SCHEDULE "B"

Map of PREP Group Coverage Area

[insert JPEG of PDF for image clarity]