



EMERGENCY PREPAREDNESS COMMITTEE MEETING

TUESDAY, JANUARY 22, 2013
BOARD ROOM
175 INGRAM STREET, DUNCAN, BC

3:30 PM

AGENDA		<u>PAGES</u>
1.	<u>APPROVAL OF AGENDA:</u>	1 - 2
2.	<u>ADOPTION OF MINUTES:</u>	
	M1 Inaugural Meeting, no minutes requiring adoption	
3.	<u>BUSINESS ARISING FROM THE MINUTES:</u>	
4.	<u>DELEGATIONS:</u>	
5.	<u>REPORTS:</u>	
	R1 Report from Sybille Sanderson A/General Manager, Public Safety Re: Roles and Responsibilities	Presentation
	R2 Report from Sybille Sanderson A/General Manager, Public Safety Re: Terms of Reference	3
	R3 Report from Kathleen Harrison, Legislative Services Coordinator, Corporate Services Re: North Oyster Volunteer Fire Department Commission Amendment Bylaw No. 3676	4-6
6.	<u>CORRESPONDENCE:</u>	
7.	<u>UNFINISHED BUSINESS:</u>	
8.	<u>NEW BUSINESS:</u>	
9.	<u>QUESTION PERIOD:</u>	
10.	<u>CLOSED SESSION:</u>	
11.	<u>ADJOURNMENT:</u>	

The next Emergency Preparedness Committee Meeting will be held Tuesday, February 19, 2013 at 3:30 PM, in the Board Room, 175 Ingram Street, Duncan, BC.

Committee Members

Director M. Marcotte, Chair	Director P. Kent
Director L. Iannidinardo, Vice Chair	Director J. Lefebure
Director G. Giles	Director T. McGonigle
Director R. Hartmann	Director I. Morrison
Director R. Hutchins	Director P. Weaver

**STAFF REPORT****EMERGENCY PREPAREDNESS COMMITTEE MEETING
OF JANUARY 22, 2013****DATE:** January 15, 2013**FILE NO:****FROM:** Sybille Sanderson
A/General Manager, Public Safety**BYLAW NO:****SUBJECT:** Terms of Reference

Recommendation/Action:

To discuss and determine the purpose of this Emergency Preparedness Committee.

Relation to the Corporate Strategic Plan:

The committee is being struck at the request of the Chair and addresses the Strategic Plan objective of "*Organizational focus on established priorities and outcomes*" and its strategic action of: "*regularly reviewing and clarifying roles and responsibilities of the Board, staff, Commissions and Committees*".

Financial Impact: (Reviewed by Finance Division: n/a)

Background:

The draft Terms of Reference that has been proposed is:

To advise on a wide range of issues and activities to ensure the ability of the corporation and community to prevent and respond effectively to emergencies including natural disasters and fire.

Submitted by,

Sybille Sanderson

**STAFF REPORT****EMERGENCY PREPAREDNESS COMMITTEE MEETING
OF JANUARY 22, 2013**

DATE: January 16, 2013 **BYLAW No.:** 3676
FROM: Kathleen Harrison, Legislative Services Coordinator, Corporate Services
SUBJECT: North Oyster Volunteer Fire Department Commission Amendment Bylaw No. 3676.

Recommendation:

That "CVRD Bylaw No. 3676 – North Oyster Volunteer Fire Department Commission Amendment Bylaw, 2013", be forwarded to the Board for consideration of first three readings and adoption.

Relation to the Corporate Strategic Plan:

The service amendment bylaw is consistent with the Corporate Strategic Plan's goals and objectives of promoting individual and community wellness and reliable essential services.

Financial Impact: (Reviewed by Finance Division: N/A)

Background:

The North Oyster Volunteer Fire Department Commission was established in 2000 for the purpose of advising the Board on the operational activities of the North Oyster Volunteer Fire Department. Amendment Bylaw No. 3676 proposes to clarify the mandatory reporting responsibilities of the Commission with a focus on financial reporting, which is inclusive of equipping, maintaining, operating and training; include a confidentiality clause; confirm the Board's authority to ratify Commission appointments at meetings other than those regularly scheduled; shift from a mandatory quarterly meeting to a mandatory annual meeting schedule; and update the language of the Bylaw.

At this time, and at the request of the Electoral Area H – North Oyster/Diamond Director, Amendment Bylaw No. 3676 has been prepared for consideration.

Submitted by,

Kathleen Harrison
Legislative Services Coordinator
Corporate Services Department

Attachment: CVRD Bylaw No. 3676

Reviewed by:

Division Manager:

Approved by:

General Manager:



C.V.R.D

COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3676

**A Bylaw to Amend the North Oyster Volunteer Fire Department Commission
Bylaw No. 2080**

WHEREAS the Board of the Cowichan Valley Regional District established a Volunteer Fire Protection Commission known as the *North Oyster Volunteer Fire Department Commission* by Bylaw No. 2080, cited as "CVRD Bylaw No. 2080 – North Oyster Volunteer Fire Department Commission Bylaw, 2000", as amended;

AND WHEREAS the Regional District wishes to amend Bylaw No. 2080 by clarifying the procedures and responsibilities of the Commission;

NOW THEREFORE the Board of Directors of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

1. CITATION

This bylaw may be cited as "CVRD Bylaw No. 3676 – North Oyster Volunteer Fire Department Commission Amendment Bylaw, 2013".

2. AMENDMENTS

- a) That the words "equipping, maintaining, operating and training", in the second Whereas Clause of the preamble be deleted and replaced with the word "financing".
- b) That the word "Municipal" in Section 2(d) – Definitions, be deleted and replaced with the words "Local Government".
- c) That the words "at a regular Regional Board meeting" in the third line of Section 4(d) – Membership, be deleted.
- d) That the word "quarterly" in Section 7(g) – Procedure, be deleted and replaced with the word "annually".
- e) That Section 7 – Procedures, be amended to include:
 - "h) That committee members may be at times subject to confidential information that must be held in confidence and withheld from the general public, and that written consent to release will be required."

- f) That the Section 8 – Commission Responsibilities text, be deleted and replaced with the following:

"The Commission shall advise the Regional Board with respect to financing the North Oyster Volunteer Fire Department. The Commission shall be responsible on its own initiative to advise the Regional Board on all or any matters which may legally or financially bind or commit the Regional Board."

READ A FIRST TIME this _____ day of _____, 2013.

READ A SECOND TIME this _____ day of _____, 2013.

READ A THIRD TIME this _____ day of _____, 2013.

ADOPTED this _____ day of _____, 2013.

Chair

Corporate Secretary