

# Regional District of Bulkley-Nechako HRVA (Electoral Area Specific) Committee Terms of Reference

## Committee Mandate

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The purpose of the Electoral Area (EA) Hazard, Risk, Vulnerability Analysis (HRVA) Committees is to complete a detailed HRVA for each EA of the RDBN in a way that develops a collective community understanding of what emergency hazards exist throughout the Regional District. Each EA specific HRVA Committee will report back to the RDBN Rural Directors to advise of progress and make recommendations for approval of the final HRVA's and implementation programs moving forward.

The HRVA's will be completed over the next two years and include the participation of local community members, emergency response agencies, stakeholders, and Elected Officials. The hope is that this process will build momentum in the Region and these select committees will transition into RDBN standing committees that will help guide the implementation of the HRVA programs beyond this project.

## Scope of Work

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Each Electoral Area Committees shall:

- participate in training on the HRVA process;
- assist in identify emergency hazards;
- work with RDBN staff to:
  - collect and understand information on existing risk reduction measures, update community maps, identify critical infrastructure, identify social and economic vulnerabilities, physical and environmental vulnerabilities;
  - assess hazard likelihood;
  - review, rate, and document the potential hazard impacts to communities;
  - prioritize and rank emergency risks;
  - generate strategies and actions to reduce risk and vulnerability to priority hazards.
  - provide advice in the development of policies, procedures, and action plans to enhance community resiliency to emergencies;
  - review final HRVA documents; and,
- participate in community consultation on the development and implementation of ongoing HRVA programs and activities.

## Authority

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The Committee is a select committee of the RDBN established by the Board under section 218 (1) of the **Local Government Act** to consider, inquire and make recommendations to the Board via the HRVA Advisory Group concerning the completion of HRVA's for each Electoral Area. Bylaw 1832, Part 19 outlines the requirements for select committees.

## Membership

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Members shall be approved by the RDBN Board of Directors.

The Committee shall consist of no more than 17 members representing a diversity of backgrounds, interests, and geographical location within each of the EA. Invitations will extend to technical, political and community representation and will aim to involve the RDBN, municipal and First Nations governments from each EA in the Bulkley-Nechako region.

Membership may include representation as follows:

- RDBN electoral area representative – 1 member
- representative from RDBN member municipalities – 1 member per municipality
- representatives from First Nations Band or Tribal Council within the EA – 1 member per Nation
- media– 1 member
- agricultural association representative – 1 member
- first responders (RCMP, Search and Rescue, BC Ambulance, ESSD's) – 4 members (1 per group)
- long term residents and elders – 2 members
- public sector/institutions (School District, Northern Health) – 2 members
- social services agencies – 1 member
- industry representative – 1 member
- business community representative – 1 member
- rotating hazard/sector knowledge experts (i.e. Environmental groups, Insurance providers, Utility Representatives, Provincial agencies, etc.)
- RDBN staff shall act as a resource to the Committee.

## Tenure

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This select committees shall be disbanded by the RDBN Board upon the completion of the HRVA project and be replaced with standing committees to ensure implementation success and sector engagement of the HRVA program.

## Meetings

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- a) The Committee shall meet five to six times over the next two years, or as required in order to adequately address the Scope of Work in a timely manner. With provision for workshops or other presentations at the Committee's discretion.
- b) Meetings will be scheduled in consultation with the committee members and will consider the current state of the COVID pandemic in selecting meeting format.
- c) Meetings will generally be held virtually.
- d) Meeting will be held at the call of the Committee Chair, who will be the Electoral Area Director or alternate.
- e) All meetings must be open to the public unless strictly allowed to be closed under the **Local Government Act** or the **Community Charter**.
- f) The Committee must follow the RDBN Procedure Bylaw as amended from time to time.

## **Quorum**

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Quorum of the Committee shall be a minimum of 50% plus one. In the absence of a quorum, a meeting can still proceed, and topics can still be discussed, provided no motions are made or votes taken.

## **Decision Making**

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Committee decisions will be made by consensus whenever possible. If necessary, votes may be taken. Committee meetings are open to the public; however only Committee members have speaking and voting privileges. Delegations that wish to address the Committee must seek approval from the Committee through a written request or invitation.

## **Minutes**

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- a) All meetings will be recorded, and a transcription of the meeting will be provided at the following meeting.
- b) After approval of the Committee the meeting minutes will be provided to the RDBN Rural Directors Committee for receipt.

## **Reporting to the Rural Directors Committee**

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- a) The Chair will support the HRVA Coordinator in providing a report to the RDBN Rural Directors Committee at a minimum once every six (6) months and shall provide other reports to the RDBN Rural Directors Committee, as needed from time to time.
- b) Recommendations of the Committee must be endorsed by the RDBN Rural Directors Committee.

## **Representative Authority**

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- a) The Committee does not have the authority to pledge the credit of the RDBN, or to authorize any expenditure to be charged against the RDBN.
- b) The Committee Chair will be the public and media contact, Committee members do not have the authority to speak publicly on behalf of the Committee unless so directed by the Chair.

## **Staff Support**

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- a) The HRVA Coordinator shall be the staff champion.
- b) Other RDBN staff shall be available from time to time upon request through the Director of Protective Services to provide technical and periodic administrative support.

## **Financial Resources**

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- a) The HRVA Project has a specific budget, however, financial requests must be submitted to the RDBN Director of Protective Services.