

Capital Region Emergency Radio Coordinators Committee

Terms of Reference - September 2010

1. Structure

The CRERCC is a committee comprised of Emergency Radio Coordinators from the Local Authorities (13 Municipalities and 3 Electoral Areas) within the Capital Regional District of British Columbia. It is a sub-committee of the Local Government Emergency Program Advisory Commission LG EPAC (2008).

2. Mission Statement

To provide a positive and mutually supportive environment in which every Local Authority within the Capital Region has the opportunity to participate in the development and coordination of the highest quality Amateur Radio communications services ensuring their provision during times of disaster and major emergency.

3. Members

- Emergency Radio Coordinators, and their Deputies, who have been appointed by Local Authorities of the Capital Region (voting members)
- Regional Emergency Radio Representative or alternate from the Provincial Emergency Program in a non-voting advisory capacity per Appendix K of The Amateur Radio Emergency Communications Guide, Third Edition 1999 (PEP)

4. List of Member Local Authorities

Municipalities

1. City of Colwood
2. City of Langford
3. City of Victoria
4. District of Central Saanich
5. District of Highlands
6. District of Metchosin
7. District of North Saanich
8. District of Oak Bay
9. District of Saanich
10. District of Sooke
11. Town of Sidney
12. Town of View Royal
13. Township of Esquimalt

Electoral Areas

1. Juan de Fuca
2. Salt Spring Island
3. Southern Gulf Islands

5. Responsibilities

To ensure that local authorities within the Capital Region have an effective regional emergency coordination net available to them by:

- Providing a forum for the Amateur Radio component of a local emergency organization and their respective Emergency Radio Coordinators and Deputies
- Facilitating the development and sharing of emergency communications plans
- Coordinating emergency plans of member communications teams
- Assisting local authorities with their communications planning
- Developing technical standards and protocols
- Providing technical and operational advice regarding emergency Amateur Radio communication requirements, capabilities and issues to CRERCC member Local Authorities and the LG EPAC

- Coordinating, and where appropriate delivering, emergency Amateur Radio communication related training
- Providing exercise planning and evaluation resources as required
- Conducting Capital Region-wide communication exercises
- Coordinating Capital Region-wide activities to encourage participation in emergency communication programs
- Coordinating and facilitating the sharing of resources such as regional Amateur Radio emergency repeater networks
- Liaising with PEP and the Provincial Emergency Radio Communications Service (PERCS)
- Liaising with Amateur Radio emergency communications organizations in other areas of BC and adjacent areas of the US.

6. Executive

The executive board is comprised of Emergency Radio Coordinators, or their Deputies, duly elected by the members of the CRERCC. Executive terms shall be for a 2-year period. Elections will be held at the June meeting. To promote continuity, the Chair and Deputy Chair will be elected on alternating years.

Chair

- Calls and conducts meetings
- Determines and ensures voting procedures are followed

Deputy Chair

- Assumes the duties of the Chair in the event of their absence

Secretary

- Prepares and circulates meeting agendas
- Records and circulates meeting minutes

7. Procedures

Meetings shall be conducted in accordance with “Robert’s Rules of Order”.

8. Voting

Informal Vote – A question on which all members at a meeting are polled to determine the opinion or advice of the majority and will usually deal with questions that are advisory and where simple majority is appropriate.

Formal Vote – A question on which there is only one vote per member Local Authority (ERC or designated DERC), usually a resolution:

- that will have a decisive influence on the emergency radio operations and/or policies of the member Local Authorities
- that will approve a report or recommendation to the LG EPAC
- to alter these Terms of Reference, and
- for the annual or periodic vote to replace the executive directors.

Voting Notes

- Member Local Authorities are entitled to one vote each
- The chair, guided by this document, will decide whether a question before a meeting will be decided by a Formal Vote or an Informal Vote
- If a Formal Vote is required, voting will take place at the next regular meeting. Notice and details of the upcoming vote shall be included in the minutes and distributed to all members
- Quorum for Formal Vote: Seven members shall constitute a quorum
- Proxy votes are permitted for the Saltspring and Southern Gulf Islands members. If they submit a proxy, they are considered to be present and included in the quorum
- All interested parties are welcome to attend as non-voting observers

9. Presentations

Any member may request agenda time to make a presentation or suggestion to the Committee.

Glossary

Definition of Terms Used in this Document

- **Amateur Radio Operator** - a person possessing a valid Certificate of Proficiency in Amateur Radio issued in accordance with the regulations made pursuant to the Radiocommunication Act (Canada).
- **CRD (The Capital Regional District)** - the regional government for the 13 municipalities and 3 electoral areas that are located on the southern tip of Vancouver Island. (The CRD provides region-wide services and acts as local authority in the electoral areas).
- **CRERCC (Capital Region Emergency Radio Coordinators Committee)** - a group comprised of Emergency Radio Coordinators representing each of the 13 Local Authorities and 3 Electoral Areas within the Capital Region.
- **EC (Emergency Coordinator) or EPC (Emergency Program Coordinator)** - the person appointed by a Local Authority to coordinate emergency planning and response activities for that Local Authority.
- **ERC (Emergency Radio Coordinator)** - the Amateur Radio operator appointed by a Local Authority, reporting to the Emergency Coordinator, and performing the functions of the Emergency Radio Coordinator for the local emergency organization. This definition also includes duly appointed Deputy Emergency Radio Coordinators (DERC).
- **Local Authority** - CRD Member Municipalities and Electoral Areas that are Local Authorities as defined in the Emergency Program Act of British Columbia.
- **LG EPAC (Local Government Emergency Program Advisory Commission)** - an advisory commission to the CRD that consists of a representative of the emergency program from each Capital Regionl municipality and electoral area
- **PEP (Provincial Emergency Program)** - A division of **Emergency Management BC**, Ministry of Public Safety and Solicitor General. PEP works with local governments year round, providing training and support before, during and after emergencies.
- **RECAC (Regional Emergency Coordinators Advisory Commission)** - an advisory commission to the CRD that encompasses many organizations engaged in emergency management, with representation from government, industry, utility, education, health care and NGO's.
- **RERR (Regional Emergency Radio Representative)** – The person appointed by the PEP Regional Manager in accordance with Section 3.2 of *The Amateur Radio Emergency Communications Guide, Third Edition 1999 (PEP)*.

APPENDIX A

CRERCC History and Structure

The original GVMACC (Greater Victoria Municipal Amateur Coordinator's Committee) Terms of Reference was adopted in June 1999. At that time, the GVMACC, comprised of Amateur Radio Coordinators from CRD Local Authorities, was affiliated with the RECC (Regional Emergency Coordinators Commission), comprised of Emergency Coordinators from government, industry, utility, education, health care and NGO's.

In March 2008, the current name, Capital Region Emergency Radio Coordinators Committee, CRERCC, was adopted, to be more representative of the members from CRD unincorporated electoral areas as well as the member municipalities.

The CRERCC is a now more directly related to the Local Government Emergency Program Advisory Commission LG EPAC (2008).

The original source of reference for the structure and organization of the CRERCC can be found in "The Amateur Radio Emergency Communications Guide", Third Edition 1999 (PEP BC).

APPENDIX B

CRD Background Information - 2010

quote from CRD website

Two advisory Commissions to the CRD Board are engaged in working towards greater coordination of information and resources during an emergency event.

Local Government Emergency Program Advisory Commission (LG EPAC)

"The LG EPAC meets monthly and consists of a representative of the emergency program from each CRD municipality and electoral area. A representative of PEP attends all meetings as a guest of the advisory commission to maintain a strong link between the local government programs and the Province.

The LG EPAC is focused on developing initiatives to create strong communication links and increased efficiencies for our emergency programs. This includes how we can partner together as local governments during our planning and our response phases of emergencies."

Regional Emergency Coordinators Advisory Commission (RECAC)

"The RECAC was created in 1999, as the RECC (Regional Emergency Coordinator's Committee), to start the process of coordination for emergency management. Over the years, the RECAC has achieved great success and continues to promote ongoing cooperation within the region. This group encompasses all organizations engaged in emergency management, with a mandate to be inclusive of all interested groups. There is representation from government, industry, utility, education, health care and NGO's. The RECAC meets quarterly to look at the 'big picture' and discuss how each of our organizations has a role during a disaster, and how those roles can best work together."